

3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Community College Educational Agreement Comprehensive Agreement Regarding the Expansion of Educational Resources

Office of Origin: Office of Academic Affairs/President's Office

Document Summary: Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) signed in August 2016

Comprehensive Agreement Regarding the Expansion of Educational Resources

THIS AGREEMENT is entered into by and among the **BOARD OF TRUSTEES** from each participating community college for the expressed purpose of providing additional educational programs to the citizens of each district involved in this Agreement.

Black Hawk College Carl Sandburg College Danville Community College Elgin Community College Heartland Community College **Highland Community College Illinois Central College Illinois Valley Community College** John Wood Community College Joliet Junior College Kankakee Community College Kaskaskia College **Kishwaukee** College Lake Land College Lewis and Clark Community College Lincoln Land Community College McHenry County College Moraine Valley Community College Morton College **Prairie State College Rend Lake College Richland Community College Rock Valley College** Sauk Valley Community College South Suburban College Southwestern Illinois College Spoon River College Waubonsee Community College

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, the parties hereto believe this Agreement should be one of the means to establish a viable method of cooperation between the parties hereto; and

WHEREAS, by means of this agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services which might otherwise be impracticable for any of the parties individually; and

WHEREAS, the parties hereto believe that the implementation of this Agreement holds great promise for further development of higher education in Illinois; and

WHEREAS, this Agreement supersedes and takes the place of any and all prior cooperative agreements, and that all said prior agreements are hereby terminated.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. Institutional Identification

For the purpose of this Agreement, the college district sending the students to another college will be referred to as the "Sending College" and the college receiving students from another college district will be referred to as the "Receiving College".

2. Terms of Agreement

The educational programs offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board and the Illinois Board of Higher Education. The Agreement is explicitly for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education.

3. Duration of Agreement

This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item 6.

4. Amendments to Agreement

Amendments and/or revisions to this Agreement may be made at a time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original Agreement.

In the event of amendments and/or revisions to this Agreement, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

5. Coordination of Agreement

This Agreement shall commence in April 2007 and shall be continuous with automatic renewal. Illinois Central College in consultation with member institutions will coordinate changes and distribution of those changes to the other colleges on an annual basis when necessary.

6. Termination of Agreement

The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President. Notice shall be given in writing on or before March 1 of the preceding academic year to each of the other College Presidents. In the event of such termination, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

7. Citizens Eligibility

Approval for students participating within this Agreement resides with the Sending College. Upon approval from the Sending College, a citizen may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district. Furthermore, a citizen may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that citizen's educational objective can be met in the college of his/her home district.

8. Registration

Upon written approval from the Sending College, students shall register at the Receiving College and shall be members of that district for the terms of their enrollments. Under the terms of this agreement, students may take approved courses at either institution. Upon successful completion, courses taken at the Sending College shall be acceptable to transfer to the Receiving College for completion of the program, or vice versa.

9. Additional Educational Services

The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College, equal to those provided for any other student at their campus. The Receiving College shall also provide counseling/guidance and other services that will facilitate the learning process.

10. Records and Recognition of Completion

The Receiving College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program. The Receiving College will provide copies of such records to the Sending College at the student's request.

11. Scholarships and Student Activities

The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by the rules of the college's athletic conference. Students from any Sending College may be eligible at any Receiving College for any other extracurricular activities, scholarships, or other recognition of excellence in the program for which they are attending at the Receiving College.

12. Publicity

The educational programs offered through this Agreement shall be noted in college catalogs and publicized by the participating districts in a manner consistent with ICCB requirements and institutional publicity policies. Marketing of programs into another college district will only be done with the permission of that district.

13. Communication of Agreement

The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College. Said students will be responsible for all normal operating rules and conditions of the campus he/she is on at any given time.

14. Reimbursement

The Receiving College shall be eligible to file all claims for State apportionment for any student from the Sending College enrolled in the Receiving College's programs covered by this Agreement.

15. Transportation

Students shall be responsible for their own transportation to and from Sending and Receiving Colleges.

16. Tuition and Fees

Students from the Sending College will pay the resident tuition and fees of the Receiving College. All students seeking state or federal financial assistance are required to make application at the Receiving College.

17. FTE Reporting

For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the Receiving College.

18. Student Enrollments

The cooperating institutions in this Agreement shall be treated as one district in relation to admission policies for the programs included herein; however, residents of the respective college districts may have priority consideration where limited program space is available.

19. Chargeback

Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks. Procedurally, students who wish to enroll at a Receiving College herein identified will secure from their home college a letter designating them as participants in an approved program. A copy of such letter will be sent to the Receiving College, which will thus know not to charge the out-of-district rate.

20. <u>Special Note</u>: Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

Community College Educational Agreement

Comprehensive Agreement Regarding the Expansion of Educational Resources

PARTICIPATING INSTITUTIONS

Black Hawk College Carl Sandburg College Danville Community College Elgin Community College Heartland Community College Highland Community College Illinois Central College Illinois Valley Community College John Wood Community College **Joliet Junior College** Kankakee Community College **Kaskaskia** College **Kishwaukee** College Lake Land College Lewis and Clark Community College Lincoln Land Community College **McHenry County College** Moraine Valley Community College **Morton College Prairie State College Rend Lake College Richland Community College Rock Valley College** Sauk Valley Community College South Suburban College Southwestern Illinois College **Spoon River College** Waubonsee Community College

Local District Signature Page

Southeastern Col Illinois Callege 1 College

College Designee for Agreement

Chair of the Board of Trustees

President

533 District Number

8-252-5400 Ext. 2200

Contact Information

Date

Date

5-10-12 sf



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: 2017-2019 Catalog

Office of Origin: Marketing

Document Summary: A PDF copy of the 2017-2019 Catalog

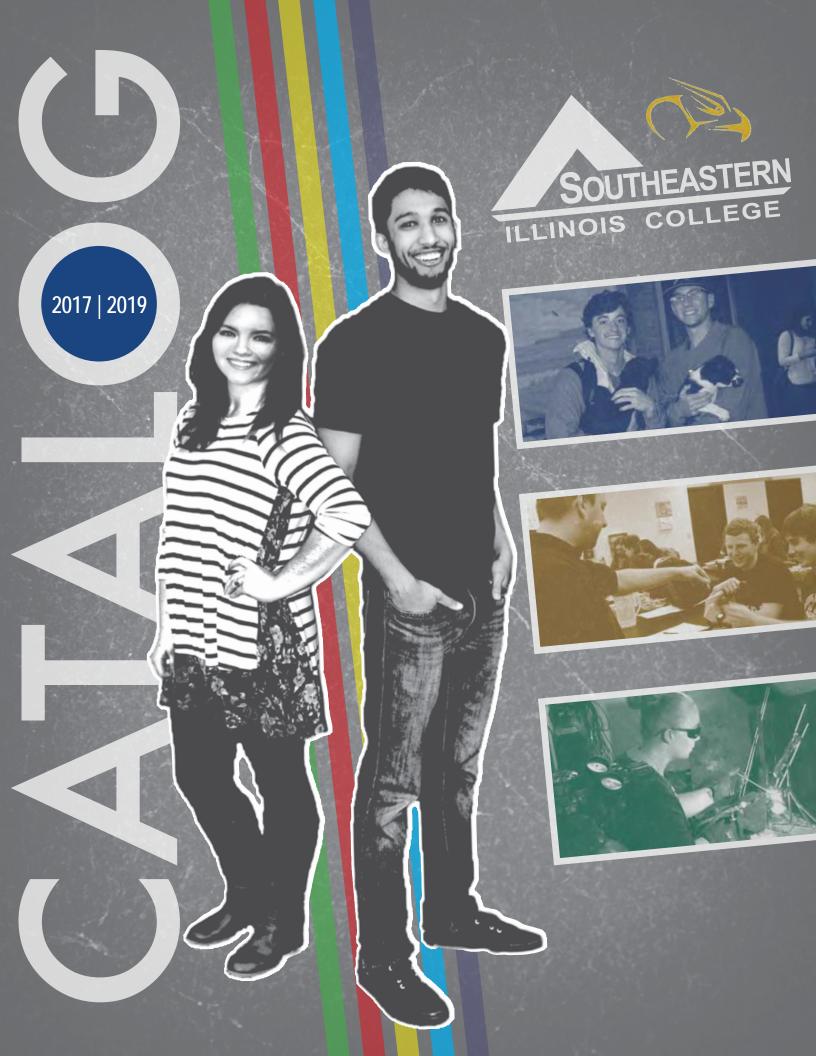


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Southeastern Facts

Type of College: Public two-year comprehensive community college

Founded: 1960

Main Campus Location: A 190-acre campus located at 3575 College Road, Harrisburg. Phone: (618) 252-5400 (local) or toll free (866) 338-2742

Additional Location: David L. Stanley White County Center, located at 1700 College Avenue in Carmi since 1987. Phone: (618) 382-8869

College District #533: Gallatin, Hardin, Pope and Saline counties; portions of Hamilton, Johnson, Williamson and White counties

President: Jonah Rice, Ph.D.

Annual Budget: Approximately \$21.7 million

District Equalized Assessed Evaluation: \$548,662,494

Annual Enrollment: Approximately 5,000 full and part-time students

Tuition: \$99 per credit hour for in-district students (Spring 2017)

Library: 60,000 cataloged items, 40 periodical subscriptions, and access to more than 40 electronic databases

Financial Aid Awarded Annually: Approximately \$3.9 million

Employees: 110 full-time, 140 part-time, as of spring 2016

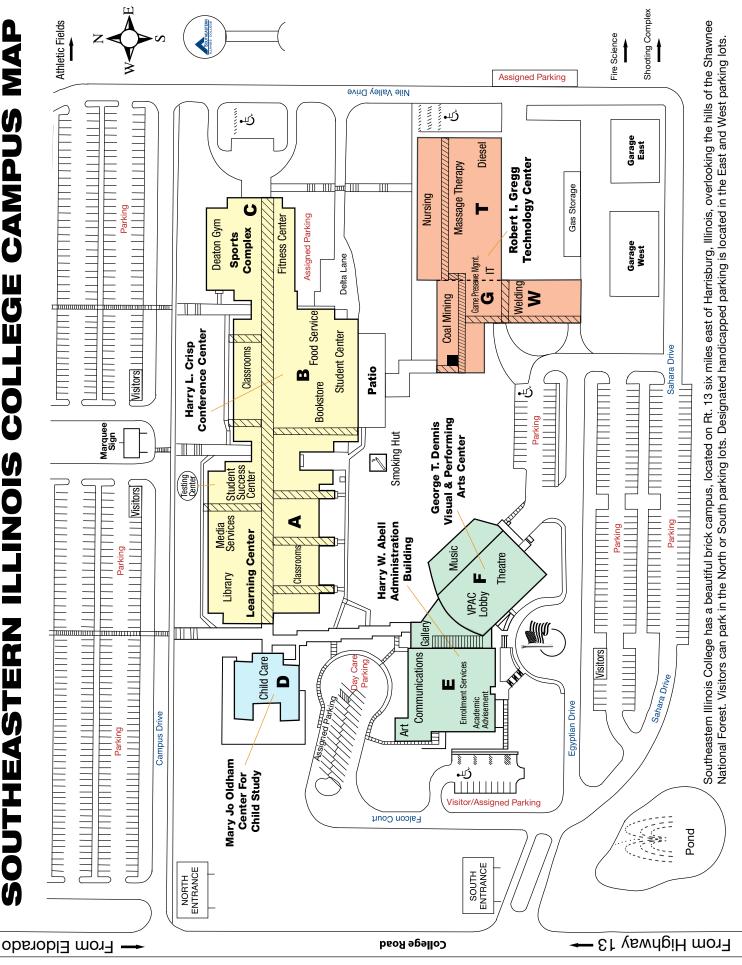
Courses of Study:

Arts and Science Associate Degree Programs Associate in Applied Science Degree Programs Associate in Engineering Science Degree Associate in Fine Arts Degree Associate in Fine Arts in Musical Theater Degree Associate in Fine Arts in Theater Acting Degree Associate in Liberal Studies Degree Occupational Certificate Programs

District Population: 52,000

Secondary Schools in District: 10





FALL 2017 - SUMMER 2019 Catalog

Volume 25

Community College District No. 533

3575 College Road Harrisburg, Illinois 62946 Telephone: (618) 252-5400 Toll-free: (866) 338-2742 www.sic.edu

Accredited By

The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1413 (312) 263-0456; (800) 621-7440

Recognized by

The Illinois Community College Board Illinois Board of Higher Education Illinois State Board of Education Illinois Department of Veterans Affairs

An Institutional Member

American Association of Community Colleges Southern Illinois Collegiate Common Market

Approved By

The State Approving Agency For Veterans Education

This catalog was printed for a two-year period, and the college consequently reserves the right to make changes in order to comply with local, state, or federal conditions or regulations. Such changes will be publicly announced and posted. Catalog content is also posted to the college's website at www.sic.edu/catalog. For the most recent curriculum guides, course descriptions, and policies, please use the links on the left side navigation pane.

Southeastern Illinois College does not discriminate on the basis of disability, race, gender, religion, source of national origin, or age in the recruitment and admission of students and adheres to a policy of equal opportunity/affirmative action in employment, educational programs, and activities. The college adheres to federal regulations such as the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. All college facilities are accessible to persons with disabilities.

President's Welcome

If you're a recent high school graduate or a returning student, Southeastern Illinois College is the place for you. Maybe you want to transfer to a senior institution or enter the workforce when you finish at Southeastern. Whatever your plans, we are your first stop on the road to success

Southeastern is the right choice for you. More and more students see the value of a quality education at an affordable price and are choosing Southeastern. Our "Triple 'A' Promise" is a large part of it.

Southeastern makes higher education affordable—we're the best bargain in the area. Our tuition is one of the lowest in the Midwest—because we know that helps you to pursue higher education. Between 70-80% of our students receive some sort of financial assistance—from need-based awards to fully endowed scholarships from the College Foundation. When a public university can be five times more expensive and a private university can be ten times the cost of attending community



college, you know it's a smart move to attend a quality institution like Southeastern.

At Southeastern, we take pride in our quality—our accountability in higher education is superior. Southeastern has one of the best ratios of full-time instructors to students in the region and we have one of the most highly qualified facult . SIC has an impeccable record with the Higher Learning Commission the best you can find in the area. We offer nationally-recognized competitive teams and clubs that provide distinction for the region. That "Seal of Approval" means a lot, and we take pride in knowing we are a highranking college.

Of course, we make accessibility a priority so that it's easy to start your future. Southeastern offers face-toface, online, hybrid, mini-semester, summer, and other creative course scheduling to make access easy. SIC is the online leader in the area for courses and degrees. Those courses and degrees transfer to universities, and our multiple bachelor completion and cooperatives with many regional universities makes earning your senior degree within reach—all from this region. Southeastern provides choices for you to make the most of your future.

We're your community college, and we're at your service. Let us show you just how good we are with our "Triple 'A' Promise."

Regards and Respects,

Jonah Rice, Ph.D President

Mission Statement

Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development.

Vision

To be the catalyst for academic excellence, community service, and economic growth in the communities we serve.

Institutional Goals

1. Provide a general education program that creates a foundation for further study and enlightened citizenship.

2. Empower students to achieve their educational goals, enabling them to successfully live and work in a culturally diverse global society.

3. Provide students access to quality transferable courses and programs.

4. Prepare students to succeed in a highly competitive workforce through career and technical education.

5. Provide opportunities in developmental and adult basic/secondary education.

6. Enhance learning by integrating educational opportunities in and out of the classroom.

7. Utilize existing and emerging technologies to equip students, enhance learning and provide services.

8. Sponsor award-winning, competitive, and service-oriented activities.

9. Offer lifelong learning opportunities to explore potentials, abilities, and interests.

10. Enrich and enhance the community through cultural and general interest events.

11. Provide resources, training and leadership for economic development of business and industry.

12. Provide a wide range of student and administrative services to support achievement of student learning and personal development.

13. Create a culture where assessment of student learning outcomes and college services are valued and used across the institution.

14. Responsibly manage the resources entrusted to the college on behalf of the community college district.

15. Establish and maintain mutually beneficial educational, corporate and community partnerships.

Evaluation And Assessment

Core Values

Fairness: We are committed to behavior free from self-interest, prejudice, or favoritism.

Integrity: We embrace moral values and the courage to live up to them.

Compassion: We demonstrate a genuine interest, concern, and respect for others.

Self-Esteem: We see ourselves and others as individuals of value and capable of pursuing our dreams.

Responsibility: We hold ourselves accountable for our conduct and obligations.

Learning: We value learning as a lifetime objective and will continue to promote the attainment of knowledge.

Often, in the home of a growing child, a yardstick is attached to a wall or doorway. From time to time, the child will run to that special spot with a parent following behind, marker in hand. Certain that he or she has grown, the child is excited to be measured. Likewise, the people at Southeastern are confident that our institution is g owing. We know this because of the assessment and evaluation tools we have in place. Through assessment, we measure the success of our students, programs, and other aspects of Southeastern Illinois College. Evaluation of each facet is very important. Assessment is like an on-going report card that involves everyone. It is our yardstick. It requires everyone to ask honest questions about performance and outcomes. This could take many shapes: tests, questionnaires, surveys, discussions, reports, portfolios. Southeastern's students, instructors, staff, and administrators can use the results of these instruments to make informed, educational decisions.

Laura Sliger, Assessment Committee Student Member 2002

HOW TO CONTACT US We welcome and encourage students to meet and talk with our staff personally.

Regular office hours are Monday-Frida, 8 a.m. to 4:30 p.m. Summer office hours are Monday-Thursda, 8:00 a.m. to 4:30 p.m. Local: 618-252-5400 Toll-free: 866-338-2742 Fax: 618-252-3062

DIRECTORY

Administrative Office	Extension
Academic Affairs –Vice President's Offic	2201
Academic Services – Executive Dean's Offic	2251
Business Affairs – Executive Dean's Offic	2510
President's Offic	2101
Student Services- Executive Dean's Offic	2401

Department	Extension	Email
	.2530	
	.2360	
	.2300	
	.2213	
	.2430	
Distance Learning Office/Assistanc	.2265	online@sic.edu
Early College/Dual Credit	.2245	dualcredit@sic.edu
Enrollment Services Fax #		
		facilities@sic edu
	.4110	
	.2482	
	.2462	
	.2453	
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	.2130	
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DIVISIONAL ORGANIZATION

Division of Applied Technology Division of Humanities Division of Mathematics and Science Division of Nursing and Allied Health Division of Social Science, Business and Education



DIVISIONAL ORGANIZATION

DIVISION OF APPLIED TECHNOLOGY

The Division of Applied Technology provides instruction in career education programs including: Biofuels, Criminal Justice, Diesel Technology, Fire Science, Information Technology, Outdoor Recreation, Truck Driving, and Welding Technology.

Many of the career and technical education programs at SIC offer students unique educational experiences. For example, the Diesel Technology program is the only community college program in the state of Illinois that is NATEF certified for medium and heavy-duty trucks. In addition, all instructors are ASE certified in the areas they teach. The Fire Science program is approved by the Illinois State Fire Marshal and the College operates a Regional Fire Training Center that provides training for firefighters throughout the region a well as mine safety training to area and regional coal mines. The Information Technology program, in cooperation with Southern Illinois University at Carbondale, allows students to complete the first half of their bachelo 's degree at Southeastern. Online Biofuels Certificate Programs provide training for those already working in the field, as well as those wishing to pursue a career in this growing industry. Criminal Justice students have a number of options to pursue a bachelor's degree program through select university partnership agreements.

Instructors in these programs focus on the development of the knowledge and the skills for professional entry into the various technical fields. Students are provided with the opportunity to develop skills in well-equipped, handson learning environments. The Division sponsors several program-specific clubs and activities throughout the year.

DIVISION OF HUMANITIES

The Division of Humanities incorporates two broad areas of study - fine arts and communication. The division offers courses to develop knowledge and skills in the areas of art, foreign language, music, literature, philosophy, communication, theater, rhetoric and composition. These studies are linked by a common emphasis upon personal accomplishment - aesthetic, linguistic, communicative and intellectual.

The division provides curricula leading to an Associate in Arts, Associate in Fine Arts in Art, Associate in Fine Arts in Musical Theater, Associate in Fine Arts in Theater, and instruction in several pre-professional areas. The Humanities faculty bring a broad range of experience and diversity to SIC and are actively involved in numerous student activities such as the Forensic Falcons (award-winning speech team), plays, musicals, concerts, cultural arts, and various cultural and educational trips.

DIVISION OF MATHEMATICS AND SCIENCE

The Division of Mathematics and Science maintains laboratories for biology, biotechnology, chemistry, microbiology, and physics, as well as a greenhouse for botany. Instruction leads to an Associate in Science degree or an Associate in Engineering Science Degree and instruction in several preprofessional areas.

Foundational courses in mathematics are offered to students who need to develop skills necessary to succeed in college-level courses. The division sponsors the Math and Science Club, the WYSE Academic Challenge, and the annual STEM Day for high school students.

DIVISION OF NURSING AND ALLIED HEALTH

The Division of Nursing and Allied Health provides instruction in Nursing Assistant, Practical Nursing, Associate Degree Nursing, Health Occupations, Massage Therapy, Phlebotomy, Pharmacy Technician, and other health-related programs. Cosmetology and Nail Technology programs are also included within this division. The division's programs are approved by various appropriate agencies including the Illinois Department of Public Health and the Illinois Department of Financial Professional Regulation.

DIVISION OF SOCIAL SCIENCE, BUSINESS AND EDUCATION

The Division of Social Science, Business and Education provides instruction in Economics, Government, History, Psychology, Sociology, Education, Early Childhood Education, Business, and Physical Education.

The division provides curricula leading to an Associate in Arts or Associate in Science degree, and instruction in several pre-professional areas.

To meet the needs of students, courses are offered at a variety of locations, using a variety of instructional modalities, including traditional classroom, twoway interactive, online, blended/ hybrid, legislative simulations and field observations that literally breathe life into the course material.

The division also offers a wide variety of extracurricular activities through student groups: Early Childhood Education Club, Education Club, Model Illinois Government (MIG) and Student Government (SICSG.)



ADMISSIONS & REGISTRATION



Students are encouraged to visit the admissions and registration desk, located in the lower level of E Building, Monday through Friday 8 a.m. - 4:30 p.m.

ADMISSIONS & REGISTRATION

ADMISSION REQUIREMENTS

Southeastern Illinois College is a comprehensive community college that welcomes all who wish to utilize its various educational programs, community services and physical facilities. In its admission and recruitment of students, Southeastern does not discriminate on the basis of age, disability, marital status, military status, national origin, race, religion, gender or other legally protected status.

GENERAL ADMISSION (9001)

Southeastern admits applicants to associate degree and certificate programs as follows:

- by a certificate of graduation (official transcript) from a secondary school*;
- 2. by transfer from other accredited colleges or universities;
- by presentation of an earned state approved high school equivalency exam; and,
- 4. by special permission if the applicant wishes to attend as a part-time or unclassified student.

There are several programs that have special admission requirements. Refer to the following sections of the catalog or see an academic advisor, the appropriate dean and/or division chair for further information.

*A home school diploma will be considered equivalent to a high school diploma only if the state in which the home school curriculum was completed recognizes the home schooling as such.

ADMISSION PROCEDURE

Students applying for admission to degree or certificate programs must complete the admission process outlined below:

- Complete a Student Information Form and submit it to theEnrollment Services Office, Southeastern Illinois College, 3575 College Rd., Harrisburg IL 62946-4925; or, apply online at: www.sic.edu/ apply.
- 2. Provide proof of residency.
- 3. Submit an official copy of high school transcript or

state-approved high school equivalency exam scores. Transfer students must also submit official copies of transcripts from any colleges previously attended.

- 4. Take the college placement exam. Exemptions to this requirement include:
 - a. Students who have taken college-level English or math at another college or university and received a grade of "C" or higher;
 - b. Students who possess a degree from another college or university;
 - c. Students who received an enhanced ACT* composite score of 20 or higher, or 20 or higher on the English component, are exempt from taking the English and reading placement exams. Students with a MATH content exam score of 20 or higher are exempt from taking the math placement exam.
 - d. Students who received an SAT* composite score of 1020, or a minimum of 480 on the evidencebased reading and writing section are exempt from taking the English and reading placement exams. Students with an SAT composite score of 1020, or a minimum SAT math section score of 530 are exempt from taking the math placement exam.
- 5. Meet with an academic advisor to schedule classes.

*Students who plan to transfer to a four-year college or university are

encouraged to take the ACT or SAT as it is required for admission at some senior institutions. See an Academic Advisor for information.

UNCLASSIFIED ADMISSIONS

Students who do not have a high school diploma or high school equivalency exam certificate may not be admitted to associate degree or certificate programs as regular, full-time college students, but are encouraged to enroll in the high school equivalency exam preparation courses. They may take any non-credit community service courses.

Students without a high school diploma or high school equivalency certificate may be granted special permission to enroll in a limited number of college credit courses while concurrently enrolled in a high school equivalency test preparation course. In order to be granted permission, the student may be required to take a college placement exam. Those students who score at college level may enroll in college credit courses. College level work will be restricted to twelve (12) semester hours until the student successfully passes the state approved high school equivalency exam. Acceptance of applications and granting of admission are subject to completion of the application process.

ADMISSION TO ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, ASSOCIATE IN ENGINEERING SCIENCE AND ASSOCIATE IN FINE ARTS DEGREES

High School Subject Requirements Effective with the 1993 Fall Semester, Illinois state law requires that new freshmen applicants and transfer applicants with less than 26 semester or 39 quarter hours of college-level credit must, also, satisfactorily complete high school course requirements for admission into the Associate in Art, Associate in Science, Associate in Engineering Science and Associate in Fine Arts degree programs. Students who do not meet these high school requirements will be admitted on a provisional basis.

High School Course Requirements are as follows:

- Four (4) years of English (emphasizing written and oral communications and literature);
- 2. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
- Three (3) years of laboratory science (biology, chemistry, physics, earth science or other college preparatory science courses);
- 4. Three (3) years of social science (emphasizing history and government, with anthropology, economics, geography, political science, psychology, and sociology also being acceptable);
- 5. Two (2) years of electives (foreign language, music, art, or vocational education).

EXEMPTIONS: When admitted, students in the following categories are exempt from the High School Subject Requirements:

- 1. Transfer students with more than 26 semester or 39 quarter hours of college credit.
- 2. Students who have earned an ACT composite score of 20 or higher or an SAT composite score of 1020 or higher and,
- Students who have scored at college level on an SICapproved college placement exam.

In addition to the admission requirements noted above, all students are required to take a college placement exam. If through testing, students demonstrate a need for remediation in English, math, or reading, they may be provisionally admitted to the program. Placement into remedial courses may occur even if a student has met the high school requirements.

Provisional Admission

Students who do not score at college level on SIC's approved placement test will be considered deficient in those respective areas. These deficiencies can be rectified by successful completion of related college coursework and enable students to be fully admitted to a transfer program.

Provisionally admitted students will be required to make up all course deficiencies as early as possible during the first 30 semester hours of credit. A deficiency may also be corrected at another institution prior to transfer to Southeastern Illinois College. Once all course deficiencies have been satisfied the student will be fully admitted to a program.

All students who demonstrate through testing a need for remediation in English, math or reading will be required to successfully complete the required developmental coursework before the student can enroll in any entry level course in the same subject area and must be taken as early as possible during the first 30 semester hours of credit.

ADMISSION OF HIGH SCHOOL STUDENTS

Students 16 years of age or older, still enrolled in a high school, may be considered for enrollment in college credit courses by meeting specific eligibility requirements. The student must complete the admission process and meet all college requirements for the course(s) in which they enroll. Additionally, if the courses(s) in which the student wishes to enroll are offered during the regular school day established by the secondary school, and are not being taken through a dual credit agreement or the Early College Program, prior approval of the chief executive officer of the secondary school must be received. If the student is taking courses through a dual credit agreement or the Early College Program, the policies, procedures and

guidelines of those programs would be followed. High school students are required to meet the same standards as any other college student and are given the same credit, which is placed on the student's permanent academic transcript.

Students under 16 years of age must meet specific eligibility requirements in order to enroll in college credit courses. If the student is taking courses through a dual credit agreement or the Early College Program, the policies, procedures and guidelines of those programs would be followed. Students who are pursuing high school-level curriculum through home schooling are eligible to enroll based on the same requirements as students enrolled in district high schools. Appeals for consideration of special circumstances may be made to the Vice President of Academic Affairs.

STUDENTS WHO DID NOT COMPLETE HIGH SCHOOL

Any student who is 16 or 17 years of age and has severed connection with a secondary school must submit a written statement from the chief executive officer of the secondary school in which the student has legal residence, certifying that the relationship has been severed.

ADMISSION BY TRANSFER FROM ANOTHER COLLEGE OR UNIVERSITY (9024)

Transfer students from other colleges or universities will be admitted based on the same admission criteria as other students. Transfer students must also complete the admission process.

It may be possible for individuals who are entering Southeastern Illinois College to be granted credit toward graduation for work previously completed at other colleges, universities, business schools, vocational institutes, military centers and similar agencies, or through testing. Transfer credit is college credit previously earned at another recognized college or university. To receive transfer credit:

- 1. The student must provide an official transcript from the previously attended college or university to Southeastern Illinois College.
- 2. Southeastern will accept transfer credit from postsecondary institutions that are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Southeastern has no equivalent course, the credit will be accepted as elective credit only.
 - a. Credit earned in remedial or developmental courses will not be accepted. Southeastern will recognize that remediation has been met where appropriate.
 - b. Credit hours only are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.
 - Courses in which the c. student has earned a grade of "D" or greater will be accepted in transfer provided the student's cumulative grade point average from the transferring institution is a 2.00 or greater on a 4.00 scale. If a student has a cumulative grade point average below 2.00, credit will be awarded for only those courses in which a grade of "C" or higher was earned.

Non-Accredited Programs

Students who have attended programs not accredited by the Higher Learning Commission or by a comparable regional accrediting association must successfully complete a proficiency examination, where available, for each course for which the student is seeking credit.

Appeal Process

Students who wish to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining their reasons to the Vice President of Academic Affairs.

ADMISSION OF INTERNATIONAL STUDENTS

Prospective international students who wish to apply to Southeastern must have a minimum score of 520 on the paper-based Test Of English as a Foreign Language (TOEFL), 190 on the computer-based TOEFL, or 68 on the internet based TOEFL and must meet all degree program requirements. International students must provide documentation that TOEFL guidelines have been met or provide certification that English is their first language. For complete information concerning the TOEFL exam, applicants may write to: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541, or visit the website at www.ets.org/toefl. In addition, international students must be able to document their ability to be selfsupporting or be financially sponsored

Southeastern Illinois College may issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) to an international student for the purpose of obtaining an F-1 Visa. An international student will be registered and an I-20 processed through the Student and Exchange Visitor Information System (SEVIS). In order for an I-20 to be issued, the student must complete the following steps:

- 1. Complete and submit the Southeastern Illinois College Student Information Form.
- 2. Provide proof, in an English translation, of completion of secondary education.
- 3. Complete a financial statement that shows evidence that the student has the resources to be self-supporting or is being financially sponsored, and provide official documentation of funds and amounts via a current bank statement or letter from the sponsoring organization.

- 4. Declare the student's intention to pursue an A.A., A.S., A.E.S., A.F.A. or A.A.S. degree.
- 5. Provide official documentation indicating the student has met the TOEFL guidelines as previously prescribed or provide certification that English is the student's first language

International students who are residing in the United States under Visa status other than an F-1 and wish to take courses must provide proper documentation indicating the student is registered with the Department of Immigration. The following steps must be completed:

- 1. Complete and submit the Southeastern Illinois College Student Information Form.
- 2. Provide proof, in an English translation, of secondary education.
- 3. Provide official documentation indicating the student has met TOEFL guidelines as previously described or certification that English is the student's first language
- 4. Provide official documentation indicating Visa and passport status.

PLACEMENT TESTING

Southeastern uses ACCUPLACER for placement of students into developmental or college level courses. Placement testing is required of all students who are enrolling in an associate degree program or in an English or math course. Students who have an ACT composite score of 20 or higher or an SAT composite score of 1020 or a minimum of 480 on the evidence-based reading and writing sections are exempt from taking the English and reading placement exams. Students with an SAT composite score of 1020, an ACT composite score of 20, or a minimum SAT Math section score of 530, are exempt from taking the math placement exam. Students who have taken and successfully completed English or math courses at another college or university are

exempt from taking the placement test. Scores on ACCUPLACER are used, in conjunction with high school coursework and grades, to determine placement in appropriate developmental or college level courses.

SENTENCE SKILLS/WRITING & READING PLACEMENT

(Effective September 1, 2016)

If you meet one of the following exemptions, you do not have to take a writing or reading placement test:

- If you have an ACT English, an ACT English/Writing, or an ACT composite score of 20 or higher, you do not have to take the writing or reading placement tests.
- If you have an SAT composite score of 1020 or higher, or a minimum of 480 on the evidenced-based reading and writing sections, you do not have to take the writing or reading placement tests.
- If you have taken and successfully completed a college-level English

course at another college or university, you are exempt from writing and reading placement testing. Course placement recommendations based on test scores are as follows:

Writing Skills

			8
Asset	Compass	Accuplacer	Placement
23 - 32	Below 15	40 & Below	Mandatory placement into ENG 101.
33 - 34	15 - 18	41 - 46	Mandatory placement into ENG 101 and English 109 (to be taken concurrently).
35 - 40	19 - 48	47 - 76	Mandatory placement into English 109 and recommended placement into ENG 101.
37 - 40		70 - 76	Optional: Placement into ENG 121Z with concurrent enrollment in ENG 105Z
41 - 55	49 - 99	77 - 120	Placement into English 121.

Reading Skills

Asset	Compass	Accuplacer	Placement
23 - 32	46 & Below	27 & Below	Mandatory placement into ENG 101.
33 - 34	47 - 53	28 - 42	Mandatory placement into ENG101 and READ 106 (to be taken concurrently).
35 - 36	54 - 65	43 - 53	Mandatory placement into Reading 106 and recommended placement into ENG101.
37 - 40	66 - 76	54 - 79	Mandatory placement into ENG 109
41 - 53	77 - 99	80 - 120	No reading class is required.

Students may contest their ACCUPLACER test scores. The ACCUPLACER may be taken only twice during an academic year. Contact the Student Success Center at 618-252-5400, extension 2442, to schedule testing.

MATHEMATICS PLACEMENT

If you meet one of the following exemptions, you do not have to take a mathematics placement test:

- If your ACT MATH score is 20 or higher.
- If your SAT composite score is 1020 or higher, or your SAT Math section score is 530 or higher.
- If you completed 4 years of collegeprep math (Algebra 1 or higher) with a "C" or better in each class.
- If you completed 3 years of collegeprep math (Algebra I or higher) with a "B" average.

Students meeting one of these exemptions may enroll in any collegelevel math course. Work with an academic advisor to determine the course needed for your intended major. <u>Math placement scores are valid for 3</u> <u>years. After that time, the placement</u> <u>test must be repeated.</u> All other students must take the ACCUPLACER test for placement. After initial placement, advancement is based on course prerequisites. If you **did not** take Geometry in High School and you are a <u>STEM</u> major, Math 108 is required before you can take any college-level math course. Contact an Academic Advisor for MATH courses requiring a Geometry pre-requisite.

	ASSET		COMPASS	5	А	CCUPLACE	R
	Elem. Alg.	Pre. Alg.	Pre. Alg. Algebra Coll. Alg.		Arthk. Elem. Alg.		Coll. Math
Who Takes →	Everyone	Everyone		Alg 1 D/E	Alg 1A/B/C -OR- GED Math	Alg 2 A/B/C -OR- GED Math	
To enroll in ↓						150-174	175-200
Math 101	23 - 38 with Alg 1 D/E	1 - 38			0 - 59		
Math 106 Math 151	23 - 38 with Alg 1 A/B/C	39 - 100	1 - 36		60+	0 - 59	
Math 109 Math 155	39 - 55 with Alg 1 D/E		37 - 63	1 - 23	101+ may take Elem. Alg.	60 - 85	0 - 39
Math 125 Math 128 Math 144 Math 204	39 - 55 with Alg 1 A/B/C		64 - 100	24 - 100		86+	40 - 63
Math 141 Math 142 Math 143 Math 161	50 - 55 with 4 yrs Alg 1 and above			55 - 100 with 4 yrs Alg 1 and above			64+

PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

Southeastern has a number of programs that have special admission requirements and some that have selective and/or limited admission. Students applying for admission to these programs must also complete the regular admission process in addition to meeting the special requirements of those programs. The following sections provide information on each of these programs.

Early Childhood Education

Program Admission Procedures:

Illinois law requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services.

Currently, all Early Childhood Education (ECE) courses require interaction/observation. Other courses may be added. All of these courses are required for completion of the A.A.S. in Early Childhood Education.

To show that the requirements are satisfied, students must

1. Be electronically fingerprinted at a DCFS site.

In addition to the above, all Practicum I and Practicum II students must:

- 1. Have a physical exam, including TB test, showing that the student meets Illinois health requirements.
- 2. Have three letters of reference on file

All of these requirements must be met before entering class and receiving proper state and local forms. *Note: This can and will change if Illinois law changes.*

Students seeking enrollment into the practicum (ECE 220) must also have successfully completed the following prerequisite courses: ECE 141, ECE 121, ECE 142, ECE 115, ECE 114, ECE 143, ECE 116, ECE 214 and receive consent of instructor. Students seeking enrollment into the practicum (ECE 221) must also have successfully completed the following prerequisite courses: ECE 121, ECE 141, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143, ECE 214, ECE 240 and ECE 220 and receive consent of instructor. Refer to specific course description for prerequisite requirements.

Those seeking enrollment into ECE 299 Practicum (Director Practicum) need to have completed the A.A.S. degree in Early Childhood Education and obtain approval from the Education Coordinator.

Cosmetology Teacher

Admission to the Cosmetology Teacher certificate program is made on a competitive basis with a ranked waiting list. Minimum requirements for admission to the Cosmetology Teacher certificate program are

- 1. letter of application;
- 2. current/active cosmetology license;
- 3. transcript of cosmetology coursework;
- 4. verifiable documentation of a minimum of two years of experience within the last five years
- 5. two verifiable references from past employers/clients; and,
- 6. College approved placement test scores.

All of the above documents must be submitted to SIC's Enrollment Services office. The top candidates will receive an interview with the above information considered in the selection process. Failure to attend a scheduled interview will be grounds to disqualify a candidate. The number of students accepted is dependent on instructor availability. Southeastern Illinois College requires that students have a high school diploma or state approved high school equivalency certificate to earn a college certificate. Cosmetology Teacher students are required to wear appropriate/

designated attire to all cosmetology clinic labs.

Associate Degree Nursing (RN)

Program Admission Policy Statement

Any applicant to the Southeastern Illinois College Associate Degree Nursing Program must follow the admission procedure approved for the Southeastern Illinois College Associate Degree Nursing Program. (This procedure includes the admission procedure for Southeastern Illinois College.)

Admission to the program is nondiscriminatory concerning race, creed, religion, gender, national origin, or disabling condition within the ability to carry out performance to the standards of the profession. As an institution of higher education, normal admission policies for the college will be followed. The college does not discriminate against persons on the basis of race, sex, religion, disability, age, or ethnic origin.

Preference will be given to residents of Southeastern Illinois College District #533. Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline will not result in a change in the acceptance list for that year. An out-of-district student who establishes residency after the application deadline may reapply the following year as a resident of District #533.

Program Admission Procedure

- 1. Submit an application for admission to the Enrollment Services Office at SIC indicating ADN/RN as your major.
- 2. Be a high school graduate or equivalent. Submission of an official high school transcript or GED certificate is required. Have official copies of all college transcripts sent to the Enrollment Services Office

- 3. Be currently enrolled in an approved Practical Nursing program that will be completed prior to ADN enrollment OR submit a copy of a current unencumbered Illinois LPN license. Transcripts will provide proof of completion of the Practical Nursing program.
- 4. Take a standardized prenursing examination which will measure general education achievement. Refer to the ADN application packet for information pertaining to minimum score requirements for the preentrance exam, the TEAS, Assessment Technologies Institute (ATI), as well as exam fees. Register to take the TEAS exam at Southeastern Illinois College, 618-252-5400 ext. 2442.
- 5. Attend a mandatory advisement meeting regarding the Associate Degree Nursing program. Associate Degree program advisement packets and applications will be provided at the advisement meeting. **Required attendance documented by advisement attendance form*.
- 6. Submit an application for the Associate Degree Nursing program. Applications must be submitted during the advisement meeting. The applicant's file must be completed by the deadline date to be considered for acceptance. The deadline for the fall program is March 31 each year. Contact the Nursing Office at ext. 2331 for further information or with questions concerning deadlines.
- Complete ALL pre-requisite courses with a grade of "C" or better before entering core nursing courses.

 Applicant files will be evaluated and rank ordering of those with complete files will be done. Letters of acceptance will be sent to the top-ranked applicants from the Director of Nursing. Complete file means that the Southeastern Illinois College application AND the application to the Associate Degree Nursing Program are present. Thetranscripts and test scores must be present also.

Final selection into the program will be by rank order using the above mentioned criteria. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the program. It is the student's responsibility to ensure that all requirements have been met. Preference will be given to the residents of the Southeastern Illinois College district. Proof of residency is required at time of application and must be submitted no later than the deadline date for application to the program.

Acceptance Requirements

Physical examination, required immunizations, criminal background check and drug screening are mandatory. For clinical rotation, current Healthcare Provider Cardiopulmonary Resuscitation (CPR) card is required throughout the Nursing Program. Students will not be able to attend any clinical without these requirements.

If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, the student will not be allowed to attend courses in the program. A conference will be conducted with the candidate and the Director of Nursing.

A mandatory meeting with the Director of Nursing will be required for all accepted candidates. Final acceptance to the program requires that all of the above criteria be met. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the nursing program. It is the student's responsibility to ensure that all requirements have been met.

The applicant must be aware that they will be expected to honestly answer the personal history questions required by Illinois Department of Financial and Professional Regulation on the application for the NCLEX-RN examination.

Practical Nursing Program (PN)

Program Admission Policy Statement

Any applicant to the Southeastern Illinois College Practical Nursing program must follow the admission procedure approved for the Southeastern Illinois College Practical Nursing Program. (This procedure includes the admission procedure for Southeastern Illinois College.)

Admission to the program is nondiscriminatory concerning race, creed, religion, gender, national origin, or disabling condition within the ability to carry out performance to the standards of the profession. As an institution of higher education, normal admission policies for the college will be followed. The college does not discriminate against persons on the basis of race, sex, religion, disability, age, or ethnic origin.

Preference will be given to residents of Southeastern Illinois College District #533. Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline will not result in a change in the acceptance list for that year. An out-of-district student who establishes residency after the application deadline may reapply the following year as a resident of District #533.

Program Admission Procedures

- 1. Submit an application for admission to the Enrollment Services Office at SIC.
- 2. Be a high school graduate or equivalent. Have an official

high school final transcript or GED scores sent to the Enrollment Services Office

- 3. Have official copies of all college transcripts sent to the Enrollment Services Office
- 4. Take a standardized prenursing examination which will measure general education achievement. Refer to the PN application packet for minimum score requirements for the preentrance exam, and for exam fees. Register to take the exam at Southeastern Illinois College at 252-5400, ext. 2442.
- Attend a mandatory meeting regarding the Practical Nursing program. Advisement Packets and applications will be provided at the meeting.
- Submit an application for the Practical Nursing program by the application deadline, which is March 31, for entry the following fall semester. The applicant's file must be complete by the deadline date to be considered for acceptance.
- Complete ALL pre-requisite courses, with a grade of "C" or better, before entering core nursing courses.
 Students applying for the Hybrid Online PN Program must successfully complete a two-credit hour online course with a grade of "A" or "B".
- 8. Applicant files will be evaluated and rank ordering of those with complete files will be done. Letters of acceptance will be sent to the top-ranking applicants for the full-time program from the Director of Nursing. Complete file means that the Southeastern Illinois College application AND the application to the Practical Nursing program are present. Also, the transcripts and test scores must be present.

Final selection into the program will be by rank order using the above mentioned criteria. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the program. It is the student's responsibility to ensure that all requirements have been met by the application due date. Preference will be given to the residents of the Southeastern Illinois College district. Proof of residency is required at time of application and must be submitted no later than the deadline date for application to the program.

Acceptance Requirements

Physical examination, required immunizations, criminal background check and drug screening are mandatory. For clinical rotation, current Healthcare Provider Cardiopulmonary Resuscitation (CPR) card must be maintained throughout the nursing program. Students will not be able to attend any clinical without these requirements.

If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, a conference will be conducted with the candidate and the Director of Nursing. A mandatory meeting with the Director of Nursing will be required for all accepted candidates.

Final acceptance into the program requires that all of the above criteria be met. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the Practical Nursing program. It is the student's responsibility to ensure that all requirements have been met.

The applicant must be aware that they will be expected to honestly answer the personal history questions required by Illinois Department of Financial and Professional Regulation on the application for the NCLEX-PN examination.

Registration Procedures

Each student must be admitted to the college prior to registering for classes following the admissions procedures outlined earlier in this section or on the website. Course

schedules that contain specific registration dates and times are available online at www.sic. edu. Advisement and registration appointments are scheduled for new students as admission files are completed. MySIC is also available at www.sic.edu and provides an online registration option for continuing students. Registration is held in the lower level of the Abell Administration Building (Building E) in the Advising Center and Enrollment Services Office. There are options available for registering online, by mail, by fax, by phone, and in person. Information about these options is printed in each schedule of classes. The registration process is below:

New Students must meet with an advisor to register for classes. Appointments may be made with advisors once the admission file is complete. A completed file includes

- 1. Student Data Form
- 2. Accuplacer, ACT, SAT scores; or, any other College-approved placement test results
- 3. An official high school transcript/GED scores
- 4. Proof of residency

Call 252-5400 (local) or 866-338-2742 (toll free) ext. 4120 or 4130 for information concerning registration appointments.

Continuing Students have the following options for registration:

- A. Online registration is available using MySIC. Students may use their curriculum guide or work with an advisor to select classes. Assistance with MySIC is available by emailing helpdesk@sic. edu. Detailed information and instructions for using MySIC are available on the *Help Tab* in MySIC.
- B. On campus registration is available by appointment or on a walk-in basis.
- C. Email, fax, mail, or telephone registration options are also available.

OFFICIAL WITHDRAWALS AND ADDS

During early registration, classes may be added and dropped using MySIC. After early registration, students must ALWAYS OFFICIALLY add and drop classes by processing add and drop forms with the Enrollment Services Office or an advisor. The process is as follows:

To Add a Class:

- 1. See your advisor for approval.
- 2. Process the ADD Form at the Enrollment Services window or with the advisor.
- 3. Pay for the class.

To Drop a Class:

If it becomes necessary for you to withdraw from a class, students must process an official withdrawal with the Enrollment Services Office. Students may notify the office in person, by phone at 252-5400 (local) or 866-338-2742 (toll free), ext. 4120, by email at admissions@ sic.edu, or by fax: 618-252-3062. Not attending class does not constitute an official withdrawal nor does advising an instructor of one's intent to drop a course constitute an official withdrawal.

If the above procedure for officially dropping a course is not followed, students may be issued a "WA" grade by their instructor for nonattendance or non-participation (see WA Grade Policy 9001.1 in Academic Standards & Regulations section of this Catalog). Students who withdraw from a class during the full-refund period or who are issued a WA by their instructor for non-attendance during that time will not have the course or the drop (W or WA) reflected on their transcript. Students officially dropping a course after the full-refund period will have a W on their transcript for the dropped course. Students who receive a WA from an instructor after the full-refund period will have a WA on their transcript for those courses. Neither of these grades affect a student's grade point

average. However, "W" and "WA" grades may affect financial aid by causing students to not meet the Standards for Academic Progress required for financial aid eligibilit . Students may officially withdraw from 16 week courses until two weeks prior to the end of the class (last regular day of class—not including final exam days). For classes shorter than 16 weeks, please see the withdrawal chart in the Schedule of Classes or at www. sic.edu. If a student does not drop a class prior to the final drop date, they will be issued the letter grade earned at the time they stopped attending the class by the instructor.

TUITION AND RESIDENCY

Current tuition rates and fees may be found in each *Schedule* of *Classes* or online at www.sic. edu under "Financial Aid." In addition to tuition, Southeastern charges universal student fees for student activities, technology and facilities. See the current *Schedule* of *Classes* or the website (www. sic.edu) for current tuition and fee amounts. Other fees may also apply to specific courses. Tuition and fee rates are subject to change and may change during the academic year.

In-District Residency/Tuition (9002)

An in-district student is one whose legal residence is within the boundaries of Southeastern Illinois College District #533. Students will be requested to submit documentation of residency at the time of admission. Students who are U.S. citizens or permanent residents of the U.S. and have occupied a dwelling within the district for at least 30 days prior to the beginning of the semester will, with appropriate documentation, be classified as residents of the Southeastern Illinois College district. The following documents may be presented to verify residency:

• High school transcript from a high school physically located in SIC's District.

- Illinois driver's license
- Illinois automobile license registration
- Illinois voter registration card
- Proof of ownership and/or occupancy of a residence
- Utility or telephone bill
- Property tax statement
- Documentation showing existing status as a district resident

Special Residency Employed Full-Time In District

Students who live outside the Southeastern Illinois College district, but are employed full-time by a business or industry located within the district, may qualify for in-district tuition. Students must provide written documentation of such employment from the employer to the Enrollment Services Office. Questions may be directed to the Enrollment Services office at 252-5400, ext. 4120.

Out-Of-District Residency/Tuition

An out-of-district student is a person whose legal residence is outside the boundaries of the Southeastern Illinois College District #533, but in the state of Illinois. See a *Schedule of Classes* or the college website at www.sic.edu for current tuition rates. This rate is subject to change.

Out-Of-State Residency/Tuition

Any person who is a resident of another state will be considered an out-of-state applicant. All international students are classified as out-of-state. See a current *Schedule of Classes* or the college website at www.sic.edu for current tuition rates. This rate is subject to change.

Senior Citizen Tuition/Fees

In-district residents who are 62 years of age or older may take classes tuition free. However, fees, including the fee for auditing classes, are not waived.

REFUND AND WITHDRAWAL POLICY (9023)

Southeastern Illinois College determines withdrawals and refunds by the official begin date, lengt of the class, and the date at which the student notifies the Registratio Office of the withdrawal. Classe that are between the lengths of 13-16 weeks allow students to withdraw within the first two weeks of class or ten days, to receive a full tuition refund or credit for the course. Classes that are between 8-12 weeks in length allow students to withdraw within the first week of class, or fi days, to receive a full tuition refund or credit for the course. Classes that are between three to seven weeks of length allow students to withdraw through the first two days of clas to receive a full tuition refund or credit for the course. For courses less than three weeks, the student must withdraw before the first day o class to receive a full-tuition refund or credit for the course. To ensure compliance, federal and state law and regulations supersede College policy.

For more information, please see the Refund and Withdrawal schedule printed in the *Schedule of Classes* or on the SIC website at www.sic.edu under "Current Students." Students receiving federal student aid who withdraw from all their courses within a semester may be required to repay a portion of their financial aid The Financial Aid Withdrawal Policy in its entirety is available in the Financial Aid section of the college catalog or online at www.sic.edu/ financialaid

Cooperative Agreements

Southeastern Illinois College participates in the state cooperative plan with other community college districts in the state of Illinois for the purpose of increasing student access to instructional services. Illinois residents who reside in other community college districts and wish to attend a program at Southeastern Illinois College which is not available at their home community college may do so under the *State Cooperative Agreement*. Students should contact their home community college to receive authorization to participate in the *State Cooperative Agreement.*

Should a student's home community college not participate in the State Cooperative Agreement, then the student should apply for a chargeback. The chargeback, if approved, permits the student to attend Southeastern Illinois College at the in-district tuition rate. Generally, chargebacks are approved only for programs unavailable to students at their home community college. Students should receive authorization at least 30 days before classes begin at Southeastern Illinois College. Students should contact their home community college for an authorization letter and/or additional information.

University Agreements

Southeastern Illinois College has a number of articulation agreements with various fouryear colleges and universities for specific programs. A listing of these colleges and universities and the partnership programs is provided on the website at www.sic.edu/ academics/university-partners. See the Executive Dean of Academic Services or the Vice President of Academic Affairs for questions or further information.







ACADEMIC STANDARDS & REGULATIONS



ACADEMIC STANDARDS & REGULATIONS

GRADING SYSTEM

An alphabetical grading system is used at Southeastern Illinois College. The meaning of each letter grade is indicated below:

- A Outstanding
- B Very Good
- C Satisfactory
- D Passing, but below average
- E Failure
- I Incomplete
- P Pass
- PR Proficienc , credit only, no grade given
- AU Audit
- W Official withdrawal (no refund This option must be exercised before the official withdrawal deadline, which is two weeks before last day of class (one week during summer semester)
- WA Administrative withdrawal, including unofficial withdrawals by instructors for lack of attendance
- S Satisfactory
- RC Recycle

Incomplete Grade (I)

An incomplete grade may be requested by a student and may be given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory work is involved, has been satisfactorily completed in the judgment of the instructor, whose decision is final. Examples of such missing work include a test or final examination, a pape, or a term project that might be completed **without further class attendance.** The following conditions apply:

- 1. An "I" may not be assigned at midterm.
- 2. In requesting an "I" grade, the student automatically waives the right to request to receive a "W" grade at a later date.
- 3. Incomplete academic work must be completed during the first 16-week semester following the initial awarding of the "I" grade. The student may NOT re-enroll in the course during this period

of time. It is the student's responsibility to arrange with the instructor for completion of unfinished work

4. If the unfinished work is not completed during the next 16-week semester and the instructor does not submit a semester grade at the end of the 16-week semester, the "I" will become final and will remain permanently on the student's record. In the event that the "I" becomes "permanent," a student may receive credit for the course only by re-enrolling in the course (at full tuition payment) and by fulfilling all course requirements.

WA Grade (9001.1)

A WA grade signifies an unofficia withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance or lack of participation in an online class. The following conditions apply:

> 1. WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program define excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports. For classes that meet less than the full semester. the non-participation time for

a WA will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.

- 2. The WA grade is non-punitive for SIC grade point average calculations; however, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.
- 3. Instructors will file a WA drop form for students who have been assigned the WA grade. The WA grade may also be issued as a midterm grade to indicate nonattendance/ nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.
- 4. Tuition refunds for students who have been issued WA grades will be consistent with the current tuition refund policy.
- 5. If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for

excessive absences may be required to present appropriate medical documentation before being readmitted to class.

- 6. WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades
- A student wishing to challenge the WA grade will have due process. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal form should be submitted to the Executive Dean of Student Services for review.
- The WA grade may be used to administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, or the Vice President of Academic Affairs.

Pass\Fail Grades (P/F)

A pass\fail (P or E) grading system is also available to students who are pursuing an Associate Degree at Southeastern.

The conditions are as follows:

- A student must be in good academic standing to elect the pass\fail option. This includes first semester students
- 2. A student will be allowed a maximum of 12 semester hours of pass\fail option toward an Associate Degree, with the provision that no two courses of a sequential nature be taken as pass\fail.
- A student taking courses on a pass\fail basis that result in an "A" or "B" grade will receive the "A" or "B." However, the course will be counted against the pass\fail limit of 12 semester hours.
- Students taking courses on a pass\fail basis that result in a "C" or "D" will receive a "P" grade for pass. The "P" grade is not calculated into the overall grade point average (OGPA).

- Students taking courses on a pass/fail basis that result in an "E" grade will have the "E" recorded on the official transcript and calculated into overall grade point average.
- Students will be allowed a maximum of two courses of pass\fail option per semester, provided the maximum of 12 hours is not exceeded.
- 7. Students must designate at the time of registration their desire for pass\fail grading in a course.
- No course identified as a major course (if the major is declared) may be taken as pass\fail.
- 9. Instructors will not be informed by Student Affairs which students are taking courses on a pass\fail basis.

AUDITING A COURSE (AU)

An individual may register in a course without intent to earn academic credit and be designated as an auditor for the course. The following conditions apply:

- 1. Auditors must follow the same registration procedures and pay the same tuition and fee charges as a student enrolling for credit.
- 2. Auditors are expected to attend all class sessions, but are not required to take examinations or complete written assignments.
- 3. Auditors may not change their status as an auditor after the class begins.
- 4. Refunds will be issued on the same basis as those for students who are officially enrolled.
- 5. Audit classes cannot be used to determine full-time status eligibility for financial aid, athletics, academic or other honors.
- 6. Auditors will receive a grade of AU on their transcript. The AU is not calculated into the OGPA.

- 7. Students may register for a class as an auditor only if there are seats available in the class and cannot displace a student enrolled for credit.
- 8. There is a \$20 per credit hour fee for audited classes. The audit fee applies to all audited classes and is not covered by employee or senior citizen waivers.

SATISFACTORY/ RECYCLE (S/R)

Most non-credit community education classes will use grades of "S" for satisfactory completion, and "RC" for recycle. These grades are not calculated into a student's grade point average.

DEVELOPMENTAL COURSE GRADES

Students receive letter grades of "A", "B", "C", "D", and "E" in developmental courses, which are calculated into students' grade point averages. Grades earned in developmental courses will NOT be used to calculate eligibility for Vice President's or President's Lists.

REPEATED COURSES

If a student has not completed a course with a grade of "C" or better, the course may be repeated once. The following conditions apply:

- 1. The class will be listed on a student's transcript both times, maintaining the record that the course has been repeated.
- 2. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.
- 3. The lower of the two grades will be converted to an "R" on the transcript and will not be used in computing the cumulative grade point average.
- 4. A grade of "P" in a pass/fail course is counted as successful completion and may not be repeated.
- 5. If, in an extraordinary situation, a student must take a course a third time, the student will be

required to pay out-of-state tuition rate.

6. If a course has been approved by the ICCB (Illinois Community College Board) to be repeated, the student may repeat the course or credit as often as approved by the ICCB. Students who are receiving financial aid may receive financial aid for failed courses until a passing grade is received. However, students may only repeat a previously passed course once and receive financial aid

ACADEMIC AMNESTY (9005)

Southeastern Illinois College has an Amnesty policy for students who need a second chance to pursue their academic goals. This is an institutional "forgive and forget" policy where selected semesters of a student's previous grades will not be calculated in the grade point average. Other institutions to which a student may transfer may not recognize Academic Amnesty awarded by Southeastern. The policy is as follows:

- 1. To be eligible to apply for Academic Amnesty, the student must be enrolled at Southeastern Illinois College.
- Coursework for which the student seeks Amnesty must be at least four calendar years old.
- Academic Amnesty will be applied to full semesters, not individual courses.
- 4. The courses included under Academic Amnesty will not be considered in future grade point average (GPA) calculations, nor will they be used to fulfill any degree requirements, regardless of the original grade. They will, however, remain on the student's transcript.
- Academic Amnesty will not be effective nor noted on the transcript until the student has successfully completed 15 consecutive credit hours with a grade "C" or better in each course.

CALCULATING GRADE POINT AVERAGE

Grade point averages are computed on the basis of quality points earned. Quality points are assigned according to the following scale:

Grade	Quality Points		Semester Hours		Total Quality Points	
A Receives	4	and if	3	would equal		12
B Receives	3	and if	2	would equal		6
C Receives	2	and if	4	would equal		8
D Receives	1	and if	1	would equal		1
E Receives	0	and if	5	would equal		0

Grade Quality Points X Semester Hours equals Total Quality points. Total Quality Points divided by Total Semester Hours equals Grade Point Average (GPA).

- 6. Academic Amnesty does not affect the calculation of Financial Aid Standards of Academic Progress. However, students may submit an appeal of their Financial Aid status to the Financial Aid Office
- A student can apply for Amnesty only once. Once Amnesty has been granted, the student cannot at a later time request the Amnesty to be rescinded or modified. Application forms are available in the Enrollment Services Office

PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses for fall and spring semesters; 6 hours for summer semester) who has a semester grade point average of 4.00 is placed on the President's Honor List for the semester. **Developmental courses do not count as part of the 12 (or 6 for summer) hours.**

VICE PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses; 6 hours for summer semester) who has a semester grade point average of 3.25 or higher is placed on the Vice President's Honor List for the semester. **Developmental courses do not count as part of the 12 (or 6 for summer) hours.**

ACADEMIC PROBATION AND SUSPENSION (9006)

Academic Probation

Students who are enrolled at Southeastern Illinois College are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of grades earned. Students not making satisfactory progress will be placed on academic probation if, after completing six (6) or more credit hours, they fail to achieve the following minimum cumulative grade point average:

Graded Semester Hours	Minimum Cumulative GPA Required for Good Standing
0 - 16	1.60
17 - 32	1.70
33 - 47	1.85
48+	2.00

To be taken off probation, students must meet the minimum cumulative grade point average for good standing at the end of a probationary semester. Students will remain on probation when they do not meet the minimum cumulative grade point average at the end of the probationary semester, but do attain a 2.0 semester grade point average. In each successive semester that the grade point average for that semester is 2.0 or greater, students will continue on academic probation until they meet the minimum cumulative grade point average for good standing. If the semester grade point average

falls below 2.0, students are subject to academic suspension.

Some programs have academic progress standards that are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence.

A student who is on probation may not enroll in more than 12 credit hours without the written approval of the Executive Dean for Student Services.

Academic Suspension

Students who, during their probationary semester, do not raise their cumulative grade point average to the minimum requirement or attain a 2.0 semester grade point average will be placed on academic suspension. Academic suspension will result in the involuntary separation of the student from the institution for a period of one 16-week semester, excluding summer. Students on academic suspension may attend the summer semester, and grades will be factored into their cumulative grade point average. While on academic suspension, students may enroll in noncredit, adult or continuing education courses.

Students who petition to re-enroll after academic suspension must be cleared by the Associate Dean of Enrollment Services/Registrar. They will then be placed on academic probation and will follow the guidelines of academic probation as stated above.

Students transferring to Southeastern Illinois College from another college or university will be admitted in good standing without regard for their past academic status.

Some programs have academic progress standards which are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence. A student dismissed from a program for failing to meet the program's standards may still remain a student at Southeastern if he/she continues to meet the general academic progress standards. *Academic programs with their own specific academic p ogress standards have program handbooks to document those standards for students*.

Students may appeal their academic status by submitting a written appeal

and supporting documentation to the Associate Dean of Enrollment Services/ Registrar.

ACADEMIC DISMISSAL

All Nursing and Allied Health Programs have specific standards of academic performance that all students must meet to continue enrollment in these programs. Students who are enrolled in these programs should refer to the program handbook and guidelines for information concerning these academic standards or contact the Director of Nursing and Allied Health at 252-5400, ext. 2331.

CLASS ATTENDANCE (9001.1)

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in collegesanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

- arrive to class on time and remain in class until dismissed.
- come to class prepared.
- participate in classroom activities.
- complete all assignments.

CLASSIFICATION OF STUDENTS

Students who have completed fewer than thirty semester hours of college credits are classified as freshmen. Students who have completed at least 30 semester hours of credit but less than 60 hours are classified as sophomores. Unclassified students are those who do not meet the minimum requirements for entrance as regular college-level students or those who have earned an Associate Degree or higher.

ENROLLMENT, INSURANCE AND OTHER VERIFICATIONS

The Enrollment Services Office is the certifying office for most types of enrollment verifications. Students should bring all student loan deferment forms, insurance enrollment verifications, good student discount forms, and other similar types of verification requests to the Enrollment Services Office. Any requests requiring the release of private information must be accompanied by a signed release by the student. There is no fee for this service; however, a two-business day processing time is requested.

GRADE ACCESS BY STUDENTS (MYSIC)

Students may access grades online using MySIC. Students must use their student ID number and password. Student IDs are generated and mailed to the student after the Student Infomation Form is processed. Instructions on how to activate student accounts are located on the SIC website at: www.sic.edu/ falconnet. Students may print grades for a single term or they may print their complete academic record from MySIC. Students may contact the Enrollment Services Office with questions concerning information about grades. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the college. Students may discuss the resolution of their indebtedness with the Business Office.

GRADUATION

An application for graduation must be completed and returned to the Enrollment Services Office one semester prior to the semester of graduation. A graduation ceremony is held in May of each year. Graduates from all three semesters may participate in this ceremony; however, diplomas are not issued until the semester that graduation requirements are met. There is a \$20 graduation fee that covers the cost of the diploma cover, cap, and gown. Caps and gowns should be ordered before spring break in the College Bookstore. Students who are exempt from the \$20 graduation fee are those who are earning certificates of 12 hours or less. Students must apply for graduation and pay the \$20 graduation fee whether they plan to attend the graduation ceremony or not. Students must complete at least 12 semester hours of credit from Southeastern Illinois College to be awarded a degree or certificate from SIC

TRANSCRIPTS

Official transcripts of the students educational records at Southeastern Illinois College are issued, sent, or released by the Enrollment Services Office only upon receipt of a written request from the student and payment of a \$5 fee. A written request with the student's signature must be submitted at least two working days before the transcript is needed. Questions regarding transcripts may be directed to 252-5400, ext. 2453 or emailed to registrar@sic. edu.

Students may also print an unofficial transcript from MySIC. Students should be advised that most colleges and universities accept only official transcripts mailed to the receiving institution by Southeastern. A transcript request should include the student's name (including maiden name and any other previous last names), Student ID Number (if known), date of birth, dates of attendance at SIC, email address, address to which the transcript should be sent, signature and date. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the institution. Students may discuss the resolution of their indebtedness with the Business Office.

Southeastern is now able to provide electronic transcripts delivered through eSCRIP-SAFE to network recipients or outside the network to third parties. Transcripts are never delivered by email; email is limited to notification and reminder messages regarding the delivery of transcripts.

TRANSFER AND OTHER CREDIT

Transfer Credit from Colleges & Universities (9024)

It may be possible for individuals who are entering Southeastern Illinois College to be granted credit toward graduation for work previously completed at other colleges, universities, business schools, vocational institutes, military centers and similar agencies, or through testing.

TRANSFER CREDIT is college credit previously earned at another recognized college or university.

To receive transfer credit:

- 1. The student must provide an official transcript from the previously attended college or university to Southeastern Illinois College.
- Southeastern will accept transfer credit from postsecondary institutions which are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Southeastern has no equivalent course, the credit will be accepted as elective credit only.
 - a. Credit earned in remedial or developmental courses will not be accepted.
 Southeastern will recognize that remediation has been met where appropriate.
 - b. Credit hours only are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.
 - c. Courses in which the student has earned a grade of "D" or greater will be accepted in transfer provided the student's cumulative grade point average from the transferring institution is a 2.00 or greater on a 4.00 scale. If a student has a cumulative grade point

average below 2.00, credit will be awarded for only those courses in which a grade of "C" or higher was earned.

NON-ACCREDITED PROGRAMS

Students who have attended programs not accredited by the Higher Learning Commission or a comparable regional accrediting association must successfully complete a proficiency examination, where available, for each course for which the student is seeking credit.

Appeal Process: Students who wish to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining their reasons to the Vice President of Academic Affairs.

MILITARY CREDIT

Southeastern Illinois College accepts credits from veterans and service members earned while serving in the Army, Air Force, Marines, Navy, and Coast Guard. Students will be granted credit for military education or training along with their military occupation. Veterans and service members should submit their official Joint Services Transcript (JST) to the Veterans Services Office to be evaluated. Veterans may request a JST by visiting https://jst.doded.mil/ smart/dod. Southeastern will accept all American Council on Education (ACE) credit recommendations that are applicable towards the student's degree or certificate at Southeastern. Not all suggested credits on a veteran's or service member's JST will be awarded if the courses are not equivalent to a Southeastern course or is not applicable towards the student's degree or certificate. Veterans should also submit a Member 4 copy of their DD214 to the Veterans' Services Office. Southeastern will provide two semester credits of physical education and three semester credits for HYG 121 at the presentation of a Member 4 DD214.

CREDIT FOR ATTENDANCE AT CORRECTIONAL TRAINING FACILITIES (9008)

Any individual who has successfully completed the Illinois Department of Corrections Correctional Officers Training Academy pre-service training program or the Federal Bureau of Prisons Training Academy Program, and who successfully completes three semester hours in the Law Enforcement/ Correctional Officers Training Program through Southeastern Illinois College, upon application and documentation will be eligible to receive credit in the following courses:

Introduction to Corrections

CRJ 213	3 semester hours
Internship	
CRJ 216	3 semester hours

Any individual who has successfully completed the Police Training Institute Program and has successfully completed a minimum of fifteen (15) semester hours of general course work with a minimum of six (6) semester hours in CRJ course work with a "C" or higher grade, upon application and documentation will be eligible to receive credit in the following courses:

Policy Patrol Procedures

CRJ 117	3 semester hours
Criminal Law II	
CRJ 211	3 semester hours
Internship	
CRJ 216	3 semester hours

EARLY COLLEGE PROGRAM FOR HIGH SCHOOL STUDENTS (9002.6)

The Early College Program allows eligible high school students the opportunity to complete a number of college courses while still in high school, giving them a head start on a college degree and saving substantial dollars on college tuition. High school students residing in the Southeastern Illinois College District who have completed their freshman year of high school are eligible to apply for the Early College Program (ECP). Students accepted into the ECP will receive a partial tuition waiver; however, fees and other associated course expenses, including textbooks, must be paid by the student. Courses that fall within the ECP are baccalaureate transfer courses and online career and technical education courses. If approved by the high school, courses may be taken for dual credit, which allows students to receive high school credit as well as college credit. Courses may also be taken as dual enrollment courses with only college credit being earned. For additional information on the ECP, contact the High School Recruiter and Dual Credit Coordinator at ext. 2245, or the Enrollment Services Office at ext. 2440 or 4120. Eligibility requirements and the full ECP policy (9002.6) can be found on the SIC website by typing in Early College Program in the search option

Career and Technical Education Dual Credit

Southeastern offers a variety of career and technical education (CTE) courses for dual credit, which means that students receive both high school and college credit for these courses. Some programs are offered on SIC's campus, while others are available in the local high schools. Courses in welding, diesel technology, information technology, early childhood education, and business are some of the options from which students may choose. Eligibility requirements and information about this program can be found on the SIC's website by typing in Career and Technical Education Dual Credit Program on the search option. For additional information, contact the High School Recruiter and Dual Credit Coordinator at ext. 2245, or the Academic Services Office at ext. 2251

TESTING FOR CREDIT OPTIONS

The College shall, upon request, grant credit to a student who demonstrates proficiency in a subject by performance on an approved examination, e.g., College Level Advanced Placement (CLEP), Advanced Placement (AP), or International Baccalaureate (IB), provided however, that such student shall not be granted more than 29 semester credit hours by examination, with maximum amount of 15 semester credit hours from IB; and such student shall successfully complete at least 15 semester credit hours at the College before credit based on an examination will be granted.

Advanced Placement Credit (AP)

AP Credit is awarded to students who achieve a minimum test score of three (3) on the Advanced Placement Test administered upon completion of the 12th year of an enriched curriculum offered at local high schools in conjunction with Educational Testing Service, The College Board, AP Exams, PO Box 6671, Princeton, NJ 08541.

- 1. Students who take an Advanced Placement Exam at their high school after taking an Advanced Placement Course must have their Advanced Placement scores sent to Southeastern Illinois College in order to have the credit posted on their Southeastern Illinois College transcript.
- For credit earned, the course, number of semester hours, and the score are affixed to the official college transcript. Advanced Placement Credit is added to the student's semester hours but is not calculated in the student's overall grade point average.
- 3. Advanced Placement Credit will be affixed to the officia college transcript when the student has successfully completed one semester (one or more classes) of college



AP Examination	Credit Granted	SIC Courses
Art: History	3	ART 121
Art: Studio Drawing	3	ART 141
Art: General	3	ART 141
Biology	4	BIOL 121
Chemistry	5	CHEM 121
Economics: Micro	3	ECON 122
Economics: Macro	3	ECON 121
English Language and Composition	3	ENG 121
English Literature and Composition	6	ENG 121 & 122
Government & Politics: U.S.	3	GOVT 121
History: U.S.	6	HIST 241 & 242
Mathematics: Calculus AB	9	MATH 161 & 162
Mathematics: Calculus BC	5	MATH 221
Music: Theory	4	MUS 181
Physics B	4	PHYS 221
Psychology	3	PSYC 121
Spanish Language	4	SPAN 121
Statistics	4	MATH 141

coursework at Southeastern Illinois College.

4. Advanced Placement Credit may be earned by passing any of the Advanced Placement exams listed, with a score of 3, 4,or 5.

NOTE: Southeastern Illinois College accepts Advanced Placement Credit with a score of "3" or higher for courses offered by the College. Students are encouraged to speak to an academic advisor or consult with their prospective transfer college or university about Advanced Placement Credit for transferability.

College Level Examination Program (CLEP) Credit

The College Level Examination Program (CLEP) provides an opportunity for students to earn credit based upon performance on nationally recognized standardized tests developed by the Educational Testing Service for the College Board, College Entrance Examination Board, PO Box 6600, Princeton, NJ 08541. **Transfer students are advised that not all colleges and universities recognize** CLEP credit and should check with the college or university for which they plan to complete a degree to see if they accept CLEP credit.

Some civilian employees, military spouses, and veterans may be eligible for funded CLEP exams. For more information, visit https:// clep.collegeboard.org/military.

To schedule an appointment for a CLEP exam, contact the Testing Coordinator at 618-252-5400 ext. 2442. Appointments are made for a two-hour block of time.

All CLEP testing is computer-based testing. An instant score report will be received upon completion of an exam (except for CLEP exams with essays). See https://clep. collegeboard.org for questions about CLEP and for sample questions. CLEP brochures are available from an academic advisor.

- Southeastern Illinois College will accept up to a maximum of 29 CLEP credits from a student transferring from an accredited college or university.
- Southeastern Illinois College will not award

CLEP credit if a student has received college credit in an equivalent course or has completed coursework more advanced than what is covered by the CLEP exam.

- For credit earned, the course, number of semester hours, and the score are affixed to the official colleg transcript. CLEP credit is added to the student's semester hours but is not calculated in the student's overall grade point average.
- CLEP credit will be affixed to the official college transcript after the student has successfully completed one semester (consisting of one or more classes) of college coursework at Southeastern Illinois College.
- Students who are successful in earning CLEP credit in the areas of College Composition, Humanities, Social Science, and Science will still be required to meet the general education graduation requirements identified elsewhere in this catalog.

The maximum of 29 hours of CLEP credit may be earned by the scores listed on the next page.



BUSINESS	Semester Credit Hours	Score	Course
Financial Accounting	3	50	BUS 191
Business Law	3	50	BUS 297
Information Systems & Computer Applications	3	50	IT 119
Management	3	50	BUS 271
Marketing	3	50	BUS 276

COMPOSITION & LITERATURE	Semester Credit Hours	Score	Course
American Literature	6	50	ENG 261 & 262
Analyzing & Interpreting Literature	6	50	ENG 241 & 243
College Composition without essay	3	50	ENG 121
College Composition with essay	6	57	ENG 121 & 122

FOREIGN LANGUAGES	Semester Credit Hours	Score	Course
Spanish, Level I	8	50	SPAN 121 & SPAN 122
Spanish, Level 2	16	63	SPAN 121 & 122, 221, 222

SCIENCE & MATHEMATICS	Semester Credit Hours	Score	Course
Biology	8	50	BIOL 221 & 222
Calculus	10	50	MATH 162 & 221
Chemistry	10	50	CHEM 121 & 122
College Algebra	4	50	MATH 128
Pre-Calculus	4	50	MATH 161
Natural Sciences	4	50	BIOL 121

HISTORY & SOCIAL SCIENCES	Semester Credit Hours	Score	Course
American Government	3	50	GOVT 121
Educational Psychology	3	50	EDUC 241
History of the US I: Early Colonization to 1877	3	50	HIST 241
History of the US II:1865 to present	3	50	HIST 242
Macroeconomics	3	50	ECON 121
Microeconomics	3	50	ECON 122
Psychology	3	50	PSYC 121
Social Sciences & History	6	50	SOC 121 & ECON 121 or HIST 121
Sociology	3	50	SOC 121
Western Civilization I: Ancient Near East to 1648	3	50	HIST 121
Western Civilization II: 1648 to Present	3	50	HIST 122

INTERNATIONAL BACCALAUREATE (IB) CREDIT

Southeastern Illinois College accepts International Baccalaureate (IB) for courses offered by the College. *(Refer to the following chart for specific courses listed.* Students are encouraged to speak to an academic advisor or consult with their prospective transfer college or university about International Baccalaureate credit for transferability. Credit awarded for International Baccalaureate (IB) will be recorded on the student's

official transcript

PROFICIENCY CREDIT

- 1. Students may receive credit in certain SIC courses by taking a locally developed proficiency examination. This examination may include written questions, oral questions and performance testing OR any combination of these, demonstrating competency in the area for which a student seeks credit. The successful passage level will be determined by the instructional division that develops and administers the test. Not all courses may be taken by proficienc .
- 2. The transcript symbol of "PR"will be assigned by the instructor after the completion of the proficiency test, which is administered and graded by the instructor, with the knowledge and consent of the instructional dean. Because a normative, standardized test is not used, each student who requests a proficiency test must
 - a. Request an application from the Executive Dean of Academic Services. Complete the form and obtain the instructor and dean's signature.
 - b. Register for the course and pay the full tuition.

International Baccalaureeate (IB) Accepted Tests				
Subject Test	Score	Credit Hours Awarded in Semester Hours	SIC Course Equivalent(s)	
Art (higher)	5	3	ART 121	
Biology (higher)	6 or 7	8	BIOL 221, BIOL 222	
Biology (higher)	5	4	BIOL 121	
Biology (standard)	6 or 7	4	BIOL 221	
Chemistry (higher)	6 or 7	10	CHEM 121, CHEM 122	
Chemistry (higher)	5	4	CHEM 123	
Economics (higher or standard)	6 or 7	6	ECON 121, ECON 122	
English A1 (higher)	6 or 7	6	ENG 121, ENG 122	
English A2 (higher)	6 or 7	6	ENG 121, ENG 122	
Film (higher)	5	3	COM 128	
History (higher)	6 or 7	6	HIST 242, HIST 121	
History (higher)	5	3	GOVT 226	
Information Technology	6 or 7	3	IT 119	
Math (higher)	6 or 7	5	MATH 162	
Further Math (standard)	6 or 7	10	MATH 162, MATH 221	
Music (higher)	5	3	MUS 121	
Philosophy (higher or standard)	6 or 7	3	PHIL 121	
Physics (higher)	5	4	PHYS 121	
Physics (higher)	6 or 7	10	PHYS 221, PHYS 222	
Psychology (higher or standard)	6 or 7	3	PSYC 121	
Spanish A2 (standard)	6 or 7	8	SPAN 121, SPAN 122	
Spanish B (higher)	6 or 7	8	SPAN 121, SPAN 122	
Spanish B (standard)	6 or 7	4	SPAN 121	
Theater (higher)	5	3	THTR 121	

- c. Fulfill all testing requirements (oral, skill demonstration, written, etc.) which are stipulated for the test.
- d. Understand that the symbol "PR" (Proficiency) will be recorded on the student's official transcript in lieu of a letter grade upon successful completion of the proficiency test.

In the event of failure, a grade of "E" will be recorded on the transcript.

FINANCIAL ASSISTANCE



FINANCIAL ASSISTANCE

The Financial Aid Office (AO) at Southeastern Illinois College assists students with financial aid for post-secondary education. Financial aid is awarded as grants, scholarships, loans and employment from various federal, state, institutional and private sources. Financial aid is available to students with financial need and those without need. A Free Application for Federal Student Aid (FAFSA) should be submitted to determine eligibility for the various financial aid programs

HOW TO APPLY FOR FINANCIAL AID

Students who seek federal, state, or institutional assistance should apply for assistance using the Free Application for Federal Student Aid, (FAFSA). The application is free and students must reapply every year beginning October 1. Students should avoid other websites that charge for this service.

To apply for federal and state financial aid, you must:

- Gather all financial documents such as your previous year tax return, W-2's, 1099s, etc. for the student (and parents if applicable).
- Create an FSA ID username and password at fsaid.ed.gov for the student and parent (if applicable).
- Go to the official AFSA website at www.fafsa.gov, to fill out the AFSA and list SIC's federal school code 001757.
- Students (and parents, if applicable) are highly encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. The IRS DRT imports the tax information directly from the IRS for accuracy and convenience. Before you submit, you must have created an FSA ID for the student and parent (if applicable). Students and parents must agree to the terms and conditions of the use of federal aid funds, sign, and submit.

The Department of Education will process the student's FAFSA within four to five days and prepare it for delivery to the schools with the federal code(s) a student lists on the application. After the school receives a student's FAFSA, it will be evaluated to determine if and what financial assistance a student is eligible to receive. It is common for the Financial Aid Office to request more information from students/parents in order to clarify information submitted on the FAFSA. To expedite this process, students with access should continually check the MySIC portal, and look under the financial aid documents section. Here you will find the information required. Students should also check their SIC email account regularly for requests for information.

For students with disabilities or other special needs, or for students without internet access, the Financial Aid Office invites you to come to the College where we will personally assist you with your FAFSA application. Appointments are required in order to provide optimal service.

TYPES OF FINANCIAL AID AVAILABLE

Federal Programs

Pell Grant - Students seeking a degree or certificate may use Pell Grant funds to pay for tuition charges, books, transportation, and other costs related to the student's education. Pell Grant award amounts are based upon the student's demonstrated financial need. (Note: Some programs and/or classes are not Pell payable.)

Supplemental Educational Opportunity Grant (SEOG) - grants are awarded to undergraduate students to help pay for college educational expenses. Consideration for the SEOG grant is based on exceptional need, enrollment, overall grade point average (OGPA), and application date.

Federal Work Study (FWS) - FWS is an employment program provided by the college with funds received from the federal government. Students eligible for this program on the basis of financial need may seek employment on campus. To determine eligibility for the FWS program, students must first complete the AFSA. Students interested in employment should go online to the Financial Aid website at www.sic.edu/financialaid and navigate to Student Worker Job Postings. Jobs are limited and are on a first come, firs serve basis. Students are not guaranteed a FWS position due to limited funding.

State Programs

Illinois Monetary Award Program (MAP) - Undergraduates with demonstrated financial need, as determined by the Illinois Student Assistance Commission (ISAC), are eligible for this award. MAP grant eligibility is limited to a total of 75 MAP paid credit hours for students not yet classified as juniors. Independent students must meet Illinois residency requirements and be enrolled for at least three credit hours. Parents of dependent students must be residents of Illinois. As with other grants, MAP has limited funding. For MAP consideration, students must complete their FAFSA early. Students are encouraged to complete their FAFSA before March 1.

Veteran's Education Benefits

Southeastern appreciates our veterans and service-members for their service and dedication to our country. Veterans, Active Duty members, and spouses and dependents of veterans have many resources to assist with their educational expenses. Southeastern Illinois College maintains a certifying official in the Financial Aid Office to assist veterans and their dependents with educational benefits. Those who feel they may be eligible should contact the Financial Aid Office to determine what benefit are available and decide what program may benefit them. Common veteran educational programs at Southeastern include the following:

- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)

- Post 9/11 Educational Assistance Act
- Dependents' Educational Assistance Program (DEA)
- Montgomery GI Bill for Active Duty and Selective Reserve
- Vocational Rehabilitation

More information regarding veterans' and state education benefits is available at www.sic.edu/veterans.

Other Financial Assistance

Institutional Work Study (IWS) -

Students who do not qualify for the Federal Work Study program may participate in the Institutional Work Study (IWS) program. Similar to the Federal Work Study program, students may work on-campus. Hours of employment generally range between five and 20 hours a week and vary by department. Positions are posted on the Financial Aid website at www.sic.edu/ financialaid at the Student Worker Job Openings link. Jobs are limited and are on a first come, first serve basis

Private Student Loans – Southeastern does not participate in the Federal Student Loan program. An alternative to federal student loans are private student loans. Private student loans are offered by private banks and lending institutions. The applicant (and coborrower if necessary) must meet the credit requirements established by each lender. Interest rates, terms, and conditions vary among lenders. Students and families should carefully consider their options and only borrow what is necessary. Private student loans are not eligible for forgiveness programs and have limited deferment options. Students apply directly with the lender. For more information, please visit our website at www.sic. edu/financialaid or call the Financial Aid Office at ext. 4 10. Please note that the terms and conditions of the Federal Stafford Loan program may be more favorable than the provisions of private student loans.

Southeastern Illinois College Scholarships

The College offers approximately 300 academic-based, performance-based, athletic-based, and private scholarships to area students. Common scholarships offered include the following:

- Art
- Theatre
- Music
- Forensics
- Applied Technology
- Nursing and Allied Health
- Social Science, Business, and Education

To apply for scholarships, students must complete and submit the annual SIC Scholarship Application along with an essay and current high school or college transcript. The application deadline is February 28th of each year, with the following exceptions:

- Nursing and Allied Health Divisional Scholarship deadline - March 31;
- Performance Scholarship priority deadline is February 28, however, applications may be accepted until all scholarships are awarded; and,
- Student Ambassador Scholarship deadline is March 31.

To apply and to learn more about SIC Scholarships, please visit www.sic.edu/ scholarships.

SIC FOUNDATION ENDOWED AND ANNUAL SCHOLARSHIPS

Through contributions of donors, alumni, and community members, the SIC Foundation awards endowed and annual scholarships to students exhibiting financial need, as well as scholastic, leadership and service achievement. Students may apply for scholarships by completing an SIC scholarship application available on the SIC website. Recipients are selected by the SIC Foundation Scholarship Committee or the individual scholarship donors.

The Foundation administers scholarships and grants which are awarded to students by businesses, corporations, civic organizations, governmental entities, individuals, and family trusts committed to strengthening academic excellence and student success. Students interested in knowing more about these scholarships and grants may call the SIC Foundation Office at 252-5400 ext. 2482 (local) or 866-338-2742 (toll free).

Please visit the Foundation page of the SIC website for a full listing of all endowed and annual scholarships available to current SIC students and incoming high school students. Some scholarships are not listed as they come through local service and civic organizations in the college district.

FINANCIAL AID POLICIES AND PROCEDURES

Standard of Academic Progress (9007)

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating progress towards the student's certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

1. Overall Grade Point Average (GPA)

2. Completion Rate

3. 150% Maximum Program Completion Time

Failure to meet these requirements results in financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial ai eligibility at Southeastern.

Programs Governed By This Policy

<u>Federal Student Aid Programs:</u> Federal Pell Grant Supplemental Educational Opportunity Grant (SEOG) Federal Work Study

Illinois Grant Programs: Monetary Award Program (MAP) Illinois Veterans Grant (IVG) Illinois National Guard (ING) MIA/POW Scholarship

<u>Southeastern Programs:</u> Varies by division or department

<u>Third Party or Private Donor Programs:</u> Varies by donor's requirements

<u>Veterans Benefits</u> Chapter 30, 31, 32, 33, 35, 1606, 1607

OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and the student will not be eligible for financial aid

COMPLETION RATE

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in

suspension status and the student will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.). Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid. All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the College. Students should provide the Director of Financial Aid with specific details that fully

explain the extenuating circumstance (i.e. death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted on a case-by-case basis. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Executive Dean of Student Services. Decisions made by the Dean are final

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and Dean must meet the minimum cumulative completion rate and/ or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the Dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and Dean will remain on permanent financial aid suspension. Neither the director nor Dean will accept any further appeals.

FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

- 1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth in this policy; or,
- 2. The student must submit an appeal that is approved by the Director of Financial Aid or Executive Dean of Student Services in which the student is granted financial aid probation.

REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

STUDENT RESPONSIBILITIES

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.

Financial Aid Withdrawal Policy

The Department of Education (ED) states a school must determine the amount of Title IV program assistance earned once a student withdraws from school. The Title IV programs governed by this law include: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When a student withdraws during the period of enrollment the amount of Title IV program assistance that the student earned up to that point is determined by a specific formula. If the student received more assistance than the amount earned, the student must return the excess funds. The amount of assistance a student earned is determined on a prorated basis. For example, if a student completed 30% of the period of enrollment, the student earned 30% of the assistance scheduled to receive. Once the student completes more than 60% of the period of enrollment, the Department of Education indicates the student earned 100% of the scheduled assistance for that period.

Students enrolled in module courses (i.e. courses that do not span the entire

length of the period of enrollment) and withdraw before the second module course(s) begins, must provide written confirmation of intent to attend the second module. Regardless if the student completes the first module but does not attend the second module, the student will be considered a Return to Title IV student and must return a portion of their Title IV aid.

The withdrawal date is determined by the date the student officially withdrew from the class or unofficially withdraws, which is the last date of academic related activity determined by the instructor. For information on how to formally withdraw from a class, see Enrollment Services' *Withdrawal and WA Grade Policies*.

If the student did not receive all the funds earned, a student may be due a post-withdrawal disbursement. Any grant funds disbursed for postwithdrawal will pay any outstanding balances owed (tuition, fees, books, fines, etc.).

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds the student received or is scheduled to receive. The Financial Aid Office notifies students in writing if they must return any unearned grant funds to the Department of Education. Student must make arrangements with the Financial Aid Office to return unearned grant funds. The student has 45 days to repay any overpayments. After 45 days, the student must contact the Department of Education. Students may not receive any subsequent financial aid until overpayment is resolved.

The order funds must be returned are as follows:

- 1. Federal Pell Grants
- 2. Federal Supplemental Educational Opportunity Grants (FSEOG)

If the student (or school) received excess Title IV program funds that must be returned, Southeastern will return within 45 days the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned

percentage of received funds, or

2. The entire amount of excess funds.

Southeastern requires students to pay the college the funds that were returned. If a student owes the college after funds are returned, the Financial Aid Office will charge the student's account for the amount owed. The Financial Aid Office, in writing, notifies students if they owe any grant funds to the college. Students must make repayment arrangements with the Business Office. Unresolved balances prohibit the student from registering for subsequent semesters or receiving transcripts. Students may also be sent to a debt collection agency.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy established by Enrollment Services. Therefore, a student may still owe funds to Southeastern to cover unpaid institutional charges. Southeastern's withdrawal policies and refund policy are located on the website, under "Academic Policies."

FINANCIAL AID REFUND (9022)

The Financial Aid Office uses a census date to determine Pell credit hours and payment. The census date will be the following business day of registration's last day to drop a full semester course with a full refund. In the fall and spring semester, this is day 11 of the semester. During the summer, this is day five of the semester. Once the Financial Aid Office has locked hours and determined payment and aid for eligible students, the Financial Aid Office will disburse aid to the Business Office. Per federal regulations, the institution must disburse excess fund to the students within 15 days of the negative balance.

To ensure compliance, federal and state law and regulations supersede college policy.

ABILITY TO BENEFIT (9002.7)

Federal regulations require students who are seeking Title IV aid to meet one of the following standards below:

- 1. High school diploma;
- 2. Recognized equivalent of

a high school diploma (i.e. GED or a state certificate or transcript received by a student after the student passed a State-authorized examination);

- 3. Excelled academically in high school, able to provide documentation that he or she excelled academically in high school, and has met the formalized admissions policy determined by the Registrar;
- 4. Homeschool completion credential;

- 5. Enrolled in a career pathway program and meet the following conditions;
 - a. Pass an independently administered Department of Education approved ATB test (i.e. ACCUPLACER, CELSA, or WBST), and
 - b. Complete at least six credit hours that are applicable toward a degree or certificate at Southeastern.









ADULT AND COMMUNITY EDUCATION

The College recognizes that education is a lifelong process and strives to meet the needs of the community by helping to develop the potential ability of all individuals. It recognizes the importance of each segment of the community to its mission and encourages interest and participation in the fulfillment of that mission. The College works in close cooperation with area schools, agencies, businesses, and community groups.

ADULT BASIC EDUCATION CLASSES

The College offers courses in Adult Basic Education and high school equivalency test preparation on campus and in various locations around the district. See SIC's website at www.sic. edu for a current schedule of classes. Courses included under the Adult Education program include content that aligns with the GED test including Language Arts, Math, Social Studies, and Science. The focus of the program is not only to ensure that students receive their high school equivalency diplomas, but also, to ensure they are prepared to enter into post-secondary education, including certificate programs, and the workforce. Students can improve basic skills, prepare for the high school equivalency test, increase employability, or prepare to enter a college or career program. The Student Success Center and computer labs on campus and at the White County Center in Carmi are open to Adult Education

students. Call (618) 252-5400, ext. 2300 for assistance.

HIGH SCHOOL EQUIVALENCY TESTING

Southeastern Illinois College is an official GED testing site for southeastern Illinois. Applicants must register one week in advance of the testing date. The cost of the test is \$30 per subject area (four subject areas; price is subject to change). Testing is done on the computer.

Students must register online at http:// www.gedtestingservice.com/testers/ test-on-computer. Students must have an email address and a credit or debit card. If they have neither, vouchers are available through the Regional Office of Education (512 N. Main St., Harrisburg, IL). If students have trouble registering online, they should call 1-877-EXAM-GED. Students who are restricted from using the internet should call the number above. You must also have lived in the state of Illinois for 30 days and be at least 17 years of age. A photo ID is required on the day of testing. Individuals should arrive 30 minutes early for the test. Seating is limited to 10 students per testing session. For additional information, call SIC at 618-252-5400, ext. 2442 (toll free 866-338-2742). Information is also available on the SIC website at www.sic.edu/academics/ged/ ged-testing.

COMMUNITY EDUCATION COURSES (NON-CREDIT)

The College offers a variety of community education or non-credit courses throughout the college district. The courses are usually of a hobby, leisure, or non-traditional nature and are offered in a flexible manne . The Community Education schedule is available on SIC's website at www.sic. edu, or call (618) 252-5400, ext. 2300 for assistance.



GENERAL INFORMATION & INSTITUTIONAL POLICIES



Southeastern Illinois College's Student Government 2017 SIC Student Government is the only recognized representative body for the student community, and it has a number of different functions – from helping fund many student-run organizations to addressing student issues and concerns, to proposing resolutions that brings about change in the academic and social life of our campus.

GENERAL INFORMATION & INSTITUTIONAL POLICIES

ACADEMIC GRIEVANCES

The Academic Grievance Procedure is established for student grievances relating to grades. In matters relating to grades, the instructor's judgment is normally deemed final and conclusive. For instance, an instructor's judgment that a grade should be a B and not an A is final and binding and will not be reviewed by grievance procedures.

Students may not appeal the professional judgment exercised by an instructor in assigning a grade except under the following circumstances:

Academic Grievance Procedure

Students may initiate an appeal if the student believes that one or more of the following has occurred:

- 1. Inconsistent grading standards were used to grade students of the same class.
- 2. The instructor altered the grading procedure as defined in the course outline without advising the class of the change.
- The instructor deviated from his/her established grading policy.
- 4. A student's assignment is graded and an explanation of the method for determining the grade is not provided by an instructor.
- 5. A final grade is lowered because a student missed an examination for a College function and was not permitted to make up the exam.
- 6. The student's grade was improperly computed.
- The instructor alleges that a student has been involved in academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research.

A student may initiate the Academic Grievance process by using the following steps:

Step 1.

Within 15 calendar days of the grades being posted by the College, the student may request a meeting with an instructor to discuss a course grade.

The instructor shall meet with the student within 7 calendar days to discuss the grade.

Step 2.

If a student is dissatisfied with the instructor's response, the student may appeal to the appropriate division chairperson. Such an appeal must be in writing within 15 calendar days of the meeting with the instructor and must clearly identify and explain the basis for the appeal. The division chairperson will render a written decision within 10 calendar days of the appeal. If the division chairperson is the faculty member involved, then the student may appeal to the appropriate Dean/Vice President.

Acceptable Use Policy for Information Technology and Electronic Resources 4019

Southeastern Illinois College (the "College") provides electronic information resources and other computer-based resources to support the College's educational mission. Students, faculty, staff and others who use the College's computer-based resources are required to adhere to this policy.

This policy applies to all computer hardware and software owned or operated by the College, College electronic mail, College websites, and College online services and bulletin board systems. "Use" of the College network shall include use of or obtaining access to the wired or wireless network from any electronic device whether or not owned or operated by the College.

Acceptable Use

The use of electronic information resources, other computer-based resources and media (the "System") must be consistent with the mission of the College. You are expected to act responsibly and follow all College policies, procedures and guidelines when using the System. College owned electronic equipment and resources should be restricted to educational and business use. System users have no expectation of privacy in connection with the use of the College's System.

Privileges

Access to the System is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the System may result in loss of privileges or other disciplinary actions as the College deems appropriate.

Security of System and Responsibilities of System Users

Security must be a high priority for all users. System users shall not disclose their personal login ID or password/PIN to anyone, including another college employee, or attempt to log into the System as another person.

Users are prohibited from transmitting social security numbers or credit card information through email or other insecure means unless reasonable precautions are taken to encrypt or password protect the information. All System users are required to maintain the confidentiality of student and personnel records.

Users are required to act responsibly in regards to the content and maintenance of their electronic mailbox. This includes but is not limited to general maintenance, not engaging in activities that would encourage inappropriate or illegal content, and not engaging in activities compromising System data, integrity, security, or performance.

The College provides email systems to students and employees and evaluates the integrity, risk, and compliance aspects of each email system. Because email accounts are assigned based on student and employee personally identifiable information, use of College email systems is the only manner in which the College and others can reasonably assume that it is communicating with the correct individual.

Students and employees who communicate via email to conduct College related business must utilize their College provided email accounts upon enrollment or employment. Prospective students or employees may temporarily use personal email accounts during the application for enrollment or employment process. Personal email accounts may also be used on a limited basis for password resets when other information is provided to identify the individual. For their own personal protection, faculty and staff are discouraged from using their College email account for personal use.

Efficient Use of Resou ces

Users must accept limitations or restrictions on computing resources, such as storage space, time limits or amounts of resources consumed. Users should not engage in any activity detrimentally affecting other users of the System.

User Identificatio

Concealing or misrepresenting one's identity is a violation of college policies, and is subject to disciplinary action.

Vandalism

Any type of vandalism or attempted vandalism (physical or electronic) to any part of the System, a College computer, computer peripherals, the College network, or files of others is prohibited and may result in disciplinary action. Vandalism includes, but is not limited to, malicious destruction or deletion of college information, downloading, uploading, or creation of computer viruses or malware.

Specific P ohibited Uses

In addition to the other prohibitions contained in this policy, the following activities which are unacceptable and may result in disciplinary action, include, but are not limited to:

- 1. Accessing, retrieve, view or disseminate obscene, indecent, sexually explicit or vulgar materials or messages unrelated to the educational mission of the college.
- 2. Retrieving, view or disseminate any material in violation of any federal or state regulation/law or College policy. This includes, but is not limited to, improper use of copyrighted material or intellectual property.
- 3. Intentionally manipulate information on any sensitive applications such as accounting, student, employee, and business records, or tamper and/or attempt to gain unwarranted access to student or employee personal network files. Sensitive files should b stored in a secure place.
- 4. Engaging in for-profit commercial activities, including advertising or sales for personal gain.
- 5. Sending of a chain letter.
- Soliciting money for religious or political causes unless it is an approved fundraising activity for a student organization.
- 7. Harassing, threatening, intimidating, or demeaning any person or group of people for any reason, including but not limited to race, color, religion, gender, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military status, sexual orientation, disability, source of income, housing status, or any other category protected by law.
- 8. Disrupting the educational process or interfere with the rights of others.
- 9. Disrupting information network traffic or interfere with the network or connected systems.
- 10. Circumventing or attempt to circumvent system security

measures through the use of software or other measures.

- 11. Gaining access without permission to the files of others, or vandalize another user's data or files
- 12. Gaining unauthorized access to College electronic resources or other entities using a College computer and/or network.
- 13. Improperly forge or alter electronic mail messages, or use an account owned by another user.
- 14. Invading another person's privacy. This includes, but is not limited to, improperly disclosing personally identifiable information such as name, social security number, address, or phone number.
- 15. Using the System or any system resources to send unsolicited commercial email.
- 16. Violating any software license agreement.
- 17. Downloading, copying, printing or otherwise storing or possessing any data, in violation of these rules and/or College policy.
- 18. Engaging in any unlawful use of the system.

Additional Policy Guidelines for College Employees

Employees are required to maintain a 15+ character password. Employees are required to store passwords in a secure manner.

Employees with any device, including but not limited to cell phones, College owned or personally owned, that access College information without additional authentication/login, are required to protect that information through the use of a password or pin before that information may be accessed.

Employees are required to store college data and mission critical files on the College network. "Cloud" offpremise storage may only be used to store personal student and employee information where an approved contract or agreement exists between the College and the provider. A copy of the contract or agreement must be on file with both Information Technology and the Business Office. Files stored on a local computer should be temporary and personal or sensitive data limited.

Employees are discouraged from using any portable media or device to store personal or private information. When use is completely unavoidable, reasonable protection of encryption and password protection of that information is required. Any data loss or misuse of personal or private information is a serious matter and the employee(s) involved may be subject to disciplinary or additional action.

Sanctions and Discipline

If an individual engages in any of the prohibited acts listed in this policy, or violates this policy and s/he may be subject to College disciplinary actions including, but not limited to, the following:

- 1. Suspension or revocation of System privileges;
- 2. Suspension or termination of employment;
- Academic suspension or expulsion;
- 4. Referral to legal authorities for prosecution; and
- 5. Other sanctions, discipline or action the College deems warranted.

Anyone receiving disciplinary action has the right to an appeal through the College's Disciplinary Grievance Procedures. Repeated violation of this policy will be grounds for escalated disciplinary action and/or appropriate legal action.

Disclaimer

The College makes no warranties, whether expressed or implied, for the System. The College is not responsible for any damages suffered, including the loss of data, resulting from delays, non-deliveries, deliveries, or service interruptions. Use of information obtained via the System is at the user's own risk. The College assumes no responsibility for the accuracy or quality of information obtained through the System. This policy and all its provisions are subordinate to local, state, and federal statutes.

ACCREDITATION

Southeastern Illinois College is recognized by the Illinois Community College Board as a degree granting institution. The College is also accredited by the Higher Learning Commission.

Higher Learning Commission 230 South LaSalle Street Suite 7-500 Chicago, IL 60604 info@hlcommission.org (800) 621-7440/312-263-0456

AMERICANS WITH DISABILITIES ACT

Southeastern Illinois College adheres to the policy and practice as put forth in both the Federal Rehabilitation Act, Section 504, and the Americans with Disabilities Act, 1990. Southeastern Illinois College strives to make available its facilities, services, and educational programs to any individual with a disability. Through the ADA Coordinator's Office (E 126), Southeastern Illinois College will provide any reasonable accommodations to qualified individuals with disabilities. Individuals requiring special accommodations must submit documentation verifying the nature of the disability at the time of admission or at the time that a request for accommodation is made. Recommendations for auxiliary aids and services will be made on a case-by-case basis. Questions may be directed to the ADA Coordinator at extension 2430.

CELL PHONE AND OTHER ELECTRONIC DEVICE POLICY (9017)

Cell phones should be put on vibrate/ silent mode when entering classrooms, labs, Learning Resource Center, or any other instructional area. The use or observation of personal pagers, cell phones, and other electronic communication devices is prohibited during class/lab instructional time. In the case of emergencies, students should indicate to the instructor that they have an emergency situation and leave the class to address the situation.

The use of other electronic communication and entertainment devices, including laptops, and

electronic devices with photographic capabilities, is prohibited during instructional time and should be turned off and put away upon entering the classroom/lab. Students with legitimate reasons for using this equipment during class/lab can do so only after receiving explicit consent of the instructor/ supervisor. Devices with photographic capabilities may not be used to take photographs of instructional materials, i.e. exams, etc., or for photographing individuals against their will or knowledge. While Southeastern Illinois College is a public institution, it is not a public place, and therefore, taking photographic images of people, places, etc., requires prior approval of the administration.

Instructors have the authority to impose more stringent rules for use of all electronic equipment in the classroom based on the specific circumstances of any class/lab they are teaching. Noncompliance will result in disciplinary action as outlined in the Standards of Conduct.

CONSUMER INFORMATION

The following pieces of information are available upon request from the Executive Dean for Student Services, located on the lower level of the Abell Administration Building (E 128).

- Graduation/completion and transfer-out rates
- Athletic graduation completionand transfer-out rates; athletic participation and EADA Report/data
- Campus Crime Statistics and Institutional Security Policies
- Family Educational Rights and Privacy Act (FERPA) annual notificatio
- Financial aid availability and eligibility information
- Requirements and procedures for withdrawing from Southeastern Illinois College
- Cost of attendance
- Refund Policy and return of financial aid fund
- Academic programs

- Southeastern Illinois College accreditation and association affiliation listin
- Services and facilities for disabled students
- Study abroad programs
- Drug and Alcohol Abuse Policy
- Voter registration and availability on campus
- Financial Aid Ability to Benefi
- Leave of absence

COPYRIGHT COMPLIANCE (4020)

The purpose of the Copyright Compliance Policy is to provide guidelines and procedures for employees and students to ensure that both know and abide by the laws that govern copyright and intellectual property rights. Failure to comply with this policy, the laws of the State of Illinois or the federal government will result in disciplinary action. See http:// sic.edu/copyright for the complete policy.

DRUGS AND ALCOHOLIC BEVERAGES (7004.1, 9010)

State and local ordinances, which prohibit the use and/or sale of alcohol, drugs, and tobacco, shall be observed. A local Board policy at Southeastern Illinois College prohibits the use of or trafficking in, alcoholic beverages or drugs in any activity sponsored by the College regardless of the location. This regulation is strictly enforced. Violators will be prosecuted. Information concerning substance abuse is made available through the College.

DRUG-FREE WORKPLACE POLICY (6003)

Southeastern Illinois College will provide a drug and alcohol free environment and workplace as defined by the Drug Free Workplace Act of 1988 (41 U.S.C. §701 et seq.) and the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C §7101 et seq.). Southeastern has adopted this Policy in an effort to prevent alcohol and drug abuse while providing a safe working and learning environment.

The College prohibits the possession, use, distribution, dispensing, and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity.

The use of alcohol within the workplace is prohibited except when authorized by the Board of Trustees or its designee, for approved College functions. Employees convicted of a violation of a criminal drug statute occurring in the workplace must notify the College (Human Resources Director) within five (5) days of their conviction. Southeastern Illinois College will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the work place. Southeastern Illinois College may impose disciplinary action and/or require the participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Any employee or student who violates this policy may be subject to disciplinary action, including termination from employment or expulsion from the institution.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 et seq.), the College will not discriminate against a person based solely on their status as a registered qualifying patient. No College employee may report to work or engage in any College-related work while under the influence of illegal drugs, including medical marijuana. No student may use or possess marijuana, including medical marijuana, on campus.

The College President or designee shall establish a program and rules to implement this Policy. The procedures will be delineated in the employee guidebooks, the Student Handbook, and other appropriate publications.

Amended: January 21, 2014

EMERGENCY CONDITIONS

Southeastern Illinois College is committed to providing a safe learning and working environment for its students and staff. The college has established a National Incident Management System (NIMS) compliant Campus Emergency Operations Plan which is accessible through our website, www.sic.edu. See the TALON Student Handbook for detailed procedures for the most common emergency scenarios. For further assistance, contact Security (ext. 2911), the Executive Dean of Student Services Office (ext. 2401 or 2400), or the Business Office (ext. 2510).

EQUAL OPPORTUNITY POLICY (3007)

Southeastern Illinois College is committed to providing equal opportunity through its employment practices and educational programs, and through the many services it provides to the community. The Board of Trustees of Community College District No. 533 will make all personnel decisions without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, or disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, military status, source of income, housing status or any other category protected by law.

Furthermore, the Board of Trustees is committed to expanding equality of employment opportunity. The Board of Trustees will develop and maintain educational programs and services that are sensitive to the emerging needs of members of minority groups and women. And, finall, the Board of Trustees will initiate programs that will increase, on the part of all personnel, sensitivity to the interests and needs of those who have historically been discriminated against.

EDUCATIONAL GUARANTEES

Guarantee of Educational Effectiveness Baccalaureate/Transfer Programs

Southeastern Illinois College, as an assurance that students can obtain a quality education at their local community college which fully transfers to complete their baccalaureate education, guarantees that students can transfer their courses to four year colleges or universities. If, with the written consent of an authorized counselor, a course is selected to transfer to a specifically designated college or university, is successfully completed, and is not accepted for transfer, Southeastern Illinois College will refund tuition and fees for that course. This guarantee is valid only when all procedural guidelines have been observed.

Students wishing to obtain more information about the educational guarantee for transfer programs, or desiring to sign a guarantee contract, should speak with the Executive Dean for Student Services or a Southeastern Illinois College academic advisor.

Guarantee of Educational Effectiveness **Career and Technical Education Programs**

As a part of its commitment to quality, Southeastern Illinois College guarantees its students, and the public, the educational effectiveness of its career and technical education (CTE) programs of instruction. All graduates of the College's CTE programs will have obtained the academic and technical skills that the program is designed to teach, as outlined in the program competencies lists. Graduates who, with their employers, determine they are lacking in the academic or technical skills contained in the program, and graduates who have been unable to pass required licensing exams, with the exception of the Truck Driving and Truck/Heavy Equipment Driver certificate programs, shall be permitted to enroll in a maximum of 12 credit hours of appropriate existing instruction as well as receiving access to tutoring, advising, and customized instruction at the discretion of the College, free of tuition and fees. Those desiring additional information on educational

guarantees for CTE programs should consult the Executive Dean of Academic Services at ext. 2250.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (9018)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

> 1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

> Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information

contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception that permits disclosure without consent is to protect the health or safety of students or other individuals. Education records may be released to appropriate law enforcement officials, public health officials and trained medical personnel, where there is an articulable and significant threat. Educational agencies must record the disclosure and to whom the information was disclosed within a reasonable time period of a threat. (*U.S. Department of Education Amendment, effective January 8, 2009)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southeastern Illinois College to comply with the requirements of FERPA. The name and address of the office that administers FER A are:

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

The college has designated as directory information the following student information:

- Student name
- Student local/home address & telephone number
- Current term hours carried
- Major field of study
- Classification (freshman, sophomore)
- Academic unit
- Dates of attendance
- Degrees and honors earned and dates
- The most previous educational agency or institution attended prior to enrollment at Southeastern Illinois College
- Participation in officially recognized activity or sport, and weight, height and pictures of members of competitive teams
- Picture
- Electronic mail address
- Enrollment status (full-time, part-time, etc.)

Students who do not wish to have released any or all of the information listed above should complete a Request to Restrict Student Directory Information Form in the Enrollment Services Office. The restriction on the release of student information is valid for one school year and must be renewed annually each fall semester.

FIREARMS AND WEAPONS (6017)

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of firearms will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of firearms is strictly prohibited on all college property with the exception of shotguns (herein after exclusively referred to as "Firearms") used as part of college authorized activities for the Game Preserve Management Programs, Shooting Complex Management Programs, Competitive Shooting Teams and special events that may be specifically authorized by the Board of Trustees. Such use will be restricted to that part of campus designated specifically for the program or authorized event. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive shooting team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport firearms on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive shooting. If a special event is approved by the Board of Trustees which allows others to possess, use and transport firearms exclusively for the event, the college's instructions for the possession, usage and transportation of such firearms will be made known in writing to all participants prior to entering the college's property. Firearms transported by these students, instructors, coaches and authorized event participants will be unloaded and cased at all times until arrival at the designated parking area for the program or event. A firearm may be used at a designated program or active event area only in strict adherence to the rules, regulations and instructions for said program or active event including but not limited to gun safety requirements. Only individuals authorized to possess, use and transport firearms under the conditions set forth in this policy will be allowed to transport a firearm by vehicle on college property. The transportation will be allowed only to the designated parking area for the program activity or approved event. Such vehicular transportation must be done in accordance with all applicable Federal, State and local ordinances/laws. This policy is enforceable by instructors, coaches, administrators and the security department of the college.

CONCEALED CARRY POLICY (6023)

I. Introduction and Statement of Purpose Southeastern Illinois College ("College") establishes this Concealed Carry Policy ("Policy") pursuant to the 2013 Firearm Concealed Carry Act, 430 ILCS 66/5 et seq. ("Act"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry concealed firearms on the College campus in accordance with the College's authority under the Act to promulgate rules and regulations.

This Policy has the following purposes:

- A. To reaffirm the Board of Trustees' position that the presence of firearms on campus, in any of the College buildings, or in any of the College's facilities is dangerous and contrary to the mission of the College.
- B. To recognize that the Act affords certain limited rights to individuals possessing a valid license to carry a concealed firearm
- C. To establish consequences and penalties for a violation of this Policy.
- II. Definition
 - A. The term "firearm" is defined as a loaded or unloaded handgun.
 - B. The term "concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or onto or about a person within a vehicle.
 - C. The term "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. "Handgun" does not include:
 - 1. a stun gun or taser;
 - 2. a machine gun as

defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code;

- a short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code; or
- any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors.
- D. The term "clear and present danger" has the same meaning as in Section 105 of the Firearm Concealed Act, as amended. Accordingly "clear and present danger" means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examine , school administrator, or law enforcement official

III. Persons Covered by this Policy

This Policy applies to all employees, students, and other individuals on College property.

IV. Reaffirmation of Prohibitio

Except as provided in this Policy, or in Firearms Policy 6017, no individual shall possess, carry, or have control of a firearm either on his or her person or in his or her vehicle on any property owned or otherwise controlled by the College. This prohibition includes, without limitation, the following areas:

- A. The College's main campus in Harrisburg.
- B. The David L. Stanley White County Center.
- C. Any building owned, leased, or otherwise under the control of the College.
- D. Anywhere on the grounds of the College.
- E. Anywhere on the College's parking areas, sidewalks, and common areas.
- F. Any vehicle owned, leased, or controlled by the College.
- V. Exceptions

The provisions of this Policy do not apply to the possession of firearms in College vehicles, College buildings, or on College grounds if the use or possession of the firearm falls within one of the following exceptions:

- A. Subject to Board approval, firearm use or possession may be permitted where such use or possession is part of a College approved course or curriculum. Such use will be restricted to that part of campus designated specifically for the course or program. For College approved courses, students will not be permitted to bring their firearms into the classrooms or College buildings. Students will only bring firearms to the shooting range at specific times designated by the instructor. Firearms must be unloaded when taken to the range and be approved by the instructor. Ammunition should be brought to the range separate from the firearm. No student is ever allowed on the range at any time other than during class time under the supervision of the approved College instructor.
- B. The firearm is carried by a full-time law enforcement officer required to carry a firearm as a condition of his or her employment, or by an enforcement officer from an external agency conducting

official business at the College. This exception does not apply to off-duty law enforcement officers on campus, including off-duty law enforcement officers attending classes as students.

VI. Parking Lot Safe Harbor

A firearm may be transported into a College parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must firs be unloaded before removal from the vehicle.

- VII. Penalties for Violation
 - A. Any student who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the student should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or expulsion from the College.
 - B. Any College employee who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the employee should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or termination of employment.
 - C. Any individual visiting or conducting business on College property who knowingly carries a firearm

onto College property, or who carries a firearm onto College property under circumstances in which the individual should have known that he or she was in possession of a firearm, may be banned from the College for a period of time to be determined by the College's Administration.

D. In addition to the above sanctions and penalties, any individual who violates this Policy may be subject to arrest and criminal prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

VIII. Clear and Present Danger Reporting

Pursuant to the Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Executive Dean of Student Services or in his/her absence, the Director of Environmental Services, shall be the College President's designee responsible for this reporting requirement.

IX. Signage

The Environmental Services Department shall be responsible for determining the clear and conspicuous posting of at all building entrances. As required by the Act, the signs shall state that concealed firearms are prohibited, and shall be in accordance with the design approved by the Illinois Department of State Police. The signage shall fully comply with any administrative rules or procedures that may be promulgated by the Illinois Department of State Police.

X. Education

The Executive Dean of Student Services shall have the responsibility of educating students and employees about the Act, this Policy, and other relevant College Policies.

XI. Delegation

The College's Board of Trustees delegates to the College President or designee the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Firearm Concealed Carry Act and other relevant laws and regulations.

The College President or designee shall from time to time report to the College's Board of Trustees regarding any additional policies, regulations or procedures needed and the status of implementation of this Policy

ARCHERY POLICY (6017.1)

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of bows and arrows will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of bows and arrows are strictly prohibited on all college property with the exception of compound, re-curve, and long bows used as part of lab activities and special events associated with the Southeastern Illinois College Archery Program. Arrows shall be restricted to using field tip points. The use of broad-head points is prohibited. Targets shall be positioned no farther than 55 yards from the point of arrow release. Uncased bows and arrows are allowed on campus only in the gated restricted area east of the main campus buildings known as the SIC Archery Team Practice Range and only during times when duly authorized college personnel are on site. All local, State, and Federal laws and regulations apply when transporting bows and arrows in vehicles and when transferring bows and arrows from

vehicles to the practice range, during which times bows and arrows must remain cased. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive archery team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport bows and arrows on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive events. If a special event is approved by the Board of Trustees which allows others to possess, use and transport bows and arrows exclusively for the event, the college's instructions for the possession, usage and transportation of such items will be made known in writing to all participants prior to entering the college's property. This policy is enforceable by instructors, coaches, administrators and the security department of the college. Students, employees and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary sanctions.

MILITARY CALL TO ACTIVE DUTY (9015)

Tuition Refund

Any active student who is required to withdraw from classes during his/ her regular semester, intersession, or summer term due to active military obligations will be entitled to a full refund of tuition (unless paid by a State/federal agency) upon proper evidence and notification to the College within the semester, session, or term of withdrawal. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Readmissions Requirements for Service Members

The College will not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted to the College will be readmitted with the same academic status as the student had when he/she last attended the College. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Any student whose absence from the College is necessitated by reason of service in the uniformed services is entitled to readmission if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at the College;
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years; and
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the College.

No advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student's absence from the College.

A student who submits an application for readmission to an institution must provide to the institution documentation to establish that:

- the student has not exceeded the specified service limitations; and,
- the student's eligibility for readmission has not been terminated.

The College may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission to an institution under this section by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

- a separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge;
- a dismissal of such person permitted under section 1161(a) of Title 10, U.S.C.; or,
- a dropping of such person from the rolls pursuant to section 1161(b) of Title 10, U.S.C.

Options for Students Not Wishing to Withdraw

Option 1: An instructor may issue an incomplete (I) grade.

Option 2: If the student is called to active duty late in the semester (1 or 2 weeks prior to the end of the semester) the faculty has the discretion to develop a plan for the student to complete the course early.

SELECTIVE SERVICE

All young men age 18 are required to register with Selective Service through the local post office or by going to the Selective Service website at www.sss. gov.

SEXUAL HARASSMENT, ANTI-HARASSMENT & NON-RETALIATION POLICY (9016)

Sexual and other types of harassment and discrimination of, or by, students or employees participating in Collegesponsored functions is prohibited by Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, other federal, state and local laws prohibiting discrimination and harassment, and College Board Policies.

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College will not tolerate sexual or any other type of discrimination or harassment of, or by, any of its students, employees, vendors, officers, officials, boar members, volunteers or agents. Actions, words, jokes or comments based on an individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law, will not be tolerated.

Definitions of Harassment

Gender discrimination and sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching, brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment may involve individuals of the same gender.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

 Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;

- 2. Submission to, or rejection of, such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose, or effect, of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or employment environment.

Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

- 1. A pattern of conduct that a reasonable person would find intimidating, hostile, or offensive, *i.e. gestures, facial expressions, speech, or physical conduct of a sexual nature;*
- 2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- 3. Statements, comments, jokes, questions, or anecdotes of a sexual nature that a reasonable person would find intimidating, hostile or offensive.

Discrimination and harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/her friends. relatives, associates, because of race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, or any other category protected by law and that: (1) has the purpose or effect of unreasonably interfering with an individual's educational or work performance or experience; (2)

has the purpose or effect of creating an intimidating, hostile or offensive environment; or (3) otherwise adversely affects an individual's education or employment opportunities or working conditions.

Harassing conduct includes but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation (including through E-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by this policy is unacceptable on campus and in any College related setting or event that is off-campus, such as during trips, conferences, meetings and Collegerelated social events.

Retaliation is Prohibited

Any person who, in good faith, brings forth a complaint of sexual or other harassment will not be subject to retaliation. The College absolutely prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any student, employee or other person who retaliates against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination. or for engaging in any other form of protected activity, like an employee who engages in harassment or discrimination, will be subject to disciplinary action.

The College will take all necessary steps to protect the rights of both the complainant and the alleged harasser. The College will annually advise students, employees, faculty, administrators, staff, and other members of the College community of its policy prohibiting discrimination, sexual and other harassment, and retaliation.

Reporting Discrimination, Investigation Procedures, and Corrective Measures

The College strongly urges the reporting of all incidents of discrimination, harassment and retaliation. Any student or employee who believes that he or she has been discriminated against or harassed, should report such incidents to the appropriate Vice-President, the Executive Dean for Student Services, any other dean or supervisor, or the Human Resources Administrator. All reports or complaints will be promptly, fully and fairly investigated. Appropriate and prompt remedial action will be taken to resolve the discrimination and harassment, and the results of the investigation will be communicated to the complaining person.

Appeals

An employee may appeal to the Board of Trustees if he/she is dissatisfied with the results of the investigation or the corrective measures taken. All appeals must be in writing.

Responsibility of Supervisors and Witnesses

Any vice president, dean, supervisor or manager who becomes aware of any possible sexual or other harassment or discrimination of or by an employee should immediately advise the Human Resources Administrator, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment and discrimination, regardless of the identity or position of the offender, or whether or not the reporting employee was the intended victim.

Bad Faith Complaints

Given the possibility of serious consequences for an individual accused of harassment, complaints made in bad faith or otherwise false and frivolous complaints are considered severe misconduct and may result in disciplinary action, up to and including termination.

Policy Dissemination

The College will regularly advise employees, students, and other members of the College community of this policy prohibiting discrimination, harassment and retaliation.

Investigation Procedure For Sexual Harassment and Other Discrimination

Any student who believes that he or she has been harassed should report such incidents to the Executive Dean of Student Services, any other dean, or any senior administrator. All reports or complaints will be promptly, fully and fairly investigated by the Executive Dean of Student Services, or, if the Executive Dean of Student Services is the alleged harasser, by the President's Office or designee. Appropriate and prompt remedial action will be taken to resolve the harassment. The Executive Dean of Student Services will issue findings within twenty one (21) days from receipt of a report or charge of sexual or other harassment. Substantiated charges of harassment will result in appropriate disciplinary and corrective action up to and including expulsion of the offending party.

Appeals

If either the complaining or offending party disagrees with the decision of the Executive Dean of Student Services, they may request a hearing before the Disciplinary Review Panel, as described in Step #4 of the Disciplinary Grievance Procedure outlined in the Student Handbook.

SMOKING REGULATIONS (6005)

No Smoking/Tobacco Products 6005

Effective July 1, 2015, smoking is prohibited at all property, grounds, and facilities owned or operated by Southeastern Illinois College.

In accordance with the Smoke-Free Campus Act (the "Act"), which prohibits smoking at any public university or community college; smoking is prohibited at Southeastern Illinois College. Pursuant to the Act, smoking is prohibited on all College property, including buildings, grounds, parking lots, and vehicles that are owned or operated by the College. This policy includes all smoking and smoking tobacco substitutes including e-cigarettes. No tobacco products may be sold or given out as complimentary items on Campus. Signs will be posted at all main entrances clearly indicating that smoking is not allowed on College property or in College-owned vehicles.

This policy covers students, employees, and guests of the College. The College may refer students who violate this Policy to the Executive Dean of Student Services for disciplinary procedures pursuant to the Student Handbook, and College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Other disciplinary actions may follow up to and including discharge.

SOLICITATION (6019)

Southeastern Illinois College is a two year, public community college. It is not, however, an open access, public place. Therefore, it is the policy of Southeastern Illinois College that solicitation, canvassing, distribution or selling of merchandise by noncollege personnel or organizations is prohibited unless the activity is sponsored by a College department or club and has received written approval from the President or his/her designee. Any citizen, organization, college sponsored club, employee, or student must complete a written request from the Office of the Executive Dean of Student Services. Only those activities which are consistent with and promote the mission of the college will be granted approval.

Any individual or organization who has been denied their request may appeal to the President whose decision is final

STANDARDS OF CONDUCT (9013)

To provide a safe environment, Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the college community are engaged. Students enrolling in the college are expected to conduct themselves in a manner compatible to the college's function as an educational institution. Misconduct for which students are subject to discipline include but are not limited to the following:

- 1. Academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research;
- 2. Furnishing false information to Southeastern Illinois College

with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud;

- Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards
- Assault, or threatening in a menacing manner, striking or wounding another person;
- Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby;
- Destruction of, damage or injury to, or unauthorized use of property not one's own;
- 7. Theft, burglary, or breaking and entering;
- Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material;
- 9. Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College;
- Possession, use, furnishing on the campus or at any collegeowned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law;
- 11. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises;
- 12. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic
- Unauthorized entry into any premises owned or controlled by Southeastern Illinois College;

- 14. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties;
- Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conductwould be deemed illegal harassment under State or Federal law;
- 16. Possession of stolen goods;
- 17. Gambling on Southeastern IllinoisCollege-owned or supervised property;
- Participation in hazing as defined by Illinois State Statutes;
- Failure to comply with Southeastern Illinois College Board of Trustees policy and/ or State regulations regarding the use of intoxicating liquor while on the campus or at any Southeastern Illinois College supervised activity, as indicated under Board Policy 9010;
- 20. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication.
- 21. Use of any obscene, abusive, or threatening gestures or language toward another person;
- 22. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or educational environment.
- 23. Gross disobedience and/or misconduct.

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension.

All students and college employees have a duty to report any incidents or suspicious activities that they observe. 50

Sanctions

Sanctions are designed to provide Southeastern Illinois College students, employees and community members with a productive and safe educational environment. Sanctions are designed not only to punish a student for violation of the above Standards of Conduct, but also to correct the behavioral conduct at issue. Possible sanctions that a student may face may include, but are not limited to, the following:

- 1. Not in Violation: A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.
- 2. **Warning:** A verbal or written directive to the student that the student is violating, or has violated, the Standards of Conduct.
- 3. **Probation:** A verbal or written notification that the student is violating, or has violated, the Standards of Conduct and further violation will result in more severe sanctions.
- 4. Loss of Privilege: Denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study,facilities, services or offices, or participation in clubs, organizations, or Collegesponsored events.
- 5. **Restitution:** Direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.
- 6. Withdrawal from Class: Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
- 7. Limited Access: Administrative restriction to selected parts/locations of campus buildings.

- 8. Counseling or Education Seminars: Required participation in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
- 9. Suspension: Denial of any participation in an academic or College related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study.
- 10. Expulsion/Permanent Suspension: Permanent denial of any participation in an academic or College related activity, or to be on College premises, with consequent loss of tuition and fees of the student from the College.
- 11. Immediate Temporary Suspension: In cases of serious misconduct, which has or may result in significant disruption to the College and/ or serious safety concerns for staff and students, a student may be temporarily suspended by the Executive Dean of Student Services, prior to any hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/chargers with the Executive Dean prior to imposition of the suspension. Any hearing on the charge/notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified
- 12. Other sanctions which the College administration may deem appropriate given the conduct at issue.

Disciplinary Grievance Procedure

The Disciplinary Grievance Procedure is established for student grievances relating to the conduct and behavior of students. Any current student or member of the college community may initiate a complaint for alleged violations of the prescribed code of student conduct.

Step 1.

Within five (5) business days all reports of alleged non-academic student code violations must be submitted to the Executive Dean of Student Services, or designee. The complaint should be a brief written statement providing a summary of the facts deemed to constitute a violation.

Step 2.

The Executive Dean of Student Services, or designate, within five (5) business days will notify the student of the grievance.

Step 3.

The Executive Dean of Student Services, or designate, shall review any reported student misconduct and shall give the student the opportunity to present his or her personal version of the incident or occurrence before determining a resolution or imposing discipline. The Executive Dean shall state the resolution in writing.

If the student fails to schedule and/ or attend the conference with the Executive Dean of Student Services, or designee, the Executive Dean will proceed with the deposition based on the review of the available information..

Step 4.

If the student desires to appeal the findings and/or decision of the Executive Dean of Student Services, a written request for a hearing before the Disciplinary Review Panel must be filed by the student in the Office of th Executive Dean of Student Services within five (5) business days after the original decision was mailed.

Step 5.

Upon receiving a request for a hearing from the Executive Dean of Student Services, the Moderator within five (5) business days will call a Disciplinary Review Panel together. The Disciplinary Review Panel will consist and be selected by the Moderator of one student, two faculty members, one administrator, and the Moderator as chair.

The Disciplinary Review Panel itself will decide whether or not a case warrants a hearing and will either accept an appeal and set a hearing date or dismiss it without a hearing. The Disciplinary Review Panel will make this determination on the basis of a review of the student's appeal letter and of the written record of the internal procedures of the college. Grievances will be dismissed without a hearing if the Disciplinary Review Panel finds them to be frivolous, inconsequential or otherwise without merit, or if grievances have not followed the proper preliminary steps. Should a hearing be necessary, it will be scheduled by the Moderator within seven (7) working days. Those attending the hearing will be members of the Disciplinary Review Panel, the plaintiff, and the defendant. The decision of the Disciplinary Review Panel is final and will be communicated in writing to all parties involved.

Preservation of Records

Dependent upon the type of action taken, disciplinary records are maintained on file in the Office of th Executive Dean of Student Services for specific periods of time

- 1. Not in Violation: One calendar year, unless involved in additional violations within the one calendar year period.
- 2. Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars: One calendar year, unless the student has engaged in additional violations within the one calendar year period.
- 3. **Probation:** Two calendar years after the date of the last action taken.
- 4. Suspension: Permanently.
- 5. Expulsion: Permanently.
- 6. Alcohol or drug-related violations: Three years following the academic year of violation.









STUDENT GRIEVANCE PROCEDURES

Southeastern Illinois College is committed to providing a prompt and equitable means of resolving student complaints against actions and decisions taken by the College and its employees. Southeastern believes communication and open dialogue are hallmarks of the educational process, and are essential to student success.

Scope

For specific complaints or grievances, please refer to the appropriate policies

Nature of Complaint	Applicable Policy/Procedure
Sexual Harassment Complaint	Sexual Harassment, Anti-Harassment, & Non- Retaliation Policy (9016)
Discrimination	Sexual Harassment, Anti-Harassment, & Non- Retaliation Policy (9016)
Grade Appeals	Academic Grievance Policy
Out of State Academic Student Complaint	See http://www.sic.edu/academics/online-courses- and-programs/onlinestudentcomplaintprocedure Then utilize General Student Grievance Procedures below.
Student Conduct Complaint	Standards of Conduct (9013)
Denial to Selective Admission Program	Special and Selective Admissions Appeal Procedures

General Student Grievance Procedures

A student may elect to pursue a grievance if they believe a college decision or action has adversely affected their status, rights, or privileges as a student. If a student has a grievance involving a college professor or staff member, they are to process such grievance through the college administrative structure.

An informal grievance may be addressed to any faculty or staff member, as appropriate to the concern. The student should first discuss any grievance thoroughly with the faculty or staff member. If the grievance is not resolved, the student may initiate a formal grievance by appealing to the supervisor of the faculty or staff member. Formal grievances must be written and signed by the student. Any unresolved grievance can be processed through the college administrative structure up to the appropriate Executive Dean/Vice President, if necessary.

The resolution of student grievance will be transmitted in writing to the student and through the administrative structure to all involved parties as necessary.

Procedure

- 1. The student must meet with and discuss the grievance thoroughly with the faculty or staff member in an attempt to reach a resolution immediately, but no later than 10 business days after the incident has occurred.
- 2. If resolution is not achieved and the student wishes to pursue the grievance further, a student may initiate a formal appeal to the faculty or staff member's direct supervisor or division chair. The appeal must be presented in writing to the supervisor. The appeal must be filed within 10 business days after the meeting with the faculty or staff member.
- 3. The supervisor receiving the grievance will do the following within 10 business days:
 - a. Inform the faculty or staff member of the receipt of the grievance/ appeal.
 - b. Investigate the situation which may include but not be limited to requesting a statement of circumstances relevant to the grievance from the faculty or staff member, a conference with either or both parties, and additional documents and other information relevant to the situation.
 - c. Provide a decision in writing regarding the grievance within 10 business days after the requested documents are received and/or conferences concluded.

- 4. If the student wishes to appeal the supervisor's decision, the student must pursue the appeal through the College's administrative structure up to the appropriate Executive Dean/Vice President by repeating steps 2 and 3.
- 5. Should the grievance/ appeal reach the level of the appropriate Dean/Vice President, the decision of the Executive Dean/Vice President is final

Appeals

To ensure fairness and respect to all parties involved, an appeal of a grievance/decision should meet certain criteria. When appealing, a student should demonstrate that the investigation/decision meets at least one of the following criteria:

- Due process was not provided or the appeal was not thoroughly considered/ investigated.
- 2. The result of the resolution/ decision is not appropriate for the appeal.
- 3. New information has become available that was not available at the time of the original resolution/decision.

Should a student fail to demonstrate that the appeal meets one of the above criteria, the supervisor may elect to not consider the appeal and will notify the student in writing. At this point, the decision of the supervisor is final

Record Keeping

In accordance with Higher Learning Commission (HLC) regulations, the college is required to maintain documentation on student complaints and their resolutions. In the event that a division chair, director, supervisor, administrator, etc., receives a formal, written grievance, the supervisor must document the grievance on the complaint record form, which details the grievance and resolution to the agreement. All complaint record forms will be forwarded to the Office of the Executive Dean of Student Services for record keeping. Twice an academic year, the President's Cabinet will review a summary of the grievances to inform the policy and procedure making process.

STUDENT INFORMATION

Students should read and be familiar with the college catalog, the college website (www.sic.edu) and the TALON student handbook. These three college publications provide the basic policies and regulations as they relate to students. Changes may occur in all three of the documents during or between printings; therefore, all information should not be considered as absolutely final. Most current changes in policies, regulations, or course and curricular matters are found on the college website at www.sic.edu.

STUDENT LOAD/CREDIT HOURS (9019)

Course credits are recorded in semester credit hours. The normal course load for a full-time student is fifteen hours per semester. However, a full-time student may take between twelve and nineteen hours per semester. A student enrolled in eleven semester hours or less is considered part-time. Based on a student's previous performance, an academic advisor may recommend a heavier or lighter load. Students on scholastic probation and suspension must abide by the policies related to coursework. A student wishing to take more than nineteen hours per semester may do so only with written permission of the Executive Dean of Student Services.

TRAFFIC AND PARKING REGULATIONS AND CAMPUS SECURITY

Parking permits are required for student, faculty, and staff of Southeastern and may be obtained in the Bookstore, B123, or Business Office for a \$5 fee. Complete information about parking and traffic regulations can be found in the TALON student handbook or on the college website at www.sic.edu. You may contact security at 618-926-4986 during the day, 618-926-5403 after 3:30, and at extension 2911 anytime. The security office is located in room A152B.

WEATHER RELATED CLOSURES

Classes will meet and the college will be open and operative during bad weather unless the President or his/ her designee officially cancels classes. The geographic size of the college district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the college is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time.

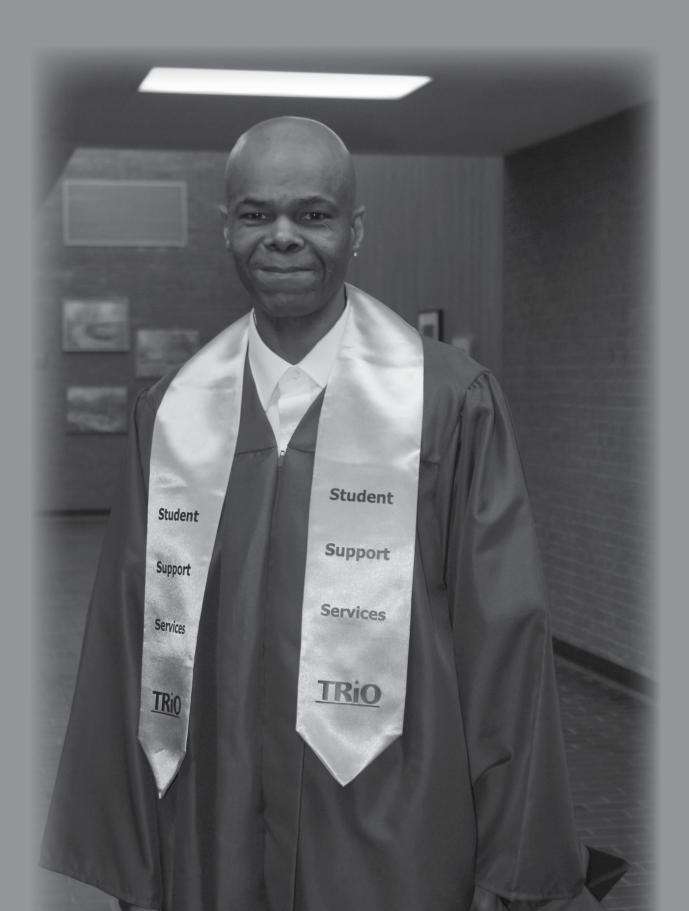
Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- Southeastern Illinois College Homepage (www.sic.edu)
- Text message to cell phones (Sign up at www.sic.edu/txtsic)
- Facebook (www.facebook. com/southeastern.illinois. college)
- Twitter (twitter.com/SIC_ EDU)
- Instagram.com/
 SoutheasternIllinoisCollege
- SIC Switchboard (618-252-5400)
- Some local media may also be notifie





STUDENT SERVICES



ACADEMIC ADVISEMENT AND CAREER COUNSELING

Academic Advisement is available on a walk-in basis or by appointment. All students are urged to meet regularly with an academic advisor, located on the first floor of E Buildin

Hours of operation:

Fall/Spring semester: Monday – Friday 8:00a.m. – 4:30p.m.

Summer semester: Monday – Thursday 8:00a.m. – 4:30p.m.

Phone: 618-252-5400 (866-338-2742 toll free), ext. 4130

Academic Advising assistance is available to all students. The mission of the advisors is to facilitate student growth. The ability to identify realistic educational and career goals that extends beyond the college experience is important. Advisors advise for vocational and transfer majors, counsel for career development and attainment, register students for classes, prepare students for transition to a university, and provide numerous other services to students. A collection of Illinois and many out-of-state college catalogs is also available, as well as various other resources.

Career Counseling is available to all students. Online resources are available to assist with career interest inventories, occupational information, scholarships, grants, awards, financial aid information, college, and university information.

CAREER SUPPORT PROGRAMS

Students enrolled in Career and Technical Education programs at Southeastern Illinois College and have completed at least 12 credit hours are eligible for assistance from the Carl D. Perkins Career and Technical Education Act of 2006. The purpose of this program is to provide individuals with opportunities throughout their lifetime to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the U.S. competitive (2006 Perkins Act). Support provided to learners includes tutors, lab assistants, note takers, and adaptive equipment or material. For

eligibility requirements, assistance with services, or questions, contact the Perkins Coordinator at 252-5400 ext. 2300.

CHILD CARE - Mary Jo Oldham Center for Child STUDY (MJOCCS)

At Southeastern Illinois College, the MJOCCS is available for children from 15 months to entry into first grade, and includes an Illinois State Board of Education Pre-Kindergarten component for qualifying three to five-yea -olds. This center is an integral part of the college's instructional program in Early Childhood Education offered by the Division of Social Science, Business and Education. The center is open every day that the college is open. During the summer the college runs on a four day week, Monday-Thursday; however, the MJOCCS is open Monday – Friday during the summer. The MJOCCS is available to children of SIC students, faculty and families in the surrounding communities.

For further information about tuition, fees, etc., or a personal visit to the Center, call 252-5400 (local) or 866-338-2742 (toll free) ext. 3410 or 3400 to speak with the MJOCCS Coordinator. Information is available on SIC's website at www.sic.edu.

CLUBS, COMPETITIVE TEAMS AND STUDENT ORGANIZATIONS

Southeastern has numerous competitive teams, student clubs and student organizations. A complete listing with descriptions is provided in the current TALON (student handbook) or on the SIC website at www.sic.edu/studentactivities.

FITNESS CENTER - C. Harry Bramlet Fitness Center

The C. Harry Bramlet Fitness Center is located on the mezzanine in Deaton Gymnasium, and consists of various weight machines and exercise bikes. Before using the equipment in the Fitness Center, students must register for the Fitness Center PE class and attend an orientation session that will show the proper use of each machine.

The final grade for the student will be based on the number of visits to the center during the semester. Students may take the PE course above on a pass/ fail basis, for a grade, or as an audit. If taken on audit basis, an additional audit fee of \$20 will be assessed. No college credit is earned when taken as an audit. The cost of the program per student is the current tuition rate for one semester hour of college credit plus a lab fee.

For a listing of dates and times the C. Harry Bramlet Fitness Center is open, see the SIC website at www.sic.edu under "Community & Visitors" or call 618-252-5400 ext. 3205. Days and times will also be posted in the Fitness Center each semester. Students may workout at their convenience anytime the center is open. The College reserves the right to adjust the schedule to accommodate usage.

STUDENT TECHNOLOGY SERVICES

ACCOUNT SETUP

Students can activate their online student services accounts (MySIC, Falcon Mail, etc.) using the Setup Instructions located at www.sic.edu/ setup.

<u>HELP DESK</u>

If you need technical assistance, submit a support request at: http://www.sic.edu/ support.





EMAIL - FALCON MAIL

Every student at SIC is issued an Office 365 account. Office 365 is a suite of applications: Email (Falcon Mail), Office Applications (Word, Excel, etc.), One Drive for document storage, and many other features.

Falcon Mail accounts are used by instructors and other college officials to notify students of assignments, important dates, events, and information. Critical dates such as registration, tuition due dates, class drop deadlines, book buyback periods, financial aid information, and graduation deadlines will be sent to students' Falcon Mail accounts.

MySIC STUDENT PORTAL

MySIC is a student portal for accessing online classes and services. Just a few of the many features of MySIC are listed below:

- Register for classes online
- Access online and hybrid classes
- Retrieve student class schedule
- View financial aid and account information
- Sign up for the eCashier payment plan
- Retrieve final grade
- Print an unofficial transcrip

TEXT NOTIFICATIONS - txtSIC

TxtSIC is an opt-in text messaging service to notify students of campus closures for weather and other emergencies. Additionally, students may choose to receive text alerts for instructor class cancellations. While there is no charge for this service, there may be a per text message charge from your cell phone provider. For additional information please visit www.sic.edu/ txtsic.

WIRELESS INTERNET ACCESS

Wireless access is available in the interior of all campus buildings. The *SICopen* network is for use by students, faculty, and staff on their personal devices. *SICFalcon* is an internal wireless network for faculty and staff use on SIC owned devices.

JOB PLACEMENT

Southeastern Illinois College works with area employers to identify parttime and full-time job openings for Career and Technical Education (CTE) students. Employment opportunities are posted on SIC's website at www.sic. edu/employment. Additionally, bulletin boards with job postings are located in the Technology Center (G Building), Student Center (B Building), and Student Services (E Building). For more information and/or to obtain resources and assistance, contact the Perkins Coordinator at 618-525-5400, ext. 2300. SIC offers an employability skills class (EMP 111) that is open to all students to assist with job search skills and to improve employability skills.

LIBRARY (Melba Patton Library)

The services of the Melba Patton Library support instructional programs and student educational needs by offering a collection of print and nonprint media. An extensive collection of full-text online resources includes access to journals/magazines, electronic books, and other publications. Library resources can be located by visiting the library website at http://sic.edu/library.

As a member of the Consortium of Academic Libraries in Illinois (CARLI), library users have access to the collections of 85 academic libraries in Illinois through I-Share. I-Share provides the College with an online catalog of its library holdings as well as a merged, unified catalog of more than over 12.9 unique items and 38 million total items. For items not located in Southeastern's library, users with a library barcode may request items from other I-Share member libraries. Delivery is normally within 2-3 days, and the requestor will be notified by telephone.

Library barcodes are placed on the back of the Student Identification Card. Current students without an ID card may obtain one at the library circulation desk. Students must present a printed class schedule along with a picture ID to receive an ID/library card. Community members who reside with the college district may purchase a library card for a \$5 annual fee.

The library also offers students and the public access to computers that include a variety of software programs as well as high speed internet. Free wireless internet is also available in the library. In addition, a variety of seating is offered to patrons including carrels and tables for individual study, and rooms for group study. Computer printing, photocopy and fax machines are available for student and public use at a minimal cost for photocopies and fax services.

The Library is closed during all holidays observed by the college. For current hours of operation please visit www.sic.edu/library.

DISTANCE LEARNING

Distance learning opportunities at Southeastern Illinois College consist of videoconference courses and online courses. Distance learning gives students the opportunity to receive college credit while completing coursework at home through online courses or having the convenience of attending classes closer to home through videoconference courses. All distance learning courses are fully accredited college courses. Online courses require students to be selfmotivated and work independently, but is an excellent opportunity for students who cannot attend traditional classes on campus.

Several degree and certificate programs are available online. Contact an academic advisor for details or visit www.sic.edu/onlinedegree for more information.

VIDEOCONFERENCE COURSES -

Each semester Southeastern offers selected courses through videoconferencing technology. Videoconference classrooms are located in Rooms A114, A117, B223, and T220 on the SIC main campus. Remote sites are located at Southeastern's White County Center in Carmi, Eldorado High School, Galatia High School, Carrier Mills High School, Gallatin County High School, NCOE High School, and Harrisburg Medical Center as well as other community colleges, universities, and high schools throughout the state and nation. These completely interactive classrooms allow students to communicate with the instructor and students at the originating site and other remote sites both visually and with real-time audio. A schedule of classes to be taught via videoconferencing technology is listed in each class

schedule and can be found through the "Course Schedule" link on the SIC website. Choose "Interactive Distance Learning" from the method dropdown menu to see all classes offered in this format. Prospective students should check with an academic advisor for additional information concerning the requirements and content of each class.

ONLINE COURSES - Southeastern recognizes that in today's busy world many individuals who wish to attend college are limited by their schedules and family commitments. Online courses provide students who are unable to attend traditionally scheduled campus classes the opportunity to take classes and even complete an associate degree. For online courses, students use a computer to connect to the college's online learning management system. Students must have access to a computer connected to the internet. Having a computer at home with internet access will give the student the most flexibility for completing online courses. Computers in various labs on campus can also be used. Standard classroom books and printed materials are used in combination with online lectures, assignments, and supplementary course materials. Online lectures may be text-based or consist of some combination of text, graphics, sound, video and various other types of learning activities. Most online courses use a threaded discussion forum to share information, collaborate, and interact with other members of the class.

The majority of online courses offered by Southeastern Illinois College are 100% online; however, there are a few courses that require an on-campus lab component. Online students should expect to spend at least as much time for study as in a traditional classroom. Students will manage their own learning by using online information and materials. Students should be self-disciplined, motivated, and possess basic computer experience using common software applications, a networked computer, and a Web browser. The content and rigor of the online courses offered by SIC are equivalent to on-campus versions of the same courses.

STARFISH EARLY ALERT

Southeastern utilizes Starfish Early Alert, an early identification and intervention system designed to enable academic success, retention, and graduation. When academic indicators suggest a student may be experiencing difficulties that may negatively impact academic success, the instructor may raise an alert or referral flag that

- notifies the student of the concern through an email to the student's Falcon Mail account;
- 2. requests that an Academic Advisor contact the student to discuss and follow-up on the issue; and,
- 3. encourages the student to discuss the matter with the instructor.

If students receive an email notification of an early alert or referral in any of their courses, they are encouraged to contact the instructor as soon as possible to discuss the issue. The purpose of the discussion is to determine the severity of the issue, accurately assess its potential impact on their academic success, and to plan and put into action steps to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact the Executive Dean for Student Services Office at extension 2401.

STUDENT SUCCESS CENTER

Testing is one of the major functions of the Student Success Center.

- ACCUPLACER Used for placement of students into the appropriate levels of English, Math and Reading, is available free of charge on a regularly scheduled basis or by appointment.
- Test of Essential Academic Skills (TEAS) Test – Given to students applying to Southeastern's Practical Nursing program or the Associate Degree in Nursing program. There is a charge for this test and an appointment must be scheduled in advance.

- Work Keys Para-Professional
 Exam Given to individuals
 applying to be a teacher's aide.
 This exam requires advance
 payment and registration.
- CLEP (College Level Examination Program) – Requires advance payment and registration.
- CNA (Certified Nurses Aide Exam) – Scheduled through the CNA instructor or Southern Illinois University at Carbondale at 618-453-4368. For information concerning these tests, call the Student Success Center at 252-5400 (local) or 866-338-2742 (toll free), ext. 2383. Hours vary depending on testing schedules.
- **GED Test** Applicants must register one week in advance of the testing date. The cost of the test is \$120 (subject to change). All testing is done on the computer. Students must register online at http://www. gedtestingservice.com/testers/ test-on-computer. Students must have an email address and a credit or debit card. If they have neither, vouchers must be purchased through the Regional Office of Education (512 N. Main., Harrisburg, IL). If students have trouble registering online, they should call 1-877-EXAM-GED. Students who are restricted from using the internet should call the number above. Applicants must have lived in Illinois for 30 days and be at least 17 years of age. A photo ID is required on the day of testing. Individuals should arrive 30 minutes early for the test. Seating is limited to 10 students per testing session. For additional information, call SIC at 618-252-5400, ext. 2383 (toll free 866-338-2742). Information is also available on the SIC website at www.sic. edu/academics/ged/ged-testing.

Tutoring is another service provided in the Student Success Center. Visit the Center to request tutoring services during its regular hours of operation, or call 618-252-5400, ext. 2383 for further information.

Computer labs is another service provided in the Student Success Center. Visit the Center to request tutoring services during its regular hours of operation, or call 618-252-5400, ext. 2383 for further information.

TRIO / STUDENT SUPPORT SERVICES (SSS)

TRIO/Student Support Services (SSS) is a federal Title IV program designed to improve student success in college by providing comprehensive academic support. Any person who is currently a Southeastern Illinois College student may apply for admittance into TRIO. To be accepted into TRIO, students must meet the federal low/moderate income guidelines, AND/OR be first generation college students (neither parent that the student resided with completed a bachelor's degree), AND/OR have a documented physical or learning disability. Services include:

- Instruction in career and personal development
- Tutoring in almost any subject
- Exposure to cultural activities
- Study skills workshops
- Transfer assistance (including visits to four-year universities)
- Academic, personal, and financial literacy counselin
- Scholarship opportunities

For more information, call 252-5400, ext. 2432, 2433 or 2435, or 2473.

VOTER REGISTRATION

Illinois Voter Registration Applications are available online at www.elections. state.il.us. Mail-in voter registration applications are available at the college switchboard located on the lower level of E building and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.













COMMUNITY SERVICE



ART AT SOUTHEASTERN

Students and visitors to Southeastern will experience a diverse collection of art on the college campus where large monumental sculptures grace interior and exterior spaces. The Art Gallery of the George T. Dennis Visual and Performing Arts Center features rotating exhibitions year round.

In 1987, the artist Bob Dixon completed installation of a series of three monumental welded sculptures. Sentinels Guarding the Winds of Time, located south of the Learning and Conference Centers' lobby represents two vigilant figures celebrating mankind. On the north side of campus, gracing the entrance to the lobby of the Learning and Conference Centers, Pegasus' Portal represents the gateway of the winged horse Pegasus, who according to Greek Mythology brought a widespread dispersal of learning to the world with schools available for all people. Symbolizing the omega of one's formal education while celebrating the commencement and continuation of life-long learning, Wings and Echoes embellishes Southeastern's nature preserve east of Deaton Gymnasium.

As part of Illinois' Art in Public Places program, Southeastern acquired two more large-scale sculptures upon completion of the George T. Dennis Visual and Performing Arts Center, the Harry W. Abell Administration Building, and the Mary Jo Oldham Center for Child Study. Installed in 1999, Night of the Meteor Shower and Solar Pathways are the work of Christiane T. Martins, an internationally known Illinois artist. Composed of brushed and polished stainless steel, Night of the Meteor Shower enhances the lobby of the George T. Dennis Visual and Performing Arts Center, while Solar Pathways adorns the entrance to the Child Study Center.

The Southeastern Illinois College Foundation provides generous support for art acquisitions on campus. Many of the works of art displayed in the main corridors of the Conference and Learning Centers were selected by the College Art Purchase Committee and funded by the Foundation in honor of retired and deceased college faculty members. In 1990, the Southeastern Illinois College Foundation dedicated Pristine Illinois Landscape, a mural depicting the unspoiled beauty of the Southern Illinois landscape as experienced by Native Americans and the early European visitors. Painted by artist-naturalist Robert G. Lawson, this large painting hangs in the lobby of the Learning and Conference Centers.

Art at Southeastern Illinois College offers rich and varied experiences and enhances the environment of the institution for the benefit of the College family as well as the community at large, from young children through senior citizens who visit the campus. This collection represents Southeastern's commitment to and appreciation for the arts, humanities, history and education.

COMMUNITY SERVICES

The College frequently hosts seminars, workshops and conferences for partner groups and the general public. The topics range from consumer, educational and business interests to those of more hobby or leisure activities. The College is willing to work with outside organizations in cooperative planning and development of programs to meet their particular needs.

The Melba Patton Library is available for general use by district residents. The library houses not only the largest library collection in southeastern Illinois, but also many newspapers, magazines and journals, internet access, and a wide variety of online publications.

Additional information about community service programs sponsored by the College may be obtained by calling the Community Education Office at 618-252-5400, ext. 2300. Community groups wishing to inquire about using SIC's facilities for an event should call extension 2486 for information regarding applicable fees and facility availability.

MARY JO OLDHAM CENTER FOR CHILD STUDY

At Southeastern Illinois College, the Mary Jo Oldham Center for Child Study (MJOCCS) is available for children 15 months to entry into first grade. This center is an integral part of the College's instructional program in Early Childhood Education offered by the Division of Social Science, Business and Education. The center is open every day that the College is open. During the summer the College runs on a four-day week, Monday-Thursday, however, the MJOCCS is open Monday – Friday during the summer. The MJOCCS is available to children of SIC students, faculty and families in the surrounding communities.

For further information about tuition and fees or for a personal visit to the Center, call 252-5400 (local) or 866-338-2742 (toll free), ext. 3410 or 3400 to speak with the MJOCCS Coordinator. Information is available on SIC's website at www.sic.edu.

SIC ALUMNI & FRIENDS ASSOCIATION

The Southeastern Illinois College Alumni & Friends Association plans and conducts various activities throughout the school year to develop a spirit of fraternity among the alumni of the College, as well as to encourage loyalty and goodwill toward the institution and the communities it serves. Alumni events include student/ athlete outreach, scholarships for children of SIC alumni, alumni lecture series, along with various fundraising activities.

THE SIC FOUNDATION

The Southeastern Illinois College Foundation was established by the College Board of Trustees in November 1983 to provide a means of raising and administering funds from the private sector to support activities and programs at the College. The Foundation serves as a depository for gifts presented to the College by individuals, businesses, civic groups, and corporations wishing to participate philanthropically in the growth and future of Southeastern Illinois College. In its fundraising capacity, the Foundation supports Southeastern in its mission to provide numerous educational opportunities for the development of intellectual, cultural, social, personal, and productive skills

to the residents of Community College District 533. The Foundation supports activities that improve one's quality of life, extend educational opportunities, and contribute to the College's constant pursuit of excellence.

The SIC Foundation was formed and organized as a partner with the institution but exists as a component unit of the College. It is separately incorporated in the State of Illinois as a non-profit charitable o ganization, and is governed by a Board of Directors, and operates according to its own set of by-laws. The Foundation has been designated by the Internal Revenue Service as a 501 (c) (3) non-profit organization.

WHITE COUNTY CENTER - The David L. Stanley Center

The David L. Stanley Center serves the diverse educational needs of residents living in the White County area, which is in the northern portion of Southeastern Illinois College's district. A variety of transferable baccalaureate, vocational, ABE/GED, and non-credit, community education courses are offered. The David L. Stanley - White County Center is a receiving as well as a broadcasting site for distance learning classes. A computer lab is also available on-site. A complete range of services, including registration and placement testing, are offered to assist students. Regular hours of operation are Monday through Wednesday, 9 a.m. to 4 p.m. during the regular semesters. For more information on classes and services offered, contact the David L. Stanley Center at 1700 College Avenue in Carmi, or call 618-382-8869.

WORKFORCE & ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER

The Southeastern Illinois College WISBDC's services provide both workforce development training to meet the needs of business and industry in the college district, and small business development training, to provide individual counseling and practical training for small business owners. Sample services include customtailored training programs, free business consultant services, and safety training and recertification. The WISBDC is located on the main campus in the Robert I Gregg Technology Center (G Building). Business Consultants can be reached by calling 618-252-5400, extension 2301.

Professional consultants and support staff at the WISBDC assist the business community in all their developmental needs. Services include, but are not limited to, general business counseling, market assessments, cost analysis, financial analysis, capital resource planning, human resource management, and technology planning. Particular services are provided for the development of a detailed business plan for the business to be utilized by the business owner/manager as a management tool and mechanism for requesting financing from private and public lenders for start-up or expansion.

The WISBDC has been developed through a partnership involving the U.S. Small Business Administration, Illinois Department of Commerce & Economic Opportunity, and Southeastern Illinois College. The WISBDC is a member of the Illinois Entrepreneurship & Small Business Growth Association whose mission is to increase the competitiveness, profitability and growth of Illinois commerce in the global economy.

In addition to one-on-one counseling, the WISBDC provides beneficial training in general business ownership, financing, marketing, technolog, taxes, computer software, and many other specialized categories. Through the sponsorship of these workshops, seminars and classes, the WISBDC is able to inform the business community of the current issues that are affecting their future.

VOLUNTEER SERVICE

The Southeastern Illinois Volunteer Services class (VOL 121) is open to any student or member of the community who wishes to serve on an unpaid voluntary basis either at the College, in the community or with an area agency, institution or business. A person may earn one (1) credit hour of Pass/Fail credit each semester for 30 contact hours of unpaid service. There is no tuition charge for enrolling in this course. For more information call 252-5400, ext. 4130.







GENERAL EDUCATION GOALS



GENERAL EDUCATION GOALS

At Southeastern Illinois College, General Education is intended to be an integral part of the instructional program for all students who seek the two-year degree regardless of their educational or career goals. Its purpose is to foster student learning about the knowledge, skills, and attitudes whereby they may exercise control over their lives through educated and thoughtful responses to their social, political, economic, cultural, and natural environments.

The General Education program at Southeastern Illinois College is intended to provide students with common skills and competencies, while allowing the pursuit of individual interests within prescribed academic areas, and to motivate them to seek the highest possible degree of personal growth and development.

These goals and the courses that support them are periodically revised to meet changing needs. Following extensive revision of the goals and courses by faculty in the late 90's, the goals were again revised in 2006 to meet the changing needs of constituents. More recently, these goals were reviewed and slightly revised in 2015. These goals also align with the Illinois Articulation Initiative (IAI). For more information on the IAI, go to www.itransfer.org.

GENERAL EDUCATION GOALS

I. Communication:

- A. Students should demonstrate proficiency in the written and verbal use of English.
- B. Students should demonstrate proficiency in o ganization and analysis when writing, speaking and listening.
- C. Students should demonstrate proficiency and integrity regarding the basic methods and skills of contemporary academic research and reporting.

II. Humanities and Fine Arts:

- A. Students will demonstrate knowledge of the major areas of the diverse, aesthetic expressions and forms of disciplines such as music, literature, creative writing, cinema, theatre, and art.
- B. Students should demonstrate an understanding of the value of learning about diverse aesthetic, creative, and artistic activities of the humanities.

III. Social and Behavioral Sciences:

- A. Students should develop insights into personal behavior and one's relationship with a diverse society in its past, present, and future.
- B. Students should develop a basic understanding of the cultural, geopolitical and socioeconomic forces and their impact on society.

IV. Mathematics:

- A. Students should use appropriate mathematical symbols, terminology, and techniques to solve practical applications.
- B. Students will perform complex and theoretical calculations.

V. Physical & Life Sciences:

A. Students should demonstrate knowledge about the fundamental laws governing living systems, the fundamental laws governing the composition of matter, and the fundamental laws governing nature.

- B. Students should gain an understanding of laws that describe energy changes and how they influence changes in nature, living systems, and matter.
- C. Students should demonstrate knowledge of the orderliness of nature as well as develop the ability to evaluate the effects of science and technology on their lives.

ILLINOIS GENERAL EDUCATION CORE CURRICULUM

Illinois Articulation Initiative http://www.itransfer.org

Southeastern Illinois College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lowerdivision general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students graduating high school in 1998 or entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). Upon completion of this core, IAI will be posted on the student's transcript.

Illinois Transferable General Education Core Curriculum Minimum Requirements

Communication:

- Three courses (9 semester credits) made up of the following:
 - A two-course sequence in writing (6 semester credits). A grade of A, B, or C is required to receive credit for the two writing courses.
 - o One course in oral communications (3 semester credits).

Mathematics:

• One or two courses (3 to 6 semester credits).

Physical and Life Sciences:

- Two courses (7 to 8 semester credits with at least one laboratory course included).
- One course selected from Physical Sciences.

• One course from Life Sciences. Please note that at least one laboratory course must be included. Students with the appropriate preparation may substitute an initial course designed for science majors for a more general course.

Humanities & Fine Arts:

- Three courses (9 semester credits) made up of the following:
 - One course selected from Humanities, one course selected from Fine Arts and one course from either Humanities or Fine Arts.

Social and Behavioral Sciences:

• Three courses (9 semester credits). Courses must be selected from at least two disciplines.

Students Transferring to Other Institutions

Students may take SIC courses to complete the Illinois Transferable General Education Core Curriculum (GECC) prior to transferring to another participating school. The following IAI codes identify qualifying general education courses:

IAI C (Communications) IAI M (Mathematics) IAI F (Fine Arts) IAI P (Physical Sciences) IAI H (Humanities) IAI S (Social/Behavioral Sciences) IAI L (Life Sciences)

Students who do not complete the Illinois Transferable General Education Core Curriculum must meet the receiving institution's general education requirements. Credit for individual courses completed in the Illinois Transferable General Education Core Curriculum will be applied towards fulfillment of the receiving institution s general education requirements so long as the receiving institution requires that coursework.

See an academic advisor for additional information and read about the IAI at www. iTransfer.org.

ACADEMIC PROGRAMS



ACADEMIC PROGRAMS

GRADUATION REQUIREMENTS

General Requirements for Associate in Arts and Associate In Science Degrees

- The student must follow the General Education Requirements listed in the Curriculum Guide; complete a minimum of 62 semester hours; receive a grade of A, B or C in ENG 121 and ENG 122; and maintain an overall SIC grade point average of "C" (2.00) or higher.
- High school deficiencies and remedial course work identified by either a high school transcript or placement test must be taken during the first 30 semester hours.
- A student must complete at least 15 semester hours of credit from Southeastern Illinois College.
- An Application for Graduation must be completed and returned to the Enrollment Services Office at Southeastern Illinois College during the semester prior to the student's semester of graduation. A \$20 graduate fee is required.

General Education Requirements for Associate in Applied Science Degrees and Certificates

Associate in Applied Science degree programs must include a minimum of 62 semester hours of work with an overall average of at least "C" (2.00) for all coursework in the degree program. Certificate programs vary in the number of hours required but have the same grade point average requirements for graduation. Candidates for degrees and certificates must follow an organized program of instruction as set forth under each A.A.S. or certificate curriculum. A.A.S. Degrees will include at least the following:

1. <u>General Education</u> makes up 25% of the A.A.S. program.

The specific coursework to be taken is stipulated for each career/technical program and is selected from the list below. Where applicable, a higher level course may be substituted with the Instructional Vice President or Dean's approval.

A. Communications Skills - Minimum of six semester hours

ENG 121 - Rhetoric & Composition I (3) ENG 122 - Rhetoric & Composition II (3) COM 144 - Interpersonal Communications (3) COM 146 - Business & Professional Communications (3)

B. Social Studies - Minimum of three semester hours

PSYC 121 - Intro Psychology (3) PSYC 131 - Human Relations (3) SOC 121 - Introductory Sociology (3)

C. Mathematics, Science, Health, Nutrition - Minimum six semester hours, three of which must be mathematics.

AG 121 - Introductory Animal Science (4) BIOL 121 - Introductory Biology (4) BIOL 141 - Environmental Science (4) BOT 121 - Introduction to Botany (4) CHEM 123 - Basic Inorg/Organ. Chem. (4) ECE 142 - Health, Safety & Nutrition (3) FCS 124 - Introduction to Nutrition (3) HYG 121 - Science of Personal Health (3) MATH 128 - College Algebra (4) MATH 125 - General Education Statistics (4) MATH 144 - Heart of Mathematics (4) MATH 151 - Occupational Math (4) PHYS 121 - Basic Physics (4)

A student with adequate preparation may substitute the first course designed for math/science majors

D. General Education Elective(s) selected from areas of humanities, introduction to information technology, communications, science, mathematics, or social sciences to satisfy the 25% total requirement, which is:
 Total Gen.Ed.

	<u>Total Gen.Ed.</u>
62 to 64 hour AAS Programs	16 credit hours
65 to 68 hour AAS Programs	17 credit hours
69 to 72 hour AAS Programs	18 credit hours

- 2. <u>Technical Related, & Guided Electives</u> are used to build skills and related technical knowledge about the occupation. Sequence and content of these courses are recommended by advisory committees, which are composed of business and industry representatives in the occupation. Career programs (Associate in Applied Science or Certificate) are not intended for transfer to senior institutions. However, in specific cases, transfer may occur through capstone and other programs. Some universities have special programs that will accept career program credits as partial fulfillment or requirements toward specific goals. It i recommended that students work closely with an academic advisor on transfer issues. These programs provide skill and knowledge necessary for immediate entry into employment upon graduation. Courses and programs have been carefully developed to meet the demand of specific occupations
- 3. In order to graduate from any program, the student must have an overall grade point average of "C" (2.00) or higher for all coursework required by that degree or certificate
- 4. The total number of hours required to graduate with an A.A.S. or certificate are indicated on the curriculum guides listed in the Southeastern Illinois College catalog or online at www.sic.edu/catalog.
- 5. A student must complete at least 15 semester hours of credit from SIC.

Associate in Liberal Studies Degree

The Associate in Liberal Studies Program (ALS) is intended as an interdisciplinary, non-traditional program that is characterized by student flexibility and creativity. While the ALS Degree is intended to be terminal, it is hoped the educational process will be seen as lifelong. The program is designed to provide a college level educational opportunity for those who wish to complete an individualized general program, but do not wish to pursue a special occupational or baccalaureateoriented program resulting in an A.A.S., A.S., A.E.S, A.F.A., or A.A. Degree.

Associate in Liberal Studies Degree Guidelines

- Students who would like to pursue this degree must complete an ALS contract with an academic advisor.
- 2. The Associate in Liberal Studies Degree could be accepted partially or totally at a four-year college or university toward completion of the requirements for a baccalaureate degree at the discretion of the four-year college or university.
- Credits earned in any occupational certificate program may be applied to the Associate in Liberal Studies Degree.
- 4. Both baccalaureate and occupational courses may be taken as part of the ALS Degree program.
- 5. Students may not use developmental courses to complete the ALS Degree.
- 6. The Associate in Liberal Studies Degree general education component will include no less than 20 semester credit hours, with at least one class in each of the following areas: communications, humanities and fine arts, social and behavioral sciences, and mathematics and science.

Admission Requirements/ALS

- 1. Any student desiring admission into the ALS Degree program must first be admitted as a student to Southeastern. Admission to the College does not constitute automatic acceptance into the ALS program.
- 2. Admission to the ALS program requires a planning conference with an academic advisor

to relate the philosophy and structure of the ALS program to the goals and objectives of the student. This conference will culminate in the establishment of a degree learning contract and program plan that can only be changed by the joint agreement of the academic advisor and student. This ALS contract must be signed by the student, academic advisor and the Executive Dean of Academic Services for official admittance into the ALS program.

- 3. The student is required to submit official transcripts of any prior academic credit for that credit to be applied toward the ALS Degree.
- 4. Any student who wishes admittance to the ALS program should declare a commitment to this program and its planning/ contractual implications as soon as the student decides to pursue the ALS degree program.

Graduation Requirements/ALS

To be awarded the Associate Degree in Liberal Studies, a student must complete the following requirements:

- 1. Complete sixty-two (62) semester hours of coursework including baccalaureate and/or occupational courses included in the ALS plan.
- 2. Complete twenty (20) hours of general education coursework with at least one class in each of the following areas: communications, arts and humanities, social and behavioral sciences, and mathematics and science.
- 3. Maintain an overall college grade point average of "C" (2.00) or higher.
- 4. A student must complete at least fifteen (15) semester hours of credit from Southeastern Illinois College.
- 5. Each student must clear all school obligations before graduation. Students must file an application for graduation in the Enrollment Services Office at the time of registration for the last semester.
- 6. Culminating Project: Each candidate for the ALS degree will be required to write an interdisciplinary term paper that integrates the main components of the student's planned program.

This culminating project, taken during the final semeste, will allow each candidate the opportunity to synthesize the insights and new understandings gained from the ALS program and to explain how these educational experiences relate to stated goals, both personal and programmatic. The term paper will also serve as a criterion skill in composition, basic research, reading, and interdisciplinary thought. The major purpose of this term paper project is to develop a deeper awareness of the interrelatedness of ideas and how formal education can assist the individual in the attainment of personal goals. The Executive Dean for Academic Services has the discretionary power to accept an "oral" term paper on audiocassette or videotape instead of a written format. The final copy of the project will be left with the Executive Dean of Academic Services and becomes the property of the college. Upon receiving the recommendation to accept or reject the final project, the Executive Dean of Academic Services will certify that the student has successfully completed the ALS Degree.

7. Each candidate for the ALS degree must be approved by the Executive Dean of Academic Services as having satisfied all graduation requirements stated above.

TECHNICAL RESOURCE MANAGEMENT

The Technical Resource Management program is designed to meet the needs of individuals with previous work experience who want to prepare for a career in a specialized area for which Southeastern Illinois College does not offer a specific program. It allows the student, under the supervision of the appropriate division chairperson and designated SIC faculty member, to identify the requirements of the career in which the student wishes to prepare, apply previous work experience and/or non-collegiate learning experiences to achieve the requirements, and design a customized program of study to acquire the remaining skills and knowledge. Students interested in pursuing the Technical Resource Management degree program should meet with an academic advisor for further information.

CURRICULUM GUIDES



Associate in Arts Degree

General Education Core Curriculum Requirements (IAI)



Minimum 62 hours

IAI See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAA COMMUNICATIONS: 9 semester hours. Students must successfully complete all three courses for IAI, Associate in Arts Degree. _ENG 121-3* (C1 900) Rhetoric & Composition I _____ENG 122-3* (C1 901R) Rhetoric & Composition II _____COM 121-3* (C2 900) Principles of Speaking *A grade of A, B, C is required to get credit for these courses for IAI, Associate in Arts Degree HUMANITIES AND FINE ARTS: 9 semester hours. At least one course must be taken from each area. (3 courses) Area 2 PHIL 121-3 (H4 900) Intro to Philosophy Area 1 _ART 121-3 (F2 900) Art Appreciation ENG 243-3 (H3 902) Introduction to Drama _PHIL 122-3 (H4 906) Fundamentals of Logic _ART 222-3 (F2 901) Prehistory to Medieval Art _ENG 245-3 (H3 906) World Literature PHIL 221-3 (H4 904) Fundamentals of Ethics ART 223-3 (F2 902) Renaissance to Contemporary Art ENG 246-3 (H3 907) Modern Literature PHIL 224-3 (H5 904N) Comparative Religions _COM 128-3 (F2 908) Film Appreciation ENG 261-3 (H3 914) American Literature I _MUS 121-3 (F1 900) Music Appreciation _ENG 262-3 (H3 915) American Literature II MUS 126-3 (F1 904) Intro to American Music THTR 121-3 (F1 907) Introduction to Theater SOCIAL & BEHAVIORAL SCIENCES: 9 semester hours. Course must be taken from two different areas. (3 courses) Area 1 Area 2 Area 3 _ECE 141-3 (S6 903) Child Development _HIST 121-3 (S2 902) Western Civilization to _ECON 121-3 (S3 901) Macroeconomics PSYC 121-3 (S6 900) Intro Psychology 1648 ECON 122-3 (S3 902) Microeconomics PSYC 221-3 (S6 903) Child Psychology _HIST 122-3 (S2 903) Western Civilization from 1648 _GOVT 121-3 (S5 900) American Government SOC 121-3 (S7 900) Introductory Sociology HIST 141-3 (S2 910N) Latin American History _GOVT 226-3 (S5 904N) Intro International Relations _SOC 221-3 (S7 902) The Family in Society HIST 241-3 (S2 900N) American History I ______HIST 242-3 (S2 901N) American History II PHYSICAL AND LIFE SCIENCES: 8-9 semester hours. At least one course must be taken from each area and at least one must include MATHEMATICS: 4-5 semester hours At least one to two courses must a lab. (2 courses) be taken Area 1 _MATH 125-4 (MI 902) General Education Statistics Area 2 MATH 141-4 (MI 902) Statistics BIOL 121-4 (L1 900L) Introductory Biology CHEM 123-4 (P1 902L) Basic Inorg/Org _MATH 142-4 (MI 906) Finite Mathematics BIOL 141-4 (L1 905L) Environmental Science Chemistry _MATH 143-4 (MI 900) Applied Calculus _BIOL 221-4 (L1 900L) General Biology I _CHEM 121-5 (P1 902L) General Chemistry I _MATH 144-4 (MI 904) Heart of Mathematics _BOT 121-4 (L1 901L) Introduction to Botany PHYS 121-4 (P1 900L) Basic Physics MATH 162-5 (MI 900-1) Calculus I _PHYS 221-5 (P2 900L) General Physics _MATH 205-4 (M1 903) Geometry for Elementary Teachers _MATH 221-5 (M1 900-2) Calculus & Analytic

Guided Electives: 21-23 semester hours.

_MATH 222-5 (M1 900-3) Calculus & Analytic

Geometry I

Geometry III

These courses should be guided electives for your major as recommended by the college or university you are transferring to.

Credit Hours	Course	Semester Taken	Grade
	62 Total Hours Minimum for A.A. D	egree	

I have discussed the requirements for the above listed program at SIC with a counselor and fully understand these requirements. Furthermore, I understand that I must successfully complete all program requirements with at least a 2.0 overall grade point average and submit an 'Application for Graduation' to the Director of Enrollment Services (E-Bldg. 1st floor) to graduate and to have this degree posted on my transcript.

Student Signature	Date	SIC Student ID #
Counselor Signature	Date	

Note: Refer to the catalog for the college or university you are transferring for specific general education requirements for your major. Southeastern Illinois College reserves the right to schedule courses as deemed appropriate, and reserves the right to make changes in order to comply with local, state, or federal conditions or regulations.

Southeastern Illinois College • 3575 College Road • Harrisburg, Illinois 62946 • 618-252-5400 • www.sic.edu

ASSOCIATE IN FINE ARTS IN ART



A.F.A. Degree

Minimum 64 hours

Transfer Curriculum • Associate in Fine Arts Degree in Art • Minimum 2.0 OGPA • Major Code: DAFA

CONSULT THE CATALOG of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR

SECOND YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
MATH 144	MATH 144 Heart of Mathematics	
ART 121 Art Appreciation		3
ART 141 Drawing		3
ART 161 Basic Art Design		3
	Total Hours	16

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
ART 241	ART 241 Advanced Drawing	
ART STUDIO ELECTIVE*		3
PHYSICAL AND LIFE SCIENCES		4
HUMANITIES (Area 2)		3
Total Hours		16

Fall Semester		Credit Hrs
COM 121	Principles of Speaking	3
ART 162		
ART 222 Prehistory to Medieval Art		3
ART STUDIO ELECTIVE*		3
SOCIAL AND BEHAVIORAL SCIENCES		3
Total Hours		15

Spring Semester		Credit Hrs
ART 223	Renaissance to Contemporary Art	3
ART 260	ART 260 Art Portfolio	
ART 261 Life Drawing		3
SOCIAL AND BEHAVIORAL SCIENCES		3
PHYSICAL AND LIFE SCIENCES		4
ART STUDIO ELECTIVE*		3
Total Hours		17

ART STUDIO ELECTIVES: *Select studio courses from at least two media in consultation with an art department advisor. ART 143-3 Painting, ART 142-3 Sculpture, ART 144-3 Printmaking, ART 163-3 Mural Painting, ART 221-3 Beginning Ceramics/Pottery, ART 243-3 Advanced Painting.

а	The course requirements for Area 1 are satisfied.		
rea	(Select one course from Area 2.) ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature ENG 246-3 (H3 907) Modern Literature	ENG 261-3 (H3 914) American Literature l ENG 262-3 (H3 915) American Literature ll	PHIL 121-3 (H4 900) Intro to Philosophy PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions
OCIA	L & BEHAVIORAL SCIENCES: 6 semester hours. Cou	rse must be taken from two different areas. (2 cou	rses)
Area 1	ECE 141-3 (S6 903) Child Development	PSYC 121-3 (S6 900) Intro Psychology PSYC 221-3 (S6 903) Child Psychology	SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Society
Area 2	HIST 121-3 (S2 902) Western Civilization to 1648 HIST 122-3 (S2 903) Western Civilization from 1648	HIST 141-3 (S2 901N) Latin American History HIST 161-3 (S2 906N) African Culture	HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II
Area 3	ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) Microeconomics	GOVT 121-3 (S5 900) American Government GOVT 226-3 (S5 904N) Intro International Relations	
PHYSI	CAL AND LIFE SCIENCES: 8 semester hours. At least	one course must be taken from each area. (2 cours	ses)
Area	BIOL 121-4 (L1 900L) Introductory Biology BIOL 141-4 (L1 905L) Environmental Science	BOT 121-4 (L1 901L) Introduction to Botany	BIOL 221-4 (L1 900L) General Biology I
Area	CHEM 123-4 (P1 902L) Basic Inorg/Org Chemistry CHEM 121-5 (P1 902L) General Chemistry I	PHYS 121-4 (P1 900L) Basic Physics PHYS 221-5 (P1 900L) General Physics	

Commercial Artist, Art Director, Art Supply Representative, Curator, Free Lance Artist, Technical Illustrator, Print Maker, Art Broker, Cartoonist, Set Designer, Merchandise Displayer, Jewelry Designer, Interior Designer, Art Librarian, Production Artist, Textile Designer, Fashion Illustrator, Industrial Designer, Model Maker, Gallery Director, Animator, Layout Artist, Floral Designer, Art Historian, Displays/Exhibit Artist. Galleries; Museums; Advertising Agencies; Graphic Art Studios; Publishing Firms; Newspapers; Manufacturers; Colleges and Universities; Art Supply Companies; Film or Video Production Studios; Retail Firms.

ASSOCIATE IN FINE ARTS IN MUSICAL THEATRE



A.F.A. Degree

Minimum 64 hours

Credit Hrs

3

4 3

1

3

Transfer Curriculum • Associate in Fine Arts Degree in Art • Minimum 2.0 OGPA • Major Code: DAFAM

Fall Semester

COM 121

MUS 181

THTR 143

MUS 125

ELECTIVE*

CONSULT THE CATALOG of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR

SECOND YEAR

Principles of Speaking

Private Applied Dance

Private Applied Piano

Theory of Music I

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
MATH 144	Heart of Mathematics	4
THTR 121	Introduction to Threatre	3
THTR 140	Beginning Ballet	3
MUS 121	Music Appreciation	3
MUS 145 Gospel Choir		1
	Total Hours	17

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
THTR 122	Principles of Acting	3
MUS 124	Private Applied Voice	1
MUS 125	MUS 125 Private Applied Piano	
THTR 141	THTR 141 Jazz Dance	
PHYSICAL AND LIFE SCIENCES		4
SOCIAL & BEHAVIORAL SCIENCES		3
Total Hours		18

SOCIAL AND BEHAVIORAL SCIENCES		3	
	Total Hours	17	
Spring Seme	ester	Credit Hrs	
THTR 125	THTR 125 Stage Make-up		
MUS 124	124 Private Applied Voice		
THTR 142	3		
SOCIAL AND BEHAVIORAL SCIENCES		3	
PHYSICAL AND LIFE SCIENCES		4	
HUMANITIES OR SOCIAL & BEHAVIORAL		3	
ELECTIVE*		3	
Total Hours		18	

___PHIL 121-3 (H4 900) Intro to Philosophy

HUMANITIES AND FINE ARTS: 6 semester hours. At least one course must be taken from each area. (2 courses) Area

1

The course requirements for Area 1 are satisfied.

Area (Select one course from Area 2.)

2	ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature ENG 246-3 (H3 907) Modern Literature	ENG 262-3 (H3 915) American Literature II	PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions
SOCIA	L & BEHAVIORAL SCIENCES: 9 semester hours. Cou	rse must be taken from two different areas. (2 cou	ırses)
Area	ECE 141-3 (S6 903) Child Development	PSYC 121-3 (S6 900) Intro Psychology	SOC 121-3 (S7 900) Intro Sociology
1		PSYC 221-3 (S6 903) Child Psychology	SOC 221-3 (S7 902) The Family in Society
Area 2	 HIST 121-3 (S2 902) Western Civilization to 1648 HIST 122-3 (S2 903) Western Civilization from 1648 	HIST 141-3 (S2 901N) Latin American History HIST 161-3 (S2 906N) African Culture	HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II
Area 3	ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) Microeconomics	GOVT 121-3 (S5 900) American Government GOVT 226-3 (S5 904N) Intro International Relations	

___ENG 261-3 (H3 914) American Literature I

PHYSICAL AND LIFE SCIENCES: 8 semester hours. At least one course must be taken from each area. (2 courses)

Area __BIOL 121-4 (L1 900L) Introductory Biology __BOT 121-4 (L1 901L) Introduction to Botany __BIOL 221-4 (L1 900L) General Biology I 1 BIOL 141-4 (L1 905L) Environmental Science

Area	CHEM 123-4 (P1 902L) Basic Inorg/Org	PHYS 121-4 (P1 900L) Basic Physics
2	Chemistry	PHYS 221-5 (P1 900L) General Physics
	CHEM 121-5 (P1 902L) General Chemistry I	

Career Opportunities:

Actor, Scenic Designer, Costume Designer, Stage Technician, Lighting Technician, Scenic Construction

Major Employers: Theatre Companies, Resorts, Theme Parks, Television, Stage, Film, Scenic Construction Studios, College Theatre Programs

ASSOCIATE IN FINE ARTS IN THEATRE



A.F.A. Degree

Minimum 64 hours

Transfer Curriculum • Associate in Fine Arts Degree in Art • Minimum 2.0 OGPA • Major Code: DAFAT

CONSULT THE CATALOG of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR

SECOND YEAR

Fall Semester	Credit Hrs Fall Semester		Credit Hrs		
ENG 121 Rhetoric & C	Composition I	3	COM 121	Principles of Speaking	3
MATH 144 Heart of Mar	thematics	4	THTR 220	Children's Literature in	3
THTR 121 Introduction	to Threatre	3	1H1R 220	Performance	5
THTR 123 Stagecraft		3	THTR 243	Introduction to Drama	3
MUS 121 Music Appre	eciation	3	THTR 126	Theatre Practicum	1
THTR 126 Theatre Prac	cticum	1	ELECTIVE*	:	3
	Total Hours	17	SOCIAL AN	D BEHAVIORAL SCIENCES	3
		1		Total Hours	16
Spring Semester		Credit Hrs			
ENG 122 Rhetoric & G	Composition II	3	Spring Sem		Credit Hrs
THTR 122 Principles of	f Acting	3	THTR 125	Stage Make-up	3
THTR 223 Stage Theory	y & Design	3	MUS 124	Private Applied Music	1
THTR 126 Theatre Prac	cticum	1	THTR 126	Theatre Practicum	1
PHYSICAL AND LIFE SO	CIENCES	4		D BEHAVIORAL SCIENCES	3
SOCIAL & BEHAVIORA	L SCIENCES	3		AND LIFE SCIENCES	4
	Total Hours	17	HUMANITI	ES OR SOCIAL & BEHAVIORAL	3
		II	ELECTIVE*		3
				Total Hours	18
Area 1 The course requirements	s for Area 1 are satisfied.				
HUMANITIES AND FINE ARTS: 6 s Area 1 The course requirements Area (Select one course from 2 ENG 245-3 (H3 906) We ENG 246-3 (H3 907) Me	s for Area 1 are satisfied. Area 2.)	ENG 261-3 (H3 9 ⁻	<mark>en from each area. (</mark> 14) American Literatur 15) American Literatur	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of	Logic Ethics
Area 1 The course requirements Area (Select one course from 2ENG 245-3 (H3 906) Wo ENG 246-3 (H3 907) Mo	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature	ENG 261-3 (H3 9' ENG 262-3 (H3 9'	14) American Literatur 15) American Literatur	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re	Logic Ethics
Area The course requirements Area (Select one course from 2ENG 245-3 (H3 906) Wo ENG 246-3 (H3 907) Mo SOCIAL & BEHAVIORAL SCIENCES	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m	ENG 261-3 (H3 9 [.] ENG 262-3 (H3 9 [.] ust be taken from	14) American Literatur 15) American Literatur two different areas.	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses)	Logic Ethics
Area The course requirements Area (Select one course from 2 2 ENG 245-3 (H3 906) Wo	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development	ENG 261-3 (H3 9 [.] ENG 262-3 (H3 9 [.] ENG 262-3 (H3 9 . PSYC 121-3 (S6 90	14) American Literatur 15) American Literatur	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re	Logic Ethics eligions
Area The course requirements 1 The course requirements Area (Select one course from 12 2 ENG 245-3 (H3 906) WG 2 _ENG 246-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to	ENG 261-3 (H3 9' ENG 262-3 (H3 9' uust be taken from PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 141-3 (S2 9' History	14) American Literatur 15) American Literatur <u>two different areas.</u> 00) Intro Psychology	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements Area (Select one course from 12 2 ENG 245-3 (H3 906) WG 2 _ENG 246-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9'	14) American Literatur 15) American Literatur two different areas. 00) Intro Psychology 03) Child Psychology 01N) Latin American	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements Area ENG 245-3 (H3 906) WG 2 ENG 246-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from Macroeconomics	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9' HIST 161-3 (S2 9' GOVT 121-3 (S5 5	14) American Literatur 15) American Literatur <u>two different areas.</u> 00) Intro Psychology 03) Child Psychology 01N) Latin American 06N) African Culture	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor HIST 242-3 (S2 901N) American Histor	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements 2 ENG 245-3 (H3 906) WG 2 _ENG 245-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from Macroeconomics	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9) PSYC 221-3 (S6 9) HIST 141-3 (S2 90 HIST 161-3 (S2 90 GOVT 121-3 (S5 9) GOVT 121-3 (S5 9) Relations	14) American Literatur 15) American Literatur 15) American Literatur 00) Intro Psychology 03) Child Psychology 03) Child Psychology 01N) Latin American 06N) African Culture 000) American Govern 004N) Intro Internatior	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor ment hal	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements 2 ENG 245-3 (H3 906) WG 2 _ENG 245-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from Macroeconomics semester hours. At least one on troductory Biology	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9' GOVT 121-3 (S5 9' GOVT 121-3 (S5 9' GOVT 121-3 (S5 9' GOVT 226-3 (S5 9' Relations	14) American Literatur 15) American Literatur 15) American Literatur 00) Intro Psychology 03) Child Psychology 03) Child Psychology 01N) Latin American 06N) African Culture 000) American Govern 004N) Intro Internatior	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor ment hal	Logic Ethics eligions iety ry I ry I
Area The course requirements 1 The course requirements 2 ENG 245-3 (H3 906) WG 2 ENG 245-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1 Area 2 1648 HIST 122-3 (S2 902) WG 1648 Area ECON 121-3 (S3 901) N 3 ECON 122-3 (S3 902) MG PHYSICAL AND LIFE SCIENCES: 8	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development Id Development estern Civilization to estern Civilization from Aacroeconomics Signature Macroeconomics Signature Macroeconomics Signature S	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9' GOVT 121-3 (S5 9' GOVT 121-3 (S5 9' GOVT 121-3 (S5 9' GOVT 226-3 (S5 9' Relations	 14) American Literatur 15) American Literatur 15) American Literatur 16) Intro Psychology 103) Child Psychology 104) Latin American 104) African Culture 104) American Govern 104) Intro Internation 110 Introduction to Bo 	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor ment hal	Logic Ethics eligions iety ry I ry I

Actor, Scenic Designer, Costume Designer, Stage Technician, Lighting Technician, Scenic Construction

Theatre Companies, Resorts, Theme Parks, Television, Stage, Film, Scenic Construction Studios, College Theatre Programs

71

ASSOCIATE IN ARTS DEGREE



72

General Education Core Curriculum Requirements (IAI) COURSES OFFERED ONLINE

Minimum 62 hours

See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAA

COMMUNICATIONS: 9 credit hours required. Students must successfully complete all three of the following courses. A grade of A, B, C is required to get credit for these courses. *COM 121 is offered as a hybrid and requires face-to-face meetings to present the speeches in class.					
ENG ENG *COM	121 122 121	Rhetoric & Composition II	3 – 3 – 3 –		
-		FINE ARTS: 9 credit hours must be taken from each area.			
Area 1 MUS COM THTR ART ART ART	121 128 121 121 222 223	Introduction to Theater Art Appreciation Prehistory to Medieval Art	3 3 3 3 3 3 3 3 3		
Area 2 ENG ENG PHIL PHIL	245 246 121 122	1 5	3 3 3 3		
		AVIOR SCIENCES: 9 credit hours taken from at least two different area	as.		
Area 1 PSYC PSYC ECE SOC SOC	121 221 141 121 221		3 _ 3 _ 3 _ 3 _ 3 _		
<u>Area 2</u> HIST HIST HIST	141 241 242	Latin American History American History I American History II	3 – 3 – 3 –		
Area 3 ECON ECON GOVT GOVT	121 122 121 226	Microeconomics	3 _ 3 _ 3 _ 3 _		
One additional course from HUMANITIES & FINE ARTS or SOCIAL & BEHAVIORAL SCIENCES 3					
MATHEMATICS: 4 credit hours MATH 141 Statistics 4 MATH 144 Heart of Mathematics 4					
PHYSICAL & LIFE SCIENCES: 8 credit hours **BIOL 121 and **CHEM 123 will be offered as hybrid courses so attendance on campus for the lab portion of these classes is required. **BIOL 121 Introductory Biology **BIOL 121 Introductory Biology **CHEM 123 Basic Inorg/Org Chemistry					

GUIDED ELECTIVES: Minimum 20 credit hours. These courses should be
guided electives for your major as recommended by the college or
university you are transferring to.

AG	121-4	Introductory Animal Science	
ART	121-4	Art Appreciation	
ART	222-3	Prehistory to Medieval Art	
ART	223-3	Renaissance to Contemporary Art	
BIOL	121-4	Introductory Biology	
BUS	111-3	Introduction to Business	
BUS	191-3	Financial Accounting	
BUS	192-2	Managerial Accounting	
BUS	297-3	Business Law I	
BUS	298-3	Legal & Social Environment of Business	
	119-3	Basic Software Applications	
CHEM COM	123-4 124-3	Basic Inorganic/Organic Chemistry Discussion	
COM	124-3	Introduction to Mass Media	
COM	123-3	Film History & Appreciation	
COM	144-3	Interpersonal Communication	
CRJ	112-3	Criminal Behavior	
CRJ	136-3	Introduction to Criminal Justice	
ECE	121-3	Introduction to Early Childhood Education	
ECE	141-3	Child Development	
ECE	220-3	Practicum I	
ECE	221-3	Practicum II	
ECE	240-3	Math & Science Methods	
ECON	121-3	Introduction to Macroeconomics	
ECON	122-3	Introduction to Microeconomics	
EDUC	141-3	Introduction to Education	
EDUC EDUC	226-3 228-3	Students With Special Needs Diversity of Schools & Society	
EDUC	241-3	Educational Psychology	
EDUC	241-3	Human Growth & Development	
EDUC	244-3	Human Growth & Development - Lifespan	
EDUC	260-3	Educational Technology	
ENG	245-3	World Literature	
ENG	246-3	Modern Literature	
FCS	124-3	Introduction to Nutrition	
GOVT	121-3	American Government	
GOVT	226-3	Intro International Relations	
HIST	241-3	American History I	
HIST	242-3 121-3	American History II	
HYG MATH	121-3	Science of Personal Health Statistics	
MUS	121-3	Music Appreciation	
MUS	121-3	Intro to American Music	
PHIL	121-3	Intro to Philosophy	
PHIL	122-3	Fundamentals of Logic	
PHIL	226-3	Phil. Bible: Old/New Testaments	
PSYC	121-3	Intro Psychology	
PSYC	221-3	Child Psychology	
PSYC	244-3	Human Growth & Development - Lifespan	
PSYC	246-3	Social Psychology	
PSYC	260-3	Abnormal Psychology	
SOC	121-3	Introductory Sociology	
SOC SPAN	221-3 121-4	The Family in Society	
SPAN	121-4	Elementary Spanish I Elementary Spanish II	
THTR	122-4	Introduction to Theater	

NOTE: Most **ONLINE** courses are offered every semester. However, some of these courses are offered Fall, Spring, or Summer only. Refer to the college or university you are transferring to for specific general education requirements for your major. Southeastern Illinois College reserves the right to schedule courses as deemed appropriate, and reserves the right to make changes in order to comply with local, state, or federal conditions or regulations. Submit an 'Application for Graduation' to the Director of Enrollment Services to graduate and to have this degree posted on your transcript. 02/17

ASSOCIATE IN ARTS IN TEACHING SECONDARY MATHEMATICS



Area 2

PHYS

MATH

Mathematics: 5 hours (1 course)

221-5

162-5

(P2 900L)

General Physics

(M1 900-1, MTH 901) Calculus & Analytic Geometry I

A.A.T. Degree

Minimum 63 hours

See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAAT

COMMUNICATIONS: 9 semester hours required (3 courses)

			-	
Students n				urses with a grade of A, B or C.
	ENG	121-3		Rhetoric & Composition I
	ENG	122-3	(C1 901R)	
	COM	121-3	(C2 900)	Principles of Speaking
				hours (3 courses) d at least 1 course from fine arts.)
	Course ser		numanities an	a least i course nom me arts.
<u>Area 1</u>	ART	121-3	(E2 000)	Art Approxiation
			(F2 900)	Art Appreciation Prehistory to Medieval Art
	ART ART	222-3	(F2 901)	
	COM	223-3 128-3	(F2 902)	Renaissance to Contemporary Art Film Appreciation
	MUS	120-3	(F2 905) (F1 900)	Music Appreciation
	MUS	126-3	(F1 900) (F1 904)	Intro to American Music
		120-3	(F1 907)	Introduction to Theater
	шпк	121-5	(F1 907)	Introduction to meater
Area 2				
	ENG	243-3	(H3 902)	Introduction to Drama
	ENG	245-3	(H3 906)	World Literature
	ENG	246-3	(H3 907)	Modern Literature
	ENG	261-3	(H3 914)	American Literature I
	ENG	262-3 121-3	(H3 915)	American Literature II
	PHIL	121-3	(H4 900)	Intro to Philosophy
	PHIL	122-3	(H4 906)	Fundamentals of Logic
		221-3	(H4 904)	Fundamentals of Ethics I
	PHIL	224-3	(HS 904N)	Comparative Religions
000141 0	DELLAN			
	elected from	m at least 2	disciplines.	er hours (3 courses)
Courses se	ECE	m at least 2 141-3	2 disciplines. (S6 903)	Child Development
Courses se	ECE PSYC	m at least 2 141-3 121-3	2 disciplines. (S6 903) (S6 900)	Child Development Intro Psychology
Courses se	ECE ECE PSYC PSYC	m at least 2 141-3 121-3 221-3	2 disciplines. (S6 903) (S6 900) (S6 903)	Child Development Intro Psychology Child Psychology
Courses se	ECE PSYC	m at least 2 141-3 121-3	2 disciplines. (S6 903) (S6 900)	Child Development Intro Psychology
Courses se	ECE ECE PSYC PSYC	m at least 2 141-3 121-3 221-3	2 disciplines. (S6 903) (S6 900) (S6 903)	Child Development Intro Psychology Child Psychology
Courses se <u>Area 1</u> 	ECE ECE PSYC PSYC	m at least 2 141-3 121-3 221-3 121-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902)	Child Development Intro Psychology Child Psychology
Courses se <u>Area 1</u> 	ECE PSYC PSYC SOC	m at least 2 141-3 121-3 221-3 121-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902)	Child Development Intro Psychology Child Psychology Introductory Sociology
Courses se <u>Area 1</u> 	ECE PSYC PSYC SOC HIST	m at least 2 141-3 121-3 221-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History
Courses se <u>Area 1</u> 	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture
Courses se Area 1 Area 2	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I
Courses se <u>Area 1</u> 	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture
Courses se Area 1	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I
Courses se Area 1 Area 2	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N) (S2 901N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I
Courses se Area 1	ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3 242-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I
Courses se Area 1	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST ECON	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3 242-3 121-3	2 disciplines. (S6 903) (S6 900) (S7 900) (S2 902) (S2 902) (S2 903) (S2 901N) (S2 900N) (S2 901N) (S3 901)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History II Macroeconomics
Courses se Area 1	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST ECON ECON	m at least 2 141-3 121-3 221-3 121-3 122-3 141-3 161-3 241-3 242-3 121-3 122-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics
Courses se Area 1	elected fro ECE PSYC SOC HIST HIST HIST HIST HIST HIST HIST ECON ECON GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 242-3 121-3 122-3 122-3 122-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902) (S3 900)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government
Courses se <u>Area 1</u> <u>Area 2</u> <u>Area 3</u> <u>Area 3</u> 	elected fro ECE PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 141-3 161-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3	2 disciplines. (S6 903) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 900N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I Macroeconomics Microeconomics American Government Intro International Relations
Courses se <u>Area 1</u> <u>Area 2</u> <u>Area 3</u> <u>Area 3</u> PHYSICAI	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N) mester hours	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses)
Courses se <u>Area 1</u> <u>Area 2</u> <u>Area 3</u> <u>Area 3</u> PHYSICAI	ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 121-3 141-3 161-3 241-3 242-3 121-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 121-3 122-3 141-3 121-3 122-3 141-3 121-3 122-3 141-3 121-3 122-3 141-3 121-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 121-3 122-3 141-3 122-3 121-3 122-3 141-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 12	2 disciplines. (S6 903) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 900N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses)
Courses se Area 1	ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N) mester hours	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses)
Courses se Area 1	ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 122-3 141-3 161-3 241-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3 ICES: 9 set must be ta 121-4 141-4	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902) (S3 900) (S3 904N) mester hours aken from eac (L1 900L) (L1 90SL)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I Macroeconomics Microeconomics American Government Intro International Relations (2 courses) h area.
Courses se Area 1	ECEE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 121-3 141-3 161-3 241-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3 ICES: 9 see must be ta 121-4 141-4 221-4	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902) (S3 900) (S3 904N) mester hours aken from eac (L1 900L) (L1 900L)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses) h area.
Courses se Area 1	ECEE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 121-3 141-3 161-3 241-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3 ICES: 9 see must be ta 121-4 141-4 221-4	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902) (S3 900) (S3 904N) mester hours aken from eac (L1 900L) (L1 90SL)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I Macroeconomics Microeconomics Microeconomics American Government Intro International Relations (2 courses) h area.

PROFESSIONAL EDUCATION COMPONENT: 9 semester hours (3 courses) EDUC 141-3 Introduction to Education required. The clinical component includes field experience in a variety of school settings. Students intending to pursue an AAT Secondary Mathematics degree will complete half the number of hours in a secondary mathematics environment. A variety of assignments and activities are included, with artifacts and assessments documented. A minimum of 15 contact hours of field experience is required.

 EDUC	260-3	Educational Technology
 EDUC	241-3	Educational Psychology
 EDUC	243-3	Human Growth & Development
 EDUC	226-3	Students with Special Needs
 PSYC	221-3	Child Psychology (S6 903)

MAJOR AREA SEQUENCE: 13 semester hours (3 courses)

Mathematics: 5 hrs. (Calculus II, III and Linear Algebra)

Consult the college catalog of the college or university you are transferring to for mathematics specialty courses required for your major. See a counselor for professional guidance. Usually, a grade of C or better is required for a course to fulfill a degree requirement. Since admission is very competitive, completion of the courses alone does not guarantee admission.

*Note: students must pass the basic skills test to earn the AAT degree.

9 hours Professional Education Component
13 hours Major Area Sequence Courses
 41 hours General Education Core
 63 hours TOTAL Semester Hours Minimum for A.A.T. Degree

ALL EDUCATION MAJORS should apply to the 4-year College or University up to one year before they plan to attend. (For example: a student should apply during the Fall Semester before they plan to attend the next Fall Semester) and are advised to take the Test of Academic Proficiency (TAP) the fall semester of their sophomore year.

ALL EDUCATION MAJORS TRANSFERRING TO ILLINOIS SCHOOLS

- Must earn a C or better in all courses in their major, endorsement area(s), and all Education courses
- Must accrue 12 or more hours at the 300 or 400 level at a four year institution.
- Must pass the Illinois **Test of Academic Proficiency** (TAP) (formerly the Illinois **BASIC SKILLS TEST)** before acceptance into the Teacher

Education Program. Register to take the test at: <u>www.icts.nesinc.com</u>. The ACT plus writing with a score of 22 or more may be used in lieu of the TAP if completed within the past five years. (Students will also need to complete and send form ISBE 73-60 and official test scores to the Illinois State Board of Education)

- Must pass the Content Test before student teaching. The Assessment of Professional Teaching (APT) must be passed before finishing an approved program.
- Must provide original copies of criminal background checks/fingerprints to the superintendent of the school district where he/she will be student teaching. For the nearest fingerprinting location and monthly schedule go to www.accuratebiometrics.com.
- . Must research the Teacher Education Program Entrance Requirements for the college or university where he/she plans to obtain his/her Bachelor of Science Degree for any additional requirements.

ASSOCIATE IN ENGINEERING SCIENCE



A.E.S. Degree

Minimum 62 hours

See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAES

Bachelor's engineering programs are highly structured to meet the standards established by the Accreditation Board of Engineering and Technology (ABET) required for candidates seeking Illinois registration as a professional engineer. Students are strongly encouraged to complete the Associate in Engineering Science degree prior to transfer. To transfer as a junior into a bachelor's engineering program, students must complete a minimum of 60 semester hours up to a maximum of 68 hours, including all of the essential prerequisite courses listed below. Students with fewer than 68 semester hours at transfer are not likely to earn the bachelor's degree within two years after transfer.

Students admitted to the program must meet the state's high school course requirements: 4 years English, 3 years in math, science, and social studies. A fourth year of math is recommended. Students are advised that admission to senior institutions is highly competitive and that completion of the courses alone does not guarantee admission.

General Education Core Courses

General education courses are described in the Illinois General Education Core Curriculum. Since completion of this engineering curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.

*Students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended.

COMMUNICATIONS: 6 semester hours required (2 courses)

Students must successfully complete courses with a grade of A, B, or C. ENG Rhetoric & Composition I 121-3 (C1 900) ENG 122-3 (C1 901R) Rhetoric & Composition II HUMANITIES AND FINE ARTS: 0-9 semester hours (up to 3 courses)

<u>Area 1</u> ART 121-3 (F2 900) Art Appreciation 222-3 Prehistory to Medieval Art ART (F2 901) ART 223-3 (F2 902) Renaissance to Contemporary Art COM 128-3 (F2 905) Film Appreciation Music Appreciation MUS 121-3 (F1 900) MUS (F1 904) 126-3 Intro to American Music THTR 121-3 (F1 907) Introduction to Theater Area 2 ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature 246-3 (H3 907) Modern Literature FNG ENG 261-3 (H3 914) American Literature ENG 262-3 (H3 915) American Literature II PHII 121-3 (H4 900) Intro to Philosophy PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL (HS 904) 224-3 **Comparative Religions** SOCIAL & BEHAVIOR SCIENCES: 0-9 semester hours (up to 3 courses) <u>Area 1</u> ECE 141-3 (S6.903)Child Development PSYC 121-3 (S6 900) Intro Psychology PSYC 221-3 (S6 903) Child Psychology (S7 900) SOC 121-3 Introductory Sociology SOC 221-3 (S7 902) The Family in Society Area 2 HIST (S2 902) Western Civilization to 1648 121-3 122-3 (S2 903) Western Civilization from 1648 HIST HIST 141-3 (S2 901N) Latin American History HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II Area 3 ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) **Microeconomics** (S3 900) American Government GOVT 121-3 226-3 (S3 904N) Intro International Relations GOVT

ESSENTIAL PREREQUISITE COURSES: 36 semester hours

PHYSICAL & LIFE SCIENCES Mathematics: 18 hours (Calculus I, II, III) MATH 162-5, MATH 221-5, MATH 222-5, MATH 225-3 Differential Equations Chemistry: CHEM 121-5, 5 semester hours Calculus-Based Physics for Engineers I & II; (with lab) PHYS 221-5, PHYS 222-5, 10 semester hours Computer Programming: (structured modern language) MATH 165-3, 3 semester hours

ENGINEERING SPECIALTY COURSES: 14 semester hours

 CHEM	122-5	General Chemistry & Analysis II
GRAP	121-3	Engineering Graphics 1
PHYS	241-3	Statistics
PHYS	242-3	Dynamics

Consult the college catalog of the college or university you are transferring to for engineering specialty courses required for your major. See a counselor for professional guidance.

Students should select courses in consultation with an engineering advisor and should decide on their engineering specialty and their preferred transfer school at the beginning of the sophomore year (at 30 semester hours) since engineering course selection varies by specialty and school. Usually, a grade of C or better is required for a course to fulfill a degree requirement. Since admission is very competitive, completion of the courses alone does not guarantee admission.

12 hours General Education Core
 14 hours Engineering Specialty Courses
36 hours Essential Prerequisite Courses
62 Total Semester Hours Minimum for A.E.S. degree

ASSOCIATE IN LIBERAL STUDIES



Interdisciplinary Non-Traditional Degree

Minimum 62 hours

ALS Degree • Minimum 2.0 OGPA • Major Code: DALS

THIS DEGREE IS DESIGNED to provide a college level educational opportunity for those who wish to complete an individualized educational program, but do not wish to pursue a specific occupational or baccalaureate-oriented degree resulting in an AAS or AS or AA degree. The ALS Degree is intended to be terminal. It may or may not be accepted partially or fully by four-year colleges and universities.

For Admission Requirements and Graduation Requirements visit our web site at <u>www.sic.edu</u> or see these requirements in the college catalog. ALS DEGREE GUIDELINES:

Students who would like to pursue this degree must complete an ALS contract with an advisor.

- Both Baccalaureate and CTE courses may be used for the ALS degree.
- Students may not use developmental courses for the ALS degree.
- The Associate in Liberal Studies Degree must include no less than 20 semester credit hours of general education courses with at least one class in each of the following areas: Communications, Humanities and Fine Arts, Social and Behavioral Sciences, and Mathematics and/or Science.
 Courses may be selected from those listed below. However, other course options are also available. See a college advisor for professional guidance.

COMMUNICATIONS: 9 semester hours. Students must successfully complete all three courses with a grade of A, B, or C for IAI, Associate in Arts Degree or Associate in Science Degree. _ENG 121-3 (C1 900) Rhetoric & Composition I _____ENG 122-3 (C1 901R) Rhetoric & Composition II _____COM 121-3 (C2 900) Principles of Speaking HUMANITIES AND FINE ARTS: 3-6 semester hours. _ART 121-3 (F2 900) Art Appreciation _ENG 241-3 (H3 903) Introduction to Poetry PHIL 122-3 (H4 906) Fundamentals of Logic ART 222-3 (F2 901) Prehistory to Medieval ENG 243-3 (H3 902) Introduction to Drama PHIL 221-3 (H4 904) Fundamentals of Ethics Art ENG 245-3 (H3 906) World Literature PHIL 224-3 (H5 904N) Comparative Religions _ART 223-3 (F2 902) Renaissance to ENG 246-3 (H3 907) Modern Literature ENG 261-3 American Literature I Contemporary Art COM 128-3 (F2 905) Film Appreciation ENG 262-3 American Literature II _MUS 121-3 (F1 900) Music Appreciation _PHIL 121-3 (H4 900) Intro to Philosophy MUS 126-3 (F1 904) Intro to American Music THTR 121-3 (F1 907) Introduction to Theater SOCIAL & BEHAVIORAL SCIENCES: 3-6 semester hours. HIST 121-3 (S2 902) Western Civilization to 1648 ECE 141-3 (S6 903) Child Development ECON 121-3 (S3 901) Macroeconomics _PSYC 121-3 (S6 900) Intro Psychology HIST 122-3 (S2 903) Western Civilization from ECON 122-3 (S3 902) Microeconomics PSYC 221-3 (S6 903) Child Psychology GOVT 121-3 (S5 900) American Government 1648 _SOC 121-3 (S7 900) Intro Sociology HIST 141-3 (S2 901N) Latin American History GOVT 226-3 (S5 904N) Intro International SOC 221-3 (S7 902) The Family in Society HIST 161-3 (S2 906N) African Culture Relations HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II MATHEMATICS and/or PHYSICAL AND LIFE SCIENCES: 4-5 semester hours _MATH 125-4 (MI 902) General Education BIOL 121-4 (L1 900L) Introductory Biology Statistics BIOL 141-4 (L1 905L) Environmental Science _MATH 140-4 (M1 901) Quantitative Literacy ______BIOL 221-4 (L1 900L) General Biology I _MATH 141-4 (MI 902) Introduction to BOT 121-4 (L1 901L) Introduction to Botany Statistics _CHEM 121-5 (P1 902L) General Chemistry I _MATH 142-4 (MI 906) Finite Mathematics CHEM 123-4 (P1 902L) Basic Inorg/Org _MATH 143-4 (MI 900) Applied Calculus Chemistry MATH 144-4 (MI 904) Heart of Mathematics PHYS 121-4 (P1 900L) Basic Physics MATH 151-4 Occupational Math PHYS 221-5 (P1 900L) General Physics I _MATH 162-5 (MI 900-1) Calculus & Analytical Geometry I _MATH 221-5 (MI 900-2) Calculus & Analytical Geometry II MATH 222-5 (MI 900-3) Calculus & Analytical Geometry III

20 Hours of General Education Courses 42 Hours of CTE or Baccalaureate Courses

 $\frac{42}{62}$ Total minimum hours for ALS degree

Career Opportunities:

Self Employment or Employment in Industrial, Retail, Service, or Government Positions that Requires an Associate Degree as an Indication of Accomplished Oral or Written Communication Skills and Critical Thinking.

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Associate in Science Degree

General Education Core Curriculum Requirements (IAI)



Minimum 62 hours

IAI See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAS

	must successfully complete all three courses for IAI, Associ	5
	_ENG 122-3 (C1 901R) Rhetoric & Composition IICO	M 121-3 (C2 900) Principles of Speaking
A grade of A, B, C is required to get credit for these		
HUMANITIES AND FINE ARTS: 6 semester hours	with one course selected from each area.	
Area 1 ART 121-3 (F2 900) Art Appreciation ART 222-3 (F2 901) Prehistory to Medieval Art ART 223-3 (F2 902) Renaissance to Contemporary Art COM 128-3 (F2 908) Film Appreciation MUS 121-3 (F1 900) Music Appreciation MUS 126-3 (F1 904) Intro to American Music TUTE 121 2 (12 007) Intro to American Music	Area 2 ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature ENG 246-3 (H3 907) Modern Literature ENG 261-3 (H3 914) American Literature I ENG 262-3 (H3 915) American Literature II	 PHIL 121-3 (H4 900) Intro to Philosophy PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions
THTR 121-3 (F1 907) Introduction to Theater		
SOCIAL & BEHAVIORAL SCIENCES: 6 semester ho		
Area 1 ECE 141-3 (S6 903) Child Development PSYC 121-3 (S6 900) Intro Psychology PSYC 221-3 (S6 903) Child Psychology SOC 121-3 (S7 900) Introductory Sociology SOC 221-3 (S7 902) The Family in Society	Area 2 HIST 121-3 (S2 902) Western Civilization to 1648 HIST 122-3 (S2 903) Western Civilization from 1648 HIST 141-3 (S2 910N) Latin American History HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II	Area 3 ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) Microeconomics GOVT 121-3 (S5 900) American Government GOVT 226-3 (S5 904N) Intro International Relations
MATHEMATICS: 3-6 semester hours	PHYSICAL AND LIFE SCIENCES: 7-8 semester hours.	At least one course must be taken from each area and at
 MATH 125-4 (MI 902) General Education Statistics MATH 141-4 (MI 902) Statistics MATH 142-4 (MI 906) Finite Mathematics MATH 143-4 (MI 900) Applied Calculus MATH 144-4 (MI 904) Heart of Mathematics MATH 162-5 (MI 900-1) Calculus I MATH 205-4 (MI 903) Geometry for Elementary Teachers MATH 221-5 (MI 900-2) Calculus & Analytic Geometry II MATH 222-5 (MI 900-3) Calculus & Analytic Geometry III 	least one must include a lab. (2 courses) Area 1 BIOL 121-4 (L1 900L) Introductory Biology BIOL 141-4 (L1 905L) Environmental Science BIOL 221-4 (L1 900L) General Biology I BOT 121-4 (L1 901L) Introduction to Botany	Area 2 CHEM 123-4 (P1 902L) Basic Inorg/Org Chemistry CHEM 121-5 (P1 902L) General Chemistry I PHYS 121-4 (P1 900L) Basic Physics PHYS 221-5 (P2 900L) General Physics

One Additional math and one additional physical or life science course (depending on transfer pathway).

Minimum of 8 semester hours.

Credit Hours	Course	Semester Taken	Grade

Major Field and Electives: 19-21 semester hours. These courses should be guided electives for your major as recommended by the college or university to which you are transferring.

Credit Hours	Course	Semester Taken	Grade
	62 Total Hours Minimum for A.S. I	Degree	

I have discussed the requirements for the above listed program at SIC with a counselor and fully understand these requirements. Furthermore, I understand that I must successfully complete all program requirements with at least a 2.0 overall grade point average and submit an 'Application for Graduation' to the Director of Enrollment Services (E-Bldg. 1st floor) to graduate and to have this degree posted on my transcript.

Student Signature	Date	SIC Student ID #
Counselor Signature	Date	

Southeastern Illinois College • 3575 College Road • Harrisburg, Illinois 62946 • 618-252-5400 • www.sic.edu

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ASSOCIATE DEGREE NURSING



Special Admission Program – See Admission Requirements Below

Minimum 68 hours*

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA Major Code: DADN

STUDENTS WHO COMPLETE THIS PROGRAM SUCCESSFULLY ARE ELIGIBLE TO TAKE THE STATE BOARD EXAM TO BECOME A REGISTERED NURSE (RN).

Entrance Requirements

Obtain and read the "Associate Degree Nursing Admission Packet" available in the Nursing Office, T-236. Attend an Advisement Meeting and submit Nursing Application packet. Take the Test of Essential Academic Skills (TEAS). Date: ______ Score: ______ Contact the Testing Center Coordinator at 618-252-5400 ext 2442 to take this exam.

APPLICATION and TEAS TEST DEADLINE is the end of March of each year for classes beginning the Fall Semester.

SUCCESSFUL COMPLETION of ALL pre-requisite courses is required prior to official acceptance into the ADN program. Official Acceptance Letters are sent after July 31th.

NOTE: All coursework must be completed with a grade of "C" or better to graduate with this Associate Degree in Nursing.

Pre-Requisite Courses

Required		Credit Hrs
ENG 122	Rhetoric & Composition II	3
or COM 121	Principles of Speaking	5
BIOL 242**	Microbiology	4
BIOL 261**	Anatomy & Physiology I	4
BIOL 262**	Anatomy & Physiology II	4
HLTH 219*	Health Profession Advanced	2
111111219	Student Skills	2
PSYC 244	Human Growth &	3
1510 244	Development-Lifespan	5
	Total Hours	20

Nursing Courses

Required		Credit Hrs
ADN 270	Med-Surg Nursing I	4
ADN 271	Med-Surg Nursing II	4
ADN 273	Obstetrical Nursing	2.5
ADN 274	Pediatric Nursing	2.5
ADN 275	Psychiatric Nursing	3
ADN 276	Med-Surg Nursing III	5
ADN 277	Med-Surg Nursing IV	5
ADN 278	Community & Leadership in	4
ADN 278	Nursing	4
	Total Hours	30

*HLTH 219 Pre-requisite: Graduate of Practical Nursing Program or Summer prior to entry

NOTE: 20 hours of credit must come from an approved Practical Nursing Program. **Prerequisite: "C" or better in high school chemistry or CHEM 123 or equivalent.

BIOL 261 must be taken prior to BIOL 262.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 29-1111.00

Career Opportunities: Registered Nurse Major Employers: Hospitals; Skilled Care Homes; Home Health Agencies; Hospice; Clinics; Doctors' Offices, Federal and State Government Institutions.

08/16

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Procedure packet for specific steps to follow for admission to the SIC ADN program.

PLEASE see current Admission Criteria and Application

American Heart Association Healthcare Provider CPR is required prior to clinical attendance. Certification must be valid through the end of the program.

NOTE: Preference will be given to residents of Southeastern Illinois College, District #533. See the Associate Degree Nursing Program Admission Policy and Procedure Statement in the College Catalog.

ACCOUNTING



Minimum 19 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CACCT

FIRST SEMESTER

		Credit Hrs
BUS 111**	Intro to Business	3
BUS 115*	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
BUS 297	Business Law I	3
	Total Hours	13

SECOND SEMESTER

		Credit Hrs
BUS 192	Managerial Accounting	3
BUS 193	Computerized Accounting	3
	Total Hours	6

*BUS 115 Keyboarding may be waived or proficiencied if the student has prior keyboarding skills. (If waived, the minimum of 19 semester credit hours is still needed for this Certificate.)

**BUS 111 Intro to Business is typically offered fall and spring semester.

Fall Only Courses: BUS 191-Financial Accounting, BUS 236-Spreadsheet Applications, BUS 297-Business Law I Spring Only Courses: BUS 192-Managerial Accounting, BUS 193-Computerized Accounting

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 13-2082.00 43-3031.00 43-3051.00 43-4011.00 43-9111.00 43-9111.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_accounting.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Billing Clerk, Payroll and Timekeeping Clerk, Accounts Payable and/or Accounts Receivable Clerk, Banking Clerk. Major Employers:

Accounting Firms; Tax Preparation Firms; Banks and Financial Services Firms; Businesses that Hire Payroll Personnel; Wholesale and Retail Firms.

ADMINISTRATIVE ASSISTANT



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DADA

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
IT 119	Basic Software Applications	3
	Total Hours	16

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
BUS 132	Word Processing	3
BUS 133	Business Communications	3
BUS 193	Computerized Accounting	3
IT 135	Advanced Software Applications	3
Total Hours		15

Fall Semester		Credit Hrs
SCIENCE OR H	EALTH	3/4
PSYC 131	Human Relations	3
or PSYC 121	Intro Psychology	5
BUS 171	Records Management	2
BUS 234	Office Systems Management	3
BUS 134	Personal Finance	3
BUS 297	Business Law I	3
	Total Hours	17/18

SECOND YEAR

Spring Semester		Credit Hrs
MATH 151	Occupational Math	
or MATH 128	College Algebra	4
or MATH 144	Heart of Mathematics	
BUS 256	Business Career Development	2
BUS 298	Legal & Social Env. of	3
DUS 290	Business	5
BUS 271	Business Organization &	3
BUS 2/1	Management	3
BUS/IT ELECTIVES		2/3
Total Hours		14/15

Fall Only Courses: BUS 191-Financial Accounting, BUS 236-Spreadsheet Applications, BUS 171-Records Management, BUS 234-Office Systems Management, BUS 134-Personal Finance, BUS 297-Business Law I.

Spring Only Courses: BUS 132-Word Processing, BUS 118-Software Apps/DTP, BUS 193-Computerized Accounting, BUS 256-Business Career Development, BUS 298-Legal & Social Environments of Business, BUS 258-Electronic Communications.

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 141-4 Environmental Biology, BIOL 121-4 Biology, BOT 121-4 Botany, CHEM 123-4 Chemistry, PHYS 121-4 Physics.

SUGGESTED ELECTIVES: BUS 192-3 Managerial Accounting, BUS 271-3 Business Organization & Management, BUS 274-3 Business Finance, IT 271-3 Data Management Systems, IT 191-3 Fundamentals of Web Design.

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Administrative Assistant can be applied toward a four-year B.S. Degree in Information Systems Technologies or Paralegal Studies. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an Application for Admission to SIU-C and an Application to the Capstone Program. Students must have an OGPA of 2.25. Students interested in transferring to SIU-C should choose the following options: ENG 122, MATH 144, PSYC 121, SCIENCE, and must take IT 133-3 Systems Analysis and IT 153-3 IT Essentials I rather than BUS 118-1, BUS 171-2, and BUS 236-3. The B.S. Degree in IST at SIUC prepares students with the latest in software and hardware for a career as a computer-integrated Courtroom Captioner.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 43-6011.00, 43-6014.00.

THE COMPUTER LAB is located in the Conference Center, B-Bldg, 2nd floor and THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. These well-equipped labs and adjacent classrooms are updated and maintained for quality training and technical instruction.

Articulation Agreement with In-District High Schools: Students who have at the high school level successfully completed one semester of Keyboarding (SIC BUS 115), one year of Computer Concepts and Applications (SIC IT 119), one year of accounting (SIC BUS 190), and have graduated high school within the past two years may receive from 1 – 4 semester hours or credit for these courses. Credit will be affixed to the official college transcript after the student completes the next higher level course (BUS 132, IT 135, BUS 191) with a grade of "B" or better. Credit is added to the student's semester hours earned but is not calculated in the student's overall grade point average. (Students who have been out of high school over two years and have proficiency keyboarding skills may register for the courses, and then take a proficiency exam within the first two weeks of class to obtain credit). Students may be get applications from their high school or college business instructors.

NOTE: Because of the constant change in technology, this curriculum is updated as needed. Students who do not complete a business or computer curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study and keep updated with technological changes.

Career Opportunities:

Administrative Assistant, Office Manager, Executive Secretary, Receptionist.

Major Employers:

Manufactures, Private or Corporate Business Firms including Finance, Real Estate and Insurance, Utility Companies, Government Agencies, Educational Institutions, Law Firms, Health Care Facilities.

AGRICULTURE MAINTENANCE



Certificate

Minimum 12 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CAGM2

One Semester		Credit Hrs
DSL 130	Basic Mechanical Skills	3
WELD 111	Basic Welding	3
SAFE 131	OSHA Gen. Ind. Safety Awareness Training	1
DSL 172	Internship	3
ELECTIVE		1/3
ELECTIVE		1/3
	Total Hours	12

ELECTIVES – WELD 131-3 Arc Welding I, WELD 132-3 Gas welding & Cutting, DSL 158-3 Hydraulics; DSL 131-3 Engine Electronics, DSL 172-3 Internship, IT 119-3 Basic Applications, BUS 290-3 Selected Topics in Business

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Codes that are listed for this program. O*NET – SOC Codes: 49-9071.00, 37-3019.00.

Career Opportunities: Facilities Maintenance, Grounds Maintenance, Custodial Major Employers: Manufacturing, Utilities, Agriculture, Business, Education, State and Local Government

BASIC OPERATIONS FIREFIGHTER



Minimum 20.5 hours



Career & Technical Education • Certificate • Major Code: CBFF

		Credit Hrs
FIRE 115	Orientation to Fire Fighting	4
FIRE 116	Fire Suppression Techniques	4
FIRE 117	Loss Control	4
FIRE 135	Hazardous Materials Operations	3
FIRE 159	Fire Service Vehicle Operator	4
FIRE 170	Technical Rescue Awareness	1
CPR 112	Heartsaver First Aid/CPR/AED	.5
	Total Hours	20.5

THESE CORE COURSES are designed to provide the basic instruction prescribed by the Illinois State Fire Marshal Division of Personnel Standards and Education to prepare for the Basic Operations Firefighter (formerly Firefighter II) Examination. This program includes firefighting techniques, fire prevention, hazardous materials, municipal building codes, and emergency procedures. Equipment used includes axes, saws, chemical extinguishers, ladders, ropes, salvage, and other firefighting, rescue and communication equipment.

In addition to the course requirements listed above, students must also successfully complete and provide documentation for the following items to sit for the Basic Operations Firefighter examination.

- NIMS 100*
- NIMS 700*
- Completion of the "Courage to Be Safe" ™ course**

*For information regarding the NIMS courses, which are offered at no cost, go to the FEMA website at http://training.fema.gov/IS/NIMS.asp.

**Information for dates and times of the "Courage to Be Safe" TM course will be provided by the instructor and/or can be obtained from area fire department(s).

THE INSTRUCTOR WILL PROVIDE INFORMATION AS TO WHEN AND WHERE THE TEST WILL BE HELD FOR THE BASIC OPERATIONS FIREFIGHTER LICENSURE.

AN APPLICATION FOR GRADUATION must be completed in Enrollment Services (E103) to receive a Diploma from Southeastern Illinois College for this program. Also, a high school diploma or GED must be on file in the Records Office.

FIRE SCIENCE DEGREES: See the FIRE SCIENCE Associate in Applied Science Degree also offered by Southeastern Illinois College. FIRE SCIENCE is available for firefighters who are already a member of a Fire Department. These are weekend classes that are taught by Southeastern Illinois College and other sites by faculty from the University of Illinois Fire Service Institute, 11 Gerty Drive, Champaign, Illinois 61820.

Note: This is not a PELL Grant eligible certificate.

Career Opportunities: Firefighter Major Employers: Municipal Fire Departments.

BASIC VEHICLE REPAIR TECHNICIAN



Certificate

Minimum 31 Hours

Career & Technical Education • One-Year Certificate • Minimum 2.0 OGPA • Major Code: CBVRT

Fall Semester		Credit Hrs
MATH 151	Occupational Math	4
DSL 130* or AUTO 191*	Basic Mechanical Skills Intro to Auto Technology	3
DSL 131 or AUTO 136*	Engine Electronics Auto Electronics	3
DSL 157* or AUTO 193*	Basic Internal Combustion Engines Auto Engine Fundamentals	3
DSL 230* or AUTO 134*	Diesel Brakes Brakes	3.5
	Total Hours	16.5

Spring Semester		Credit Hrs
DSL 133	Preventative Maintenance	4
DSL 232 or AUTO 133*	Diesel Suspension & Steering Auto Suspension & Steering	3.5
DSL 235	Diesel Heating & Air	4
AUTO or DSL EL	ECTIVE	3
	Total Hours	14.5

* Designates courses taught as dual credit courses

Suggested Electives: AUTO 211-5 Automotive Engine Repair*, AUTO 137-3 Auto Transmissions, DSL 275-4 Diesel Engines, DSL 234-4 Diesel Transmissions & Drive Trains, DSL 158-3 Hydraulics. Other AUTO or DSL courses may be used with instructor approval.

SPECIAL REQUIREMENTS: Students are required to furnish their own basic set of tools. Tool list provided by instructors. Safety glasses are required when working in the shop area.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center at Southeastern Illinois College and **THE AUTOMOTIVE LABS** are located at the area high schools. These well-equipped labs are updated and maintained for quality training and technical instruction.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_basic_vehicle_repair_technician.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 49-2093.00 39-2096.00 49-3032.00 49-3023.01 49-3023.02

Career Opportunities: Basic Diesel Mechanic, Basic Auto Mechanic. Major Employers: Independent Repair Shops, Vehicle Service Centers, Auto Deals, Farms and Heavy and Farm Equipment Dealers.

BIODIESEL PRODUCTION



Certificate

31 Semester hours

Career & Technical Education • One-Year Certificate • Major Code: CBP

Fall Semester		Credit Hrs
CHEM 123	Basic Inorg/Org Chemistry	4
DSL 157	Basic Internal Combustion	3
ENGY 111	Introduction to Biofuels	3
ENGY 131	Biodiesel Production	3
COM 144 or COM 146 or COM 121	Interpersonal Communication Business and Professional Communication Principles of Speaking	3
	Total Hours	16

Spring Semester		Credit Hrs
WELD 111	Basic Welding	3
ELECTIVE		3
IT 119	Basic Software Applications	3
ENG 121	Rhetoric & Composition I	3
ENGY 211	Biofuels System Technology	3
	Total Hours	15

ELECTIVE OPTIONS: Elective courses may be chosen from the following options based on the student's career focus:

SAFE 131 OSHA General Industry Safety and Awareness Training

- Diesel Technology classes
- Business classes
- Welding classes
- ENGY 113, ENGY 115, ENGY 151, ENGY 213, ENGY 270, ENGY 290, ENGY 299
- Courses may also be taken from other Building Illinois Bio-economy (BIB) Consortium programs/colleges, which are: Lewis and Clark, Lincoln Land and Carl Sandburg College. These courses may be taken and then transferred to SIC to be used as electives, with approval of an SIC advisor.

Occupational information about this program is available at O*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program. O*NET - SOC Code:

17-3029.00 27-1021.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainfulemployment/ge biodiesel production.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

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Learn more about our Biofuels programs at www.sic.edu/biofuels.

Career Opportunities:

Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BIOENERGY PRODUCTION



Certificate

21 Semester hours

Career & Technical Education • Minimum 2.0 OGPA • Major Code: CBEP

Fall Semester			Credit Hrs
ENGY 111	Introduction to Biofuels		3
ENGY 113	Plant Maintenance		3
ENGY 131 or ENGY 151	Biodiesel Production Ethanol Production		3
IT 119*	Basic Software Applications		3
		Total Hours	12

Spring Semester		Credit Hrs
ENGY 211	Biofuels System Technology	3
MATH 151* or MATH 128* or MATH 144*	Occupational Math College Algebra Heart of Math	4
Take two of the following three courses: ENGY 115 ENGY 213 ENGY 270	Agricultural Wastes to Biofuels Algae Feedstocks Biofuel Energy Internship	2
	Total Hours	9

*Online or traditional classroom options available

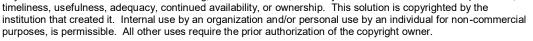
NOTE: If students do not have a current OSHA 10 hr. Certification, it is suggested that they obtain this certification for employment purposes.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 11-3051.03 17-3029.00 27-1021.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge bioenergy production.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

This workforce solution was funded by a grant awarded by the U. S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness,





Learn more about our Biofuels programs at <u>www.sic.edu/biofuels</u>.

Career Opportunities:

Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BIOFUELS PRODUCTION & SUSTAINABILITY



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DBPS

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
ENGY 111	Introduction to Biofuels	3
BIOL 141*	Environmental Science	4
ENGY 115	Agriculture Wastes to Biofuels	1
ENGY 213	Algae Feedstocks	1
ELECTIVE (see	below)	3
	Total Hours	15

Spring Semester		Credit Hrs
ENGY 151	Ethanol Production	3
MATH 151*	Occupational Math (or higher level)	4
IT 119	Basic Software Applications	3
CHEM 123	Basic Inorganic/Organic Chemistry	4
	Total Hours	14

SECOND YEAR

Fall Semester		Credit Hrs
ENGY 131	Biodiesel Production	3
ENGY 113	Plant Maintenance	3
COM 146*	Business & Professional Communication	3
FCS 124	Introduction to Nutrition	3
BTC 121	Scientific Literature for Biotechnology	3
	Total Hours	15

Spring Semester		Credit Hrs
ENGY 211	Biofuels System Technology	3
PSYC 131 or PSYC 121*	Human Relations Introduction to Psychology	3
	ELECTIVE (see below)	3
	ELECTIVE (see below)	3
	BUS ELECTIVE (see below)	3
	Total Hours	15

Summer Semester		Credit Hrs
ENGY 270 or Elective	Biofuels Internship (1-3 credit hours) and/or Elective (must total 3 hours)	3
	Total Hours	3

*Students planning to transfer should take MATH 144 Heart of Mathematics (instead of MATH 151), PSYC 121 Introduction to Psychology (instead of PSYC 131), COM 121 Principles of Speaking (instead of COM 146), and BIOL 121 Introductory Biology (instead of BIOL 141). For electives, students should take the following: ECON 121 Introduction to Macroeconomics, ECON 122 Introduction to Microeconomics, ENG 122 Rhetoric & Composition II, MATH 141 Statistics, a Humanities course (PHIL 121 Introduction to Philosophy, PHIL 122 Fundamentals of Logic, or PHIL 221 Fundamentals of Ethics) and a Fine Art course (ART 121 Art Appreciation, MUS 121 Music Appreciation, or THTR 121 Introduction to Theater).

ELECTIVE OPTIONS: Elective courses may be chosen from the following options based on the student's career focus:

- SAFE 131 OSHA General Industry Safety and Awareness Training
 - Diesel Technology classes
 - Business classes
 - Welding classes
 - ENGY 290, ENGY 299

• Courses may also be taken from other Building Illinois Bio-economy (BIB) Consortium programs/colleges, which are: Lewis and Clark, Lincoln Land and Carl Sandburg College. These courses may be taken and then transferred to SIC to be used as electives, with approval of an SIC advisor.

Note: Students at a distance may take courses that are not 100% online at their home community college. These students should work with SIC advisors to make sure the classes taken at their local college are equivalent to SIC's courses.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 17-3029.00; 27-1021.00

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BUILDING ILLINGIS: BIGCONOMY CONSORTIUM

Career Opportunities:

Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Learn more about our Biofuels programs at www.sic.edu/biofuels.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

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BIOFUELS PRODUCTION



Fast-Track Certificate

16 Semester hours

Career & Technical Education • Fast-Track Certificate • Major Code: CBPFT

Fall Semester		Credit Hrs
ENGY 111	Introduction to Biofuels	3
ENGY 131 or ENGY 151	Biodiesel Production Ethanol Production	3
ENGY 211	Biofuels System Technology	3
MATH 151* or MATH 128* or MATH 144*	Occupational Math College Algebra Heart of Mathematics	4
IT 119*	Basic Software Applications	3
Total Hours		16

*Online or traditional classroom options available

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Learn more about our Biofuels programs at www.sic.edu/biofuels.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge biofuels production fast track certificate.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

O*NET – SOC Co 17-3029.00 27-1021.00

Career Opportunities: Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician. Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BIOFUELS TECHNOLOGY & SUSTAINABILITY



Certificate Online Program

12 Semester hours

Career & Technical Education • Certificate • Major Code: CBTS

Fall Semester		Credit Hrs
ENGY 111	Introduction to Biofuels	3
ENGY 131	Biodiesel Production	3
OR		
ENGY 132	Biodiesel Fuel	1
and ENGY 133	Biodiesel Process	2
	Total Hours	6

Spring Semester		Credit Hrs
ENGY 151	Ethanol Production	3
OR		
ENGY 152 Ethanol Fuel		1
and ENGY 153	Ethanol Process	2
ENGY 211 Biofuels System Technology		3
Total Hours		6

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

17-3029.00 27-1021.00

FINANCIAL ASSISTANCE: This course is not payable by the PELL Grant (State and Federal Aid Funds).

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Learn more about our Biofuels programs at www.sic.edu/biofuels.

Career Opportunities: Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BUSINESS MANAGEMENT



A.A.S. Degree

Minimum 67 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DBMM

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115*	Keyboarding	1
IT 119	Basic Software Applications	3
BUS 297	Business Law I	3
BUS 236	Spreadsheet Applications	3
	Total Hours	16

Spring Semester		Credit Hrs	
ENG 122	Rhetoric & Composition II	3	
MATH 151	Occupational Math		
or MATH 128	College Algebra	4	
or MATH 144	Heart of Mathematics		
PSYC 131	Human Relations	3	
or PSYC 121	Intro Psychology	5	
BUS 298	Legal & Social Environment	3	
DUS 298	of Business	5	
BUS/IT	ELECTIVE (see list below)	3	
Total Hours		16	

SECOND YEAR

Fall Semester		Credit Hrs
ECON 121	Macroeconomics	3
or ECON 122	Microeconomics	3
BUS 234	Office Systems Mgmt	3
BUS 133	Business Communications	3
BUS 191	Financial Accounting	3
BUS 276	Marketing	3
or BUS 278	Sales	5
BUS 134	Personal Finance	3
Total Hours		18
Spring Semester		Credit Hrs
SCIENCE OR HEALTH**		3/4
BUS 193	Computerized Accounting	3
BUS 256	Business-Career Development	2
BUS 271	Business Org. & Mgt.	3
BUS 235	Human Resource Mgt.	3
BUS 192	Managerial Accounting	3
Total Hours		17/18

Fall Only Courses: BUS 236-Spreadsheet Applications, BUS 234-Office Systems Management, BUS 276-Marking, BUS 278-Sales, BUS 134-Personal Finance. Spring Only Courses: BUS 193-Computerized Accounting, BUS 256-Business-Career Development, BUS 271-Business Organization & Management, BUS 235-Human Resource Management.

*BUS 115 (Keyboarding) may be waived or proficiencied if the student has prior keyboarding skills. (If waived, minimum of 67 semester hours still needed for AAS degree.) **SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

BUS/IT ELECTIVE: BUS 132-3 Word Processing, IT 135-3 Advanced Applications, BUS 259-3 Small Business Management, BUS 258-3 Electronic Communications, BUS 290-3 Selected Topics in Business and BUS 273-3 Business Internship may be used as electives with prior approval

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Business Management can be applied toward a four-year B.S. Degree. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an Application for Admission to SIU-C and an Application to the Capstone Program. Students must have an OGPA of 2.25. Students interested in transferring to SIU-C should choose the following options: ENG 122, MATH 144, PSYC 121, and a SCIENCE.

Articulation Agreement with In-District High Schools: Students of the Ohio Wabash Valley Regional Vocational System who have at the high school level successfully completed one semester of Keyboarding (SIC BUS 115), one year of Computer Concepts and Applications (SIC IT 119), and have graduated high school within the past two years may receive from 1-4 semester hours of credit for these courses. Credit will be affixed to the official college transcript after the student completes 15 hours of credit in the Business Management Program with a GPA of 2.5 or better. Credit is added to the student's semester hours earned but is not calculated in the student's overall grade point average. (Students who have been out of high school for over 2 years may register for the course, then take a proficiency exam within the first two weeks of class to obtain credit.) Students may get application forms from high school or college business instructors.

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

NOTE: Because of the constant change in technology, this curriculum is updated as needed. Students who do not complete a business or computer curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study and keep updated with technological changes.

Career Opportunities:

Owner or Manager of a New or Existing Small Business, Financial Bookkeeper, Office Manager, Sales or Service Manager, Billing Manager, Accounting or Statistical Clerk, Payroll and Timekeeping Clerk, Customer Service Representative, Property Manager.

Major Employers:

Manufacturing Firms, Wholesale and Retail Trade Firms; Banks Financial Services, and Insurance Firms; Mining Companies; Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.

BUSINESS MANAGEMENT



Certificate

Minimum 30 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CBM

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
IT 119**	Basic Software Applications	3
BUS 115**	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
BUS 297	Business Law I	3
	Total Hours	16

Spring Semester		Credit Hrs
BUS 298 or IT 135	Legal & Social Env of Business Advanced Software Applications	3
BUS 111	Intro to Business	3
BUS 133	Business Communications	3
BUS 192	Managerial Accounting	3
BUS 256	Business Career Development	2
Total Hours		14

Fall Only Course: BUS 236-Spreadsheet Applications

Spring Only Courses: BUS 298-Legal & Social Environment of Business, BUS 256-Business Career Development.

**Students who have prior knowledge or work experience with Keyboarding and/or Computer Basic Applications (Word Processing, Data Base, Spreadsheet, Internet, and e-mail) may qualify for proficiency. See proficiency credit in the college catalog

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 11-1011.00, 11-1011.03, 11-1021.00, 11-2022.00, 11-3011.00, 11-3051.00, 11-3051.01, 11-3051.02, 11-3051.03, 11-3051.04, 11-3051.05, 11-3051.06, 11-3071.00, 11-3071.01, 11-3071.02, 11-9021.00, 11-9151.00, 11-9199.00, 31-1051.00, 13-1111.00, 25-1011.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_business_management.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Entry Level Positions or Self-Employment in a New or Existing Small Business, Sales Representative, Customer Service Representative, Bank Teller, Bookkeeper, Accounting or Statistical Clerk, Property Manager.

Major Employers:

Manufacturing Firms, Wholesale And Retail Trade Firms, Banks, Financial Services, and Insurance Firms; Mining Companies, Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.

CERTIFIED NURSE ASSISTING/CNA



Certificate

7 Semester Hours

Career & Technical Education • Certificate • One Semester • Major Code: CCNA

Contact the Nursing Office (Room T236) by calling 618-252-5400 ext. 2331 for dates and times of the next class.

One Semester		Credit Hrs
CNA 131*	Certified Nurse Assisting	7

This course does not require a high school diploma or GED.

CERTIFICATION EXAM: Students completing this course with a grade of "C" or higher will then be eligible for the competency exam required by the State of Illinois to become a Certified Nursing Assistant. *This exam is \$65 and is administered at SIC. Please contact the Testing Coordinator for testing dates at (618) 252-5400, extension 2442. Also, there is a fee for criminal background check, which can range from \$15.00 to \$60.00.

FINANCIAL ASSISTANCE: This course is not payable by the PELL Grant (State and Federal Aid Funds).

IN ADDITION TO THE TUITION other items required include:

- Students are required to attend a mandatory orientation prior to the start date of class.
- Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 on the AccuPlacer test and/or 4 or 5 on the PARCC, (or complete READ 106-3 at SIC with a grade of "C" or better). Those who do not achieve this score will have the option of taking READ 106 during the same semester as the CNA program.
- The student must initiate an Illinois criminal background check during the first ten days of class. The student is responsible for the fee. The instructor will provide information about this background check the first day of class.
- Malpractice Insurance
- Book and Name Pin
- Nursing Uniform and Shoes approximately \$75 (depending upon where the student chooses to purchase those items). Uniform includes: Scrub uniform, white shoes, white socks (beige nylons are acceptable for females), and a wristwatch with a second hand.
- TB Skin Testing (Mantoux). Please make arrangements to have this done as soon as possible after registering for the Nursing Assisting Course. This requirement must be met prior to clinical instruction. A two-step PPD mantoux is required.

For TB skin and Hepatitis B testing contact:

Egyptian Health Department TB Board 1412 US 45 N Eldorado IL 62930 (618) 273-3326

*Fee subject to change.

Career Opportunities: Nursing Assistant Major Employers: Hospitals, Long-Term Care Facilities, Residential Care Facilities, Home Health Care.

COAL MINING TECHNOLOGY



A.A.S. Degree

Minimum 60 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA

Cooperative program between Southeastern Illinois College and Wabash Valley College

FIRST YEAR

Fall Semester	•	Credit Hrs
CMT 1200	Intro to Coal Mining	4
CMT 1220	Roof Control	3
CMT 1240	Mining Law	4
CMT 2250	Mine Electrical	4
	Total Hours	15

Spring Semester		Credit Hrs
COMMUNICATIONS*		3
MATH 151* Occupational Math		4
CMT 1250 Mine Ventilation		4
CMT 2210 Mine Machinery Repair I		4
CMT 2260 Mine Electrical Maintenance II		4
Total Hours		19

Fall Semester			Credit Hrs
CMT 2230	Mine Hydraulics I		4
CMT 2290	Mining Systems		4
SOCIAL SCIENCE*		3	
PHYSICAL SCIENCE*		4	
Total Hours		15	

SECOND YEAR

Spring Semester		Credit Hrs
HUMANITIES*		3
CMT 1210	CMT 1210 Accident Prevention	
CMT 1230 First Aid & Mine Rescue		4
CMT 2240 Mine Hydraulics II		4
Total Hours		15

*These courses are taught by Southeastern Illinois College faculty. The other courses are offered by Wabash Valley College, taught by Wabash Valley College faculty, on Southeastern Illinois College's campus. Students receive the Associate in Applied Science Degree and Diploma from Wabash Valley College.

COMMUNICATIONS (choose one): COM 121-3 Principles of Speaking; ENG 121-3 Rhetoric and Composition I.

HUMANITIES (choose one): ART 121-3 Art Appreciation; MUS 121-3 Music Appreciation; PHIL 121-3 Intro to Philosophy; THTR 121-3 Introduction to Theater.

PHYSICAL SCIENCE (choose one): BIOL 121-4 Introductory Biology; BIOL 141-4 Environmental Science, CHEM 123-4 Basic Inorg/Org Chemistry; or PHYS 121-4 Basic Physics.

SOCIAL SCIENCE (choose one): HIST 241-3 American History; PSYC 131-3 Human Relations; SOC 121-3 Introductory Sociology.

FOR INQUIRIES AND REGISTRATION INFORMATION, contact:	Coal Mining Technology Office
	Robert I. Gregg Technology Center Room G-112
	Southeastern Illinois College
	3575 College Road
	Harrisburg, IL 62946
	Telephone: (618) 252-5400 Ext. 2360

Scholarships are available through Wabash Valley College and Illinois Mining Institute. Contact the Coal Mining Office for more information.

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, and the A.A.S. Degree in Coal Mining Technology can be applied toward a four-year B.S. Degree in Industrial Technology at SIU-C. Students can apply to SIU-C before or after they receive the A.A. S. Degree. See a counselor for information about applying to SIU-C and to the Capstone Program. Students must have an OGPA of 2.25.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 47-5041.00, 47-5042.00, 47-5061.00

Career Opportunities:

Utility Worker, Face Boss, Mine Manager and Examiner (both federal and state), Repairman, Shuttle Car Operator, Miner, Miner Operator, Safety Director, Maintenance Supervisor.

Major Employers:

Coal Mines, State and Federal Government, Manufacturers, U.S. Military (all branches)

COAL MINE TECHNOLOGY CERTIFICATE



Contact:

Certificate

Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA

(Cooperative program between Southeastern Illinois College and Wabash Valley College)

		Credit Hrs
CMT 1200	Introduction to Coal Mining	3
CMT 1210	Accident Prevention	3
CMT 1220	Roof Control	3
CMT 1230	First Aid	4
CMT 1240	Mining Law	4
CMT 1250	Mine Ventilation	4
CMT 2210	Mine Machinery Repair 1	4
CMT 2290	Mining Systems	4
	Total Hours	29

This program can be completed in two semesters of full-time study or longer if enrolled part-time.

The courses are offered by Wabash Valley College, taught by Wabash Valley College faculty, on Southeastern Illinois College's campus. Students receive the Certificate Diploma from Wabash Valley College.

These courses all apply toward the Associate in Applied Science Degree in Coal Mining Technology.

FOR INQUIRIES AND REGISTRATION INFORMATION, as well as INFORMATION ABOUT MINE SAFETY CLASSES

Coal Mining Technology Office Robert I. Gregg Technology Center Room G-112 Southeastern Illinois College 3575 College Road Harrisburg, IL 62946 Telephone: (618) 252-5400 Ext. 2360

Career Opportunities: Utility Worker, Repairman, Shuttle Car Operator, Miner. **Major Employers:** Coal Mines, State and Federal Government, Manufacturers, U.S. Military (all branches).

COMPUTER AIDED DESIGN and DRAFTING



Certificate

Minimum 12 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCAD

		Credit Hrs
DRA 130	Intro to AutoCAD	3
or DRA 135	3-D Modeling	5
DRA 133	3D AutoCAD	3
or DRA 136	2-D Drafting	5
DRA 134	Rendering 3-D Models	3
GRAP 121	Engineering Graphics I	3
	Total Hours	12

THIS COMPUTER AIDED DRAFTING CERTIFICATE is designed to train and educate students interested in using computers to assist with the design of products and parts. An understanding of CAD will benefit students with interest in architecture, agriculture, engineering, particularly civil engineering, carpentry, and welding. This certificate program is designed to allow students to complete this coursework in the evening for those who work or are enrolled as a student full-time during the day.

The well-equipped Computer Lab is updated and maintained for quality training and technical instruction with current software used in the industry.

Career Opportunities: Drafter, Architectural Drafter, Mechanical Drafter, Surveying Drafter. Major Employers: Engineering and Architectural Firms; Metals and Machinery Manufacturing Companies; Welding Firms; Construction Firms.

CORRECTIONS



Certificate

Minimum 30 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
CRJ 115	Criminal Law I	3
CRJ 136	Intro to Criminal Justice	3
CRJ 134 Intro to Juvenile Justice		3
CRJ ELECTIVE		3
Total Hours		15

Spring Semester		Credit Hrs
IT 119	Basic Software Applications	3
CRJ 112	Introduction to Criminology	3
CRJ 213	Intro to Corrections	3
CRJ 214	Probation & Parole	3
CRJ ELECTIVE		3
	Total Hours	15

CRJ Electives: CRJ 114-3 Criminal Investigation; CRJ 119-3 Introduction to Private Security; CRJ 151-3 Drugs and Crime; CRJ 211-3 Criminal Law II; CRJ 215-3 Court Procedure; CRJ 216 Internship*; CRJ 218-3 Traffic Administration and Laws; CRJ 230-3 Policing in America; CRJ 250-3 Firearms Simulation Training; CRJ 290-3 Selected Topics in Criminal Justice.

*If selected, the Internship should be taken as the last elective. The Summer Term is the recommended semester for the Internship.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 25-1111.00, 33-1011.00, 33-1012.00, 33-3012.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge corrections.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

SECURITY OFFICER TRAINING ACADEMY

For information on college credit for successful completion of the Pre-Service Security Training at the Illinois Department of Corrections Training Academy and the Illinois Police Training Institute, contact the Office of Career and Technical Education (ext. 2301 or 2300).

Career Opportunities: Correctional Officer, Dispatcher, Jailer. Major Employers: City, County, State and Federal Jails and Prisons; Work Release Centers.

COSMETOLOGY



Certificate

Minimum 38 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOS

First Semester		Credit Hrs
COS 171 Cosmetology Theory I		2
COS 172 Cosmetology Clinic I		5
COS 173	Cosmetology Theory II	3
COS 174 Cosmetology Clinic II		5
	Total Hours	15

Second Semester		Credit Hrs
COS 170	Salon Business Computer	2
COS 175	Cosmetology Theory III	2
COS 176	Cosmetology Clinic III	5
COS 177	Cosmetology Theory IV	2
COS 178	Cosmetology Clinic IV	6
Total Hours		17

Third Semester		Credit Hrs
COS 270	Cosmetology Clinic V	3
COS 271	COS 271 Cosmetology Internship	
CPR 112*	CPR 112* Heartsaver First Aid	
Total Hours		6

THIS CURRICULUM is designed to provide the student with knowledge and skills necessary to pass the licensing exam for the State Board of Registration and Education. Students learn all phases of cosmetology, including theory, research, design, specialized skills, and complex cosmetology. Coursework is learned through lectures, practical instruction, study assignments, skill tests, written exams and internship experience.

INSTRUCTION IS IN A WELL-EQUIPPED CLASSROOM/LAB on campus in the Conference Center (B-Bldg/1st floor) and is licensed by the Illinois Department of Registration and Education. A total of 1500 clock hours is required by the State of Illinois for completion of the program. Attendance is, therefore, mandatory. Contact a college counselor to arrange a campus visit and tour the Cosmetology Department.

STUDENTS ARE ACCEPTED into the Cosmetology program in August of each year. Students are required to attend a mandatory orientation prior to the start date of class. Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 on the AccuPlacer test and/or 4 or 5 on the PARCC, (or complete READ 106-3 at SIC with a grade of "C" or better) to begin the Cosmetology Program. Students purchase a textbook, two workbooks, clinic journal and kit the first semester, and these are used for the whole curriculum.

*Students must complete CPR 112 Heartsaver 1st Aid w/ CPR prior to program completion. Please check with an advisor for CPR 112 class registration during spring enrollment.

GRADUATION: Students must apply for graduation to receive the diploma from the college. Graduation is held at SIC in May of each year.

STATE BOARD EXAM: The Instructor will provide information about taking the State Board Exam for licensure.

COS 190-6 Cosmetology Refresher Course is available at Southeastern Illinois College for hairdressers who have a Cosmetology License that needs to be renewed. Phone the Cosmetology Instructor toll free at 1-866-338-2742 ext 2217 or 618/252-5400 ext 2217 for dates and times.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-5012.00, 39-5091.00, 39-5092.00, 39-5094.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge cosmetology.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Cosmetologist, Salon Owner, Salon Manager, Salon Colorist, Manicurist, Skin Care Specialist, Makeup Artist.

Major Employers:

Styling Salons, Residential Care Facilities, Product Manufacturers, Government Institutions, Schools, and Distributors For Hair, Skin, and Nail Products.

COSMETOLOGY TEACHER



Certificate

16 Semester Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOSE

			Credit
			Hrs
COS 210	Cosmetology Teacher I		10
COS 211	Cosmetology Teacher II		6
		Total Hours	16

GRADUATES OF THIS CERTIFICATE PROGRAM are prepared to take the state licensure exam to become a licensed cosmetology instructor/teacher.

This certificate is designed to meet the needs of licensed Cosmetologists who wish to pursue a Cosmetology Teacher Certificate, who have met the required 2 year work experience criteria by the Illinois Department of Financial and Professional Regulations as a licensed Cosmetologist working within the Cosmetology industry.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 39-5012.00 39-5091.00 39-5092.00 39-5094.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at: http://www.sic.edu/custom/gainful-employment/ge_cosmetology_teacher.htm

You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Cosmetology Instructor, Cosmetology Teacher, District Manager for Product Distribution and Manufacturing Companies.

Major Employers:

Colleges, Technical Schools, Cosmetology Continuing Education Programs, Public and Private Salons, Self Employment, Cosmetic Distribution and Manufacturing Companies.

CRIMINAL JUSTICE



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCJ

FIRST YEAR

Fall Semester		Credit Hrs	Fall Sen
ENG 121	Rhetoric & Composition I	3	IT 119
CRJ 115	Criminal Law I	3	CRJ 114
CRJ 136	Intro to Criminal Justice	3	CRJ 134
CRJ ELECTIVE**		3	CRJ ELI
GENERAL EI	LECTIVE*	3	MATH
	Total Hours	15	or MA
			or MA
Spring Semes	ter	Credit Hrs	

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
PSYC 131	PSYC 131 Human Relations	
or PSYC 121	or PSYC 121 Intro Psychology	
CRJ 112	CRJ 112 Introduction to Criminology	
CRJ 211 Criminal Law II		3
CRJ ELECTIVE**		3
Total Hours		15

SECOND YEAR

Fall Semester			Credit Hrs
IT 119	Basic Soft	ware Applications	3
CRJ 114	Criminal I	nvestigations	3
CRJ 134	Intro to Ju	venile Justice	3
CRJ ELECTI	VE**		3
MATH 151		Occupational Math	
or MATH 12	28	College Algebra	4
or MATH 14	44	Heart of Mathematics	
Total Hours			16
Spring Semester			Credit Hrs
CRJ 212	Police Ad	Iministration	3
or CRJ 230	Policing i	n America	3
CRJ 213	Intro to C	orrections	3
CRJ ELECTIVE**			3
HEALTH OR SCIENCE***			3/4
GENERAL ELECTIVE*			3/4
Total Hours			15/17

*Student must complete at least 62 hours to graduate. Dependent upon the general elective courses chosen, 1 more credit hour may be needed.

**CRJ ELECTIVES (choose four): CRJ 116-3 Intro to Forensics, CRJ 119-3 Introduction to Private Security, CRJ 151-3 Drugs and Crime, CRJ 214-3 Probation & Parole, CRJ 215-3 Court Procedures, CRJ 216-3 *Internship, CRJ 218-3 Traffic Administration and Laws, CRJ 250-3 Firearms Simulation Training, CRJ 259-3 Firearms Simulation Instructor Training, CRJ 290-3 Selected Topics in Criminal Justice, SAFE 171-2 Introduction to Basic Handgun Shooting, SAFE 290-3 Selected Topics in Firearms.

If selected, the *Internship should be taken as the last elective.

*****HEALTH or SCIENCE: (choose one):** HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 121-4 Biology, BIOL 141-4 Environmental Science, BOT 121-4 Botany, CHEM 123-4 Basic Inorg/Org Chemistry, or PHYS 121-4 Physics.

Students planning to transfer to a 4-yr University should take ENG 122, MATH 144, and a SCIENCE course rather than HEALTH.

SUGGESTED GENERAL ELECTIVES (choose two): SOC 121-3 Sociology, GOVT 121-3 American Government, COM 121-3 Principles of Speaking, COM 144-3 Interpersonal Communication, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Logic, PHIL 221-3 Ethics, SPAN 121-4 Spanish I, SPAN 122-4 Spanish II, HIST 121-3 History of Western Civilizations to 1648, HIST 122-3 History of Western Civilizations from 1648.

NOTE: A four-year Bachelor of Science degree, three years of military police experience, or three years of related work experience is required to apply to the Illinois State Police Academy. See the Administration of Justice transfer curriculum guide.

For Franklin University: Take ECON 121 or 122 instead of CRJ 211. BUS 133 instead of CRJ 114. Take IT 135 instead of GOVT 121.

For Murray State University: Take MATH 141 instead of MATH 144. Take SOC 121 instead of HIST 122. Take BUS 133 instead of CRJ 114. Take PHIL 122 instead of HIST 121. Take COM 144 instead of CRJ 230.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3012.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

Career Opportunities:

City Police Officer, Sheriff's Deputy, Investigator

Major Employers:

City and County Law Enforcement Agencies; Private Security Corporations; Private Investigative Agencies; Factories; Refineries; Hospitals; Transportation Services; Office Buildings; Banks; Department Stores; Museums.

CRIMINAL JUSTICE



A.A.S. Degree Online Degree Program

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCJ

FIRST YEAR

Fall Semester	Credit Hrs	
ENG 121	Rhetoric & Composition I	3
CRJ 112	Introduction to Criminology	3
PSYC 121	PSYC 121 Intro Psychology	
CRJ ELECTIVE	3	
GENERAL ELE	3	
Total Hours		15
-		

Spring Semester		Credit Hrs
ENG 122	ENG 122 Rhetoric & Composition II	
CRJ 115	Criminal Law I	
CRJ 114	CRJ 114 Criminal Investigation	
CRJ 136 Intro to Criminal Justice		3
CRJ ELECTIVI	3	
	15	

*Student must complete at least 62 hours to graduate. Dependent upon the general elective courses chosen, 1 more credit hour may be needed.

SECOND YEAR

Fall Semester			Credit Hrs
IT 119	Basic Soft	ware Applications	3
CRJ 211	Criminal I	Law II	3
CRJ 134	Intro to Ju	venile Justice	3
CRJ ELECTI	VE**		3
MATH 151		Occupational Math	
or MATH 12	28	College Algebra	4
or MATH 14	44	Heart of Mathematics	
Total Hours			16
Spring Semester			Credit Hrs
CRJ 212 or CRJ 230			3
CRJ 213	Intro to C	orrections	3
CRJ ELECTIVE**			3
HEALTH OR SCIENCE***			3/4
GENERAL ELECTIVE*			3/4
Total Hours			15/17

**CRJ ELECTIVES (choose four): There will be at least one elective course offered online each semester. However, students may select other electives that may be offered on campus in the classroom. Elective options include: CRJ 116-3 Introduction to Forensics, CRJ 119-3 Introduction to Private Security, CRJ 151-3 Drugs & Crime, CRJ 214-3 Probation & Parole, CRJ 215-3 Court Procedures, CRJ 216-3 *Internship, CRJ 218-3 Traffic Administration and Laws, CRJ 250-3 Firearms Simulation Training, CRJ 259-3 Firearms Simulation Instructor Training, CRJ 290-3 Selected Topics in Criminal Justice, SAFE 171-2 Introduction to Basic Handgun Shooting, SAFE 290-3 Selected Topics in Firearms. If selected, the *Internship should be taken as the last elective.

***HEALTH or SCIENCE: (choose one): HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 121-4 Biology, BIOL 141-4 Environmental Science, BOT 121-4 Botany, CHEM 123-4 Basic Inorg/Org Chemistry, or PHYS 121-4 Physics.

Students planning to transfer to a 4-yr University should take ENG 122, MATH 144, and a SCIENCE course rather than HEALTH.

SUGGESTED GENERAL ELECTIVES (choose two – some courses may not be available online): SOC 121-3 Sociology, GOVT 121-3 American Government, COM 121-3 Principles of Speaking, COM 144-3 Interpersonal Communication, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Logic, PHIL 221-3 Ethics, SPAN 121-4 Spanish I, SPAN 122-4 Spanish II, HIST 121-3 History of Western Civilizations to 1648, HIST 122-3 History of Western Civilizations from 1648.

NOTE: A four-year Bachelor of Science degree, three years of military police experience, or three years of related work experience is required to apply to the Illinois State Police Academy. See the Administration of Justice transfer curriculum guide.

For Franklin University: Take ECON 121 or 122 instead of CRJ 211. BUS 133 instead of CRJ 114. Take IT 135 instead of GOVT 121.

For Murray State University: Take MATH 141 instead of MATH 144. Take SOC 121 instead of HIST 122. Take BUS 133 instead of CRJ 114. Take PHIL 122 instead of HIST 121. Take COM 144 instead of CRJ 230.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3012.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

Career Opportunities:

City Police Officer, Sheriff's Deputy, Investigator

Major Employers:

City and County Law Enforcement Agencies; Private Security Corporations; Private Investigative Agencies; Factories; Refineries; Hospitals; Transportation Services; Office Buildings; Banks; Department Stores; Museums.



DIESEL TECHNOLOGY

Heavy Equipment A.A.S. Degree

Minimum 70 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DDTHE

FIRST YEAR

Fall Semester		Credit Hrs	
MATH 151 Occupational Math		4	
or MATH 128	College Algebra*	4	
DSL 130	Basic Mechanical Skills	3	
DSL 131	Engine Electronics I	3	
DSL 157	Basic Internal Combustion	3	
DSL 157	Engines	3	
DSL 158	Hydraulics I	3	
BUS 116	Customer Service	1	
EMP 111	Employability Skills	1	
	Total Hours	18	

Rhetoric & Composition I

Diesel Heating & Air Cond

Occupational Experience

Engine Electronics II

Hydraulics II

Diesel Engines

SECOND YEAR

Fall Semester		Credit Hrs
COM 146 Business & Professional Communication		3
DSL 233	Electrical Diagnosis	5
DSL 276	Engine Fuel Systems	3
DSL 277	Power Train Fundamentals	3
DSL 133	Preventative Maintenance	4
	Total Hours	18

Spring Semest	Spring Semester	
DSL 237 Engine Diagnosis & Performance		3
DSL 238	DSL 238 Final Drives, Tracks & Undercarriage	
PSYC 131 or PSYC 121		
Science/Health Requirement**		3
Total Hours		12

*MATH 128 is recommended.

Summer Semester

Spring Semester

ENG 121

DSL 132

DSL 171

DSL 235

DSL 275

DSL 172

**BIOL 141 Environmental Science or PHYS 121 Introductory Physics is recommended. HYG 121 Personal Health may also be used.

Credit Hrs

3

3

3

4

4

17

Credit Hrs

5 5

SPECIAL REQUIREMENTS: Students are required to furnish their own tools. Tool list provided by instructors. Safety glasses are required when working in the shop areas.

Total Hours

Total Hours

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension & Steering, T6-Electrical/Electronics Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Fabick/Caterpillar, headquartered in Fenton, Missouri, has selected Southeastern Illinois College as a training partner to fill the company's growing need for diesel technicians

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 49-3031.00 Career Opportunities:

Diesel Mechanic, Service Manager, Parts Manager, Diesel Technician.

Major Employers:

Construction Firms: Primarily New Construction or General Land or Waterway Improvements Including Highway, Road, Bridge, Utility, Residential, Commercial, Farm, and Mining Construction or Reclamation. Public Transit Companies. Utility Companies. Heavy Equipment Dealers. Independent Heavy Equipment Repair Shops, and Heavy Equipment Leasing Companies.

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DIESEL TECHNOLOGY





Medium/Heavy Duty Truck

A.A.S. Degree

Minimum 70 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DMHDT

11.0

FIRST YEAR

Fall Semester		Credit Hrs
COM 146 Business & Professional Communication		3
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion Engines	3
DSL 158	Hydraulics I	3
BUS 116	Customer Service	1
EMP 111	Employability Skills	1
	Total Hours	17

Spring Seme	Credit Hrs	
ENG 121	Rhetoric & Composition I	3
PSYC 131	Human Relations	2
or PSYC 121	Intro Psychology	5
DSL 132	OSL 132 Engine Electronics II	
DSL 235	Diesel Heating & Air	4
DSL 255	Conditioning	4
DSL 275	Diesel Engines	4
	17	
S S	Care dit Har	
Summer Semester		Credit Hrs
DSL 172 Occupational Experience		5

SE	COI	٧D	YEAR	

Fall Semester		Credit Hrs
DSL 230	Diesel Brakes	4
DSL 233	Electrical Diagnosis	5
DSL 234	Diesel Transmission & Drive Trains	4
DSL 276	Diesel Fuel Systems	3
	Total Hours	16

Spring Semester		Credit Hrs
DSL 133	Preventative Maintenance	4
DSL 232	Diesel Suspension and Steering	4
MATH 151 or MATH 128	Occupational Math College Algebra*	4
Science/Health**		3
	Total Hours	15

*MATH 128 College Algebra recommended.

**BIOL 141 Environmental Science or PHYS121 Introductory Physics is recommended. HYG 121 Personal Health may also be used.

SPECIAL REQUIREMENTS:

Students are required to furnish their own tools. Tool list provided by instructors. Safety glasses are required when working in the shop areas.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THIS DEGREE is designed to provide the student with the knowledge and skills necessary for the repair, maintenance, and operation of diesel engines in medium to heavy-duty trucks, heavy equipment, agriculture equipment, or diesel passenger vehicles; to test and repair hydraulic systems; and, to overhaul diesel engines.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension & Steering, T6-Electrical/Electronics Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Fabick/Caterpillar, headquartered in Fenton, Missouri, has selected Southeastern Illinois College as a training partner to fill the company's growing need for diesel technicians.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 49-3031.00

Career Opportunities: Service Manager, Parts Manager, Diesel Technician, Diesel Mechanic.

Major Employers:

Trucking Companies, Vehicle Service Centers, Wholesale Trade Firms, Construction Companies, Heavy and Farm Equipment Dealers, Auto Dealers, Independent Repair Shops, Farms, Equipment Leasing Companies, Public Transit Firms, Educational Institutions.

DIESEL TECHNOLOGY MHDT





Certificate

Minimum 47 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CMHDT

FIRST YEAR

Fall Semester		Credit Hrs
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion Engines	3
DSL 158	Hydraulics I	3
	Total Hours	12

Spring Semester		Credit Hrs
DSL 132	Engine Electronics II	3
DSL 133	Preventative Maintenance	4
DSL 232	Suspension & Steering	4
DSL 235	Diesel Heating & Air Conditioning	4
DSL 275	Diesel Engines	4
	Total Hours	19

SECOND YEAR

AS NATEF

Fall Semester		Credit Hrs
DSL 230	Diesel Brakes	4
DSL 233	Electrical Diagnosis	5
DSL 234	Diesel Transmissions & Drive Trains	4
DSL 276	Diesel Fuels Systems	3
	Total Hours	16

SPECIAL REQUIREMENTS: Students are required to furnish their own basic set of tools. Tool list provided by instructors. Safety glasses are required when working in the shop area.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THIS CERTIFICATE is designed to provide the student with the knowledge and skills necessary for the repair, maintenance, and operation of diesel engines in heavy-duty trucks, heavy equipment, agriculture equipment, or diesel passenger vehicles; to test and repair hydraulic systems; and, to overhaul diesel engines.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension and Steering, T6-Electrical and Electronic Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 49-3031.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_diesel_technology_mhdt.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Diesel Mechanic Major Employers:

Trucking Companies, Vehicle Service Centers, Wholesale Trade Firms, Construction Companies, Heavy and Farm Equipment Dealers, Auto Dealers, Independent Repair Shops, Farms, Equipment Leasing Companies, Public Transit Firms, Educational Institutions.

EARLY CHILDHOOD EDUCATION



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DECE

SIC HAS BEEN APPROVED TO ALSO OFFER THIS DEGREE THROUGH ONLINE INSTRUCTION FIRST YEAR SECOND YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
ECE 141	Child Development	3
ECE 121	Intro to Early Childhood Education	3
ECE 142	Health, Safety, Nutrition	3
ECE 115	Infant Toddler Development	3
	Total Hours	15

Fall Semester		Credit Hrs
PSYC 121	Intro Psychology	3
EDUC 226	Students with Special Needs	3
ECE 240	Math and Science Methods	3
ECE 220	Practicum I	4
EDUC 280	Selected Topics in Education	1
	Total Hours	14

Spring Seme	ester	Credit Hrs
ENG 122	Rhetoric & Composition II	3
ECE 114	Play and Learning Environment	3
ECE 143	Guidance, Observation and Assessment	4
ECE 214	Language and Literacy Development	3
EDUC 260	Educational Technology	3
	Total Hours	16

Spring Semester		Credit Hrs
MATH 151	Occupational Math	
or MATH 128	College Algebra	4
or MATH 144	Heart of Mathematics	
ECE 116	Infant and Toddler Curriculum	3
ECE 213	Child, Family, Community	3
ECE 215	Supervision and Administration of ECE Programs	3
ECE 221	Practicum II	4
	Total Hours	17

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Degree.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Degree.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, Internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

PRACTICUM I and PRACTICUM II are conducted in approved and licensed early care and education programs. Contact the Coordinator of the Early Childhood and Education Programs for approved off-campus practicum sites.

SIC is an Illinois Gateways to Opportunity entitled institution for Infant Toddler Credential and Early Childhood Credential by completing ECE 299-4 Director Practicum students may apply for Illinois Director Credential.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

Career Opportunities:

OWNER OR Manager of a Day Care, Day Care or Pre-School Child Care Provider, Family Child Care Home Provider, Teacher's Aide (or Paraprofessional Educator) in a Classroom or for an Individual Child in a School Setting, Child Care Provider In other facilities that Provide Childcare (YMCAs, Churches, Hotels or other Recreational Facilities).

Major Employers:

Early Care and Education Programs including Day Care Centers, Public Schools, Special Education Co-ops, Private Child Care, Head Start, Child Care Resource & Referral Facility, Residential Facilities for Children/Youth, Women's Center's Children's Programs, Recreation Programs for Children. 08/16

ILLINOIS DIRECTOR CREDENTIAL-LEVEL 1



Certificate

Minimum 4 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CILD1

This credential may be awarded upon successful completion of the Early Childhood Education A.A.S. degree and completion of these courses.

		Credit Hrs
ECE 299	Director Practicum	4
	Total Hours	4

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently all ECE courses require interaction/observation. Students must 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for ECE 299 are 300 hours of supervised ECE administrative practicum.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your_right_to_know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Note: This is not a PELL Grant eligible certificate. However, some courses are included in other eligible certificates and degrees.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

EARLY CHILDHOOD EDUCATION – LEVEL 2



Certificate

Minimum 19 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CECE2

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester	•	Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
	Total Hours	9

Spring Seme	ster	Credit Hrs
ECE 114	Play and the Learning Environment	3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family, and Community	3
	Total Hours	10

*Students should have successfully completed or be concurrently enrolled in ECE 141 and ECE 142 to be enrolled in ECE 121.

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your right to know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Early Care and Education Programs, Head Start, Teacher's Aide in Schools for a Classroom or an Individual Child, Family Child Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

EARLY CHILDHOOD EDUCATION – LEVEL 3



Certificate

Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CECE3

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester		Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
PSYC 121	Introduction to Psychology	3
ENG 121	Rhetoric & Composition I	3
	Total Hours	15

Spring Semester		Credit Hrs
ECE 114	Play and the Learning Environment	3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family and Community	3
MATH 144 or MATH 151	Heart of Mathematics Occupational Math	4
	Total Hours	14

*Students should have successfully completed or be concurrently enrolled in ECE 141 and ECE 142 to be enrolled in ECE 121.

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and email. If not, students should enroll in IT 119-3 Basic Software Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation; ECE 240: 5 hours observation/teaching implementation; ECE 240: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge early childhood education level3.html You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

INFANT TODDLER CREDENTIAL – LEVEL 2



Certificate

Minimum 22 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CINT2

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester		Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
ECE 115	Infant-Toddler Development & Care	3
Total Hours		12

Spring Semester		Credit Hrs
ECE 114	Play and the Learning Environment	3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family, and Community	3
	Total Hours	10

*Students should have successfully completed or be concurrently enrolled in ECE 141 and ECE 142 to be enrolled in ECE 121.

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 115: 5 hours observation; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your right to know/ge early childhood education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

INFANT TODDLER CREDENTIAL – LEVEL 3



Certificate

Minimum 35 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CINT3

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester		Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
ECE 115	Infant-Toddler Development & Care	3
PSYC 121	Introduction to Psychology	3
ENG 121	Rhetoric & Composition I	3
	Total Hours	18

Spring Semester		Credit Hrs
ECE 114	Play and the Learning Environment	3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family, and Community	3
ECE 116	Infant-Toddler Curriculum	3
MATH 144 or MATH 151	Heart of Mathematics Occupational Math	4
Total Hours		17

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and email. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 115: 5 hours observation; ECE 116: 30 hours observation/supervised teaching practicum; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation; ECE 240: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge infant toddler credential level3.html You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

ETHANOL PRODUCTION



Certificate

32 Semester hours

Career & Technical Education • One-Year Certificate • Minimum 2.0 OGPA • Major Code: CEP

Fall Semester		Credit Hrs
MATH 151*	Occupational Math	
or MATH 128*	College Algebra	4
or MATH 144*	Heart of Mathematics	
IT 119*	Basic Applications	3
COM 144*	Interpersonal Communication	
or COM 146*	Business and Professional Communication	3
or COM 121*	Principles of Speaking	
ENG 121*	Rhetoric & Composition I	3
ENGY 111	Introduction to Biofuels	3
	Total Hours	16

Spring Semester		Credit Hrs
ELECTIVE		3
CHEM 123*	Basic Inorg/Org Chemistry	4
WELD 111	Basic Welding	3
ENGY 151	Ethanol Production	3
ENGY 211	Biofuels System Technology	3
	Total Hours	16

*Online or traditional classroom options available

ELECTIVE OPTIONS: Elective courses may be chosen from the following options based on the student's career focus:

- SAFE 131 OSHA General Industry Safety and Awareness Training
- Diesel Technology classes
- Business classes
- Welding classes
- ENGY 113, ENGY 115, ENGY 131, ENGY 213, ENGY 270, ENGY 290, ENGY 299
- Courses may also be taken from other Building Illinois Bio-economy (BIB) Consortium programs/colleges, which are: Lewis and Clark, Lincoln Land and Carl Sandburg College. These courses may be taken and then transferred to SIC to be used as electives, with approval of an SIC advisor.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code)
17-3029.00	
27-1021.00	

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge that completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge ethanol production.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

This workforce solution was funded by a grant awarded by the U. S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

Learn more about our Biofuels programs at www.sic.edu/biofuels.



BUILDING ILLINOIS' BIOECONDAY CONSORTIUM

Career Opportunities: Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

Facilities Maintenance



Certificate

Minimum 14.5 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CFM

FIRST YEAR

Fall Semester		Credit Hrs
DSL 130	Basic Mechanical Skills	3
EMP 111	Job Skills Development	1
BUS 116	Customer Service Skills	1
SAFE 131	OSHA Gen. Ind. Safety Awareness Training	.5
	Total Hours	

FIRST YEAR

Spring Semester		Credit Hrs
WELD 111	Basic Welding	3
ELECTIVE		3/4
ELECTIVE		3/4
	Total Hours	9/11

ELECTIVES – WELD 131-3 Arc Welding I, WELD 132-3 Gas welding & Cutting, DSL 158-3 Hydraulics; DSL 131-3 Engine Electronics, DSL 172-3 Internship, MATH 151-4 Occupational Math, IT 119-3 Basic Applications, BUS 290-3 Selected Topics in Business

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge-facilities-maintenance.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 49-9071.00

Career Opportunities: Facilities Maintenance, Custodial

FIRE & MINE RESCUE SAFETY



Certificate

Minimum 4 hours

Career and Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CFMRS

Required Courses		Credit Hrs
FIRE 191	Fire Brigade Level 1	0.5
FIRE 192	Fire Brigade Level II	0.5
FIRE 193	Fire Brigade Level III	0.5
FIRE 194	Fire Brigade Level IV	0.5
	Total Hours	2.0

ELECTIVE COURSES: (At least 2 semester credit hours must be taken from this list. Other elective courses may be approved by instruction or Executive Dean of Academic Services)

Elective Courses		Credit Hrs
FIRE 195	Fire Brigade Level V	0.5
FIRE 196	Fire Brigade Level VI	0.5
FIRE 197	Beginning Mine Rescue	0.5
FIRE 198	Intermediate Mine Rescue	0.5
FIRE 199	Advanced Mine Rescue	0.5
FIRE 290	Special Topics/Fire Science	0.5/3
FIRE 291	Fire Brigade Training	1.0
CPR 112	Heartsaver CPR or equivalent	0.5
	Total Hours	

SPECIAL FACILITIES: A Regional Training Center, including a burn tunnel, is located on campus (just southeast of the water tower) and provides excellent training and firefighting experience for students and regional firefighters.

Classes are offered on demand based upon minimum enrollment requirements, and they are not always offered during the specific semesters indicated above.

NOTE: This program is NOT eligible for PELL Grant funding. (State and Federal Aid Funds).

Career Opportunities: Coal Mine Safety and Rescue Teams Major Employers: Coal Mines

FOOD SERVICE & SANITATION



.5 Semester Hour

Career & Technical Education • Specific Course • Major Code: VS HEO

This course is designed to provide required sanitation skills for food service certification and knowledge of state laws governing the preparation, storage, and serving of food.

		Credit Hrs
FOS 112	Food Service Sanitation	.5

FOS 199 Food Service Refresher Course is available for keeping this certification current. See the Schedule of Classes for dates and times.

Note: This course is not payable by the PELL grant (State and Federal Aid funds). It is suggested that students in need of financial assistance for this class contact the WIA liaison on campus located in the Student Success Center (A145).

THIS COURSE DOES NOT require a high school diploma.

THE INSTRUCTOR will provide information as to when and where the test will be given for Food Service Sanitation License.

Career Opportunities:

Food Server, Short-Order Cook, Food Preparation Worker, Counter Attendant, Dining Room or Cafeteria Attendant, Baker.

Major Employers:

Restaurants and Other Retail Eating And Drinking Establishments; Schools; Colleges and Universities; Hospitals; Skilled Care or Residential Facilities; Correctional Facilities; Hotels; Grocery Stores.

HEALTHCARE SPECIALIST



Certificate

Minimum 12 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CHS

While the curriculum guide shows the course offerings planned over a one-semester period, students may choose to schedule them over a longer period of time, based on individual preference or need.

		Credit Hrs
CNA 131	Certified Nurse Assisting	7
HLTH 118	Introduction to Phlebotomy	3
CPR 131	Healthcare Provider CPR	1
BUS 115	Keyboarding I	1
	Total Hours	12

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 31-1014.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your_right_to_know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Note: This is not a PELL Grant eligible certificate. However, some courses are included in other eligible certificates and degrees.

Career Opportunities: Nursing Assistant, Orderlies, Private/Personal Care Assistant Major Employers: Hospitals, Nursing Homes, Medical Clinics, Home Health Agencies, Private/Personal Care Attendants

INFORMATION TECHNOLOGY



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DCNS

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	ENG 121 Rhetoric & Composition I	
SOCIAL & BEH	AVIORAL SCIENCES	3
IT 119 Basic Software Applications		3
IT 153 IT Essentials I		4
IT ELECTIVE		3
	Total Hours	16

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 151	IT 151 Windows Operating Systems	
IT 195 Computer Security I		4
IT ELECTIVE or <u>HUMANITIES ELECTIVE</u>		3
IT ELECTIVE		3
	Total Hours	16/17/18

SECOND YEAR

Fall Semester		Credit Hrs
COM 121	21 Principles of Speaking	
IT 155	Fundamentals of UNIX	4
IT 215 Network Fundamentals		4
IT ELECTIVE		3
IT ELECTIVE OR BUS 191		3
	Total Hours	17

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 217 LAN Administration		4
IT ELECTIVE		3
IT ELECTIVE		3
	Total Hours	13/14/15

HUMANITIES & FINE ARTS: ART 121-3 Art Appreciation, MUS 121-3 Music Appreciation, THTR 121-3 Introduction to Theater, ENG 245-3 World Literature, ENG 246-3 Modern Literature, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Fundamentals of Logic, PHIL 221-3 Fundamentals of Ethics

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): <u>BIOL 121-4</u> Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, <u>MATH 144-4 Heart of Mathematics</u>, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology, BUS 191-3 Financial Accounting

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210-2 Introductory Networking, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 196-4 Computer Security II, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 73-3 Programming I, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 273-3 Programming II, IT 290-4 Selected Topics, <u>IT 133-3 Systems Analysis</u>

*SIU-C Preferred Courses underlined

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Information Technology can be applied toward a four-year B.S. Degree in Information Systems Technologies at SIU-C. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an application to the Capstone Program. Students must have an OGPA of at least 2.25. Please discuss specific program requirements with your advisor.

Franklin University accepts the Information Technology AAS Degree or the Computer Information Systems AAS Degree from Southeastern toward a Bachelor's Degree in Computer Science, Information Technology, Management Information Sciences, or Web Development. In addition to the AAS Degree, students can take the following general education requirements at Southeastern: 8 hrs. SCIENCE (select), 8 hrs. HUMANITIES & FINE ARTS (select), MATH 128-4 College Algebra, MATH 143-4 Applied Calculus, MATH 141-4 Statistics, and COM 121-3 Principles of Speaking.

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

INFORMATION TECHNOLOGY-PROGRAMMING



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DITP

FIRST YEAR

Fall Semester	Credit Hrs		
COMMUNICAT	3		
SOCIAL & BEH	AVIORAL SCIENCES	3	
IT 119	Basic Software Applications	3	
IT 153	IT Essentials I	4	
IT 173** Programming I		3	
Total Hours		16	
Spring Semester	Credit Hrs		
MATHEMATICS			

Spring Semester		Cicuit IIIs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 151	Windows Operating Systems	3
IT 195	Computer Security I	4
IT 273** Programming II		3
IT ELECTIVE		3
	Total Hours	16/17/18

SECOND YEAR

Fall Semester		Credit Hrs
COMMUNICATION SKILLS		3
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
IT ELECTIVE		3
IT ELECTIVE		3
	Total Hours	
Spring Semes	ter	Credit Hrs
	ter ICS, SCIENCE, HEALTH,	Credit Hrs 3/4/5
MATHEMAT		
MATHEMAT NUTRITION	ICS, SCIENCE, HEALTH, LAN Administration	3/4/5
MATHEMAT NUTRITION IT 217	ICS, SCIENCE, HEALTH, LAN Administration	3/4/5

COMMUNICATION SKILLS (Minimum of six semester hours): ENG 121-3 Rhetoric and Composition, ENG 122-3 Rhetoric & Composition II, COM 144-3 Interpersonal Communications, COM 146-3 Business & Professional Communications

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, MATH 144-4 Heart of Mathematics, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210 -2 Introductory Networking, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 196-4 Computer Security II, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 290-4 Selected Topics

**IT 173 Programming I and IT 273 Programming II are offered during alternating years

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

INFORMATION TECHNOLOGY-SECURITY



A.A.S. Degree

Minimum 63 hours

SECOND YEAR

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DITS

FIRST YEAR

Fall Semester		Credit Hrs	Fall Semes	Fall Semester	
COMMUNICATION SKILLS		3	COMMUN	COMMUNICATION SKILLS	
SOCIAL & BEI	HAVIORAL SCIENCES	3	IT 155	Fundamentals of UNIX	4
IT 119	Basic Software Applications	3	IT 215	Network Fundamentals	4
IT 153	IT Essentials I	4	IT 196	Computer Security II	4
IT 173	Programming I	3	IT ELECT	IVE	3
	Total Hours	16		Total Hours	18
Spring Semeste	er	Credit Hrs	Spring Ser	nester	Credit Hrs
MATHEMATIC NUTRITION	CS, SCIENCE, HEALTH,	3/4/5	MATHEM NUTRITIC	ATICS, SCIENCE, HEALTH, DN	3/4/5
IT 151	Windows Operating Systems	3	IT 217	LAN Administration	4
IT 195	Computer Security I	4	IT ELECT	IVE	3
IT ELECTIVE	IT ELECTIVE		IT ELECT	IVE	3
IT ELECTIVE	IT ELECTIVE			Total Hours	13/14/15
	Total Hours	16/17/18			

COMMUNICATION SKILLS (Minimum of six semester hours): ENG 121-3 Rhetoric and Composition, ENG 122-3 Rhetoric & Composition II, COM 144-3 Interpersonal Communications, COM 146-3 Business & Professional Communications

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, MATH 144-4 Heart of Mathematics, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210 -2 Introductory Networking, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 273-3 Programming II, IT 290-4 Selected Topics

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Maior Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

02/17

Southeastern Illinois College • 3575 College Road • Harrisburg, Illinois 62946 • 618-252-5400 • www.sic.edu

INFORMATION TECHNOLOGY



Certificate

Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.25 OGPA • Major Code: CINF

Fall Semester		Credit Hrs
IT 119	Basic Software Applications	3
IT 153	IT Essentials I	4
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
Total Hours		15

Spring Semester		Credit Hrs
IT 151 Operating Systems		3
IT 195	Computer Security I	4
IT 217 LAN Administration		4
IT ELECTIVE		3
	Total Hours	

Electives: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210 -2 Introductory Networking, it 133-3 Systems Analysis, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 196-4 Computer Security II, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 173-3 Programming I, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 290-4 Selected Topics

This certificate prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_information_technology.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 15-1151.00 15-1152.00

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

LAW ENFORCEMENT



Certificate

Minimum 30 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CLE

First Semester		Credit Hrs
ENG 121	ENG 121 Rhetoric & Composition I	
CRJ 115	Criminal Law I	3
CRJ 136	Introduction to Criminal Justice	3
CRJ 134 Introduction to Juvenile Justice		3
CRJ ELECTIVE		3
	Total Hours	15

Second Semester		Credit Hrs
IT 119	Basic Software Applications	3
CRJ 112	Introduction to Criminology	3
CRJ 114	Criminal Investigation	3
CRJ 213	Introduction to Corrections	3
CRJ ELECTIVE		3
Total Hours		15

CRJ ELECTIVES (choose two): CRJ 119-3 Intro to Private Security, CRJ 151-3 Drugs and Crime; CRJ 211-3 Criminal Law II; CRJ 212-3 Police Administration; CRJ 214-3 Probation and Parole; CRJ 215-3 Court Procedure, CRJ 216 Internship*, CRJ 218-3 Traffic Administration and Laws, CRJ 230-3 Policing in America, CRJ 250-3 Firearms Simulation Training, CRJ 290-3 Selected Topics in Criminal Justice.

*If selected, the Internship should be taken as the last elective. The Summer term is the recommended semester for the internship.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3021.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_law_enforcement.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Jailer, Dispatcher, Sheriff's Deputy, Security Guard. Major Employers:

Municipal Law Enforcement Agencies, Private Security Corporations, Factories, Refineries, Hospitals, Transportation Services, Office Buildings, Banks, Department Stores.

MASSAGE THERAPY



Certificate

Minimum 34 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CMT

Fall Semester		Credit Hrs
BIOL 161	Intro to Human Anatomy & Phys.	4
MT 110	Intro to Massage Therapy	3
MT 111	Massage Therapy Anatomy	3
HYG 113	First Aid & CPR	2
	Total Hours	12

Spring Semester		Credit Hrs
MT 112	Massage Therapy Ethics & Laws	2
MT 113	Ancillary Modalities	3
MT 114*	Massage Therapy Techniques	4
MT 212**	Massage Therapy Techniques II	4
	Total Hours	13

Summer Semester		Credit Hrs
MT 210	Advanced Massage Therapy	3
MT 211	Massage Therapy Business Practices	2
MT 213	Massage Therapy Techniques III	4
	Total Hours	9

* First 8 weeks

**Second 8 weeks

SPECIAL FACILITIES: The Massage Therapy Lab is well-equipped and maintained for quality training and instruction.

STUDENTS WILL GAIN KNOWLEDGE AND SKILLS, including theories and techniques, to provide physical, mental and emotional well-being for an individual's health through massage therapy.

GRADUATES OF THIS PROGRAM are prepared to take the national certification exam for Massage Therapists. The instructor for the program will provide the information about the date and location of this exam.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1071.00 31-9011.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_massage_therapy.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Massage Therapist Major Employers:

Chiropractic Offices, Rehabilitation Centers, Fitness Facilities, Sports Medicine Facilities, Health Clubs, Medical Clinics, Hospitals, Salons, Spas and Resorts.

NAIL TECHNOLOGY



Certificate

Minimum 16 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CNT

ONE SEMESTER			Credit Hrs
COSN 111	Nail Tech Theory		4
COSN 112	Nail Tech Clinic		4
COSN 113	Nail Tech Theory II		4
COSN 114	Nail Tech Clinic II		4
		Total Hours	16

Students must obtain a "C" or better in these courses in order to graduate and sit for the Illinois State Board Examination.

Students are accepted into the Nail Technology program at the beginning of each full semester.

Instruction is in a well-equipped lab on Campus and is licensed by the Illinois Department of Professional Regulation. A minimum of 350 clock hours are required by the State of Illinois for the completion of the program. Attendance is mandatory.

Students purchase a textbook bundle and a nail kit available at the SIC Bookstore.

Students will learn all phases of nail technology. Coursework is presented by lecture, demonstration, and classroom discussion. Students will take part in an open clinic. This curriculum is designed to provide the student with knowledge and skills necessary to pass the licensing exam for the Illinois Department of Financial and Professional Regulation.

To be eligible to sit for the Illinois state examination for Nail Technician, each applicant must meet the following requirements: 1) be at least 16 years of age; 2) is beyond the age of compulsory school attendance or has a certificate of graduation from a school providing secondary education or the recognized equivalent of that certificate; and 3) is a graduate of a cosmetology or nail technology school approved by the Division to teach nail technology in accordance with IDFPR guidelines, which includes a program of 350 hours in the study of nail technology extending over a period of not less than 8 weeks nor more than 2 consecutive years.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 39-5092.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge nail technology.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Nail Technician, Nail Salon Manager, product educator, product sales rep, spa consultant and Nail Salon Owner.

Major Employers:

Nail Salons, hair salons, spas, product manufacturers and distributors, and schools.

OIL & NATURAL GAS TECH SHORT CERT



Certificate

Minimum 17.5 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CSONT

One Semester	r	Credit Hrs
ONGT 110	Introduction to Petroleum Industry	1
ONGT 111	Oil & Gas Production I	3
DSL 131	Engine Electronics	3
DSL 158	Hydraulics I	3
ONGT 112	Artificial Lift Systems	3
ONGT 113	Oil & Gas Production II	3
CPR 112	Heartsaver First Aid w/CPR	.5
SAFE 133	SAFELANDUSA [™] Training	1
	Total Hours	17.5

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_oil_and_natural_gas_tech_short_certificate.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 47-5071.00 47-5013.00 47-5012.00 47-5011.00

Career Opportunities: Roustabouts, Service Unit Operators, Drilling Operators Major Employers: Oil and Gas Companies, Drilling Companies

OIL AND NATURAL GAS TECHNICIAN



Certificate

Minimum 28 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CONT

Fall Semester	r	Credit Hrs
ONGT 110	Introduction to Petroleum Industry	1
ONGT 111	Oil & Gas Production I	3
DSL 131	Engine Electronics	3
DSL 158	Hydraulics I	3
MATH 151	Occupational Math	4
SAFE 133	SAFELANDUSA TM Training	1
	Total Hours	15

Spring Seme	ster	Credit Hrs
ONGT 112	Artificial Lift Systems	3
ONGT 113	Oil & Gas Production II	3
WELD 111	Basic Welding	3
IT 119	Basic Software Applications	3
DSL 151	Heavy Equipment Operation & Safety	1
	Total Hours	13

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_oil_and_natural_gas_technician.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 47-5071.00 47-5013.00 47-5012.00 47-5011.00

Career Opportunities: Roustabouts, Service Unit Operators, Drilling Operators Major Employers: Oil and Gas Companies, Drilling Companies

OUTDOOR REC MANAGEMENT



A.A.S. Degree

Minimum 65 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DORMA

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115*	Keyboarding	1
IT 119	Basic Software Applications	3
BUS 191	Financial Accounting	3
OUTR 111	Recreation Foundations	3
Total Hours		16

Spring Semester		Credit Hrs
ECON 121	Macroeconomics	2
or ECON 122	Microeconomics	3
MATH 151	Occupational Math	
or MATH 128	College Algebra	4
or MATH 144	Heart of Mathematics	
PSYC 131	Human Relations	3
or PSYC 121	Intro Psychology	5
OUTR 112	Outdoor Program Planning	3
BUS ELECTIVE (see list below)		3
	Total Hours	16

SECOND YEAR

Fall Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
BUS 134	Personal Finance	3
BUS 276	Marketing	3
or BUS 278	Sales	3
BUS 297	Business Law I	3
OUTR 131	Leadership in Recreation	3
OUTR/GMGT ELECTIVE (see below)		1 - 3
	Total Hours	16/17/18

Spring Semester		Credit Hrs
SCIENCE OR HEALTH (see below)		3/4
OUTR 152	Environmental Ethics	2
OUTR 115	Outdoor Recreation Practicum	1
BUS 256	Business-Career Development	2
BUS 271	Business Org. & Mgt.	3
BUS 235	Human Resource Mgt.	3
BUS 298	Legal and Social Environment of Business	3
Total Hours		17/18

*BUS 115 (Keyboarding) may be waived or proficiencied if the student has prior keyboarding skills.

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

BUS ELECTIVE: BUS 132-3 Word Processing, BUS 133-3 Business Communications, BUS 192-3 Managerial Accounting, BUS 193-3 Computerized Accounting, BUS 234-3 Office Systems Management, BUS 236-3 Spreadsheet Applications, BUS 258-3 Electronic Communications, BUS 259-3 Small Business Management, BUS 290-3 Selected Topics in Business and BUS 273-3 Business Internship may be used as electives with prior approval

OUTR ELECTIVES: OUTR 151-3 Ecotourism, OUTR 153-2 Intro to Southern Illinois Tourism, OUTR154-2 Southern Illinois Natural Resource Survey, OUTR 211-1 Physical and Mental Side of Archery, OUTR 212-1 Basic Compound Bow Mechanics, OUTR 213-1 Advanced Compound Bow Mechanics, OUTR 214-1 USCA Rules and Procedures, OUTR 215-1 USAA Rules and Procedures and OUTR 290 (1-3) Selected Topics in Outdoor Recreation.

GMGT ELECTIVES: GMGT 112-1 Introduction Shotgun & Clays Shooting, GMGT 171-1 Basic Shotgun Shooting, GMGT 172-1 Intermediate Shotgun Shooting, GMGT 173-1 Advanced Shotgun Shooting, GMGT 212-1 Advanced Shotgun & Clays Shooting, GMGT 218-2 Shooting Complex Extended Field Trip, GMGT 230-2 Shooting Preserve Extended Field Trip, GMGT 234-2 Shooting Preserve Field Studies, GMGT 290-3 Selected Topics in Game Management

THE OUTDOOR RECREATION PROGRAM is designed to provide students with the knowledge and skills necessary to lead, plan and administer outdoor recreation programs in a variety of potential environments. FIELD EXPERIENCE: Some classes may require field activities and/or specialized equipment. When possible, SIC will make all necessary accommodations for students, however, to participate, the student may be required to furnish certain equipment.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

Career Opportunities:

Outdoor Guide, Recreation Technician, Adventure Service Technician, Wildlife Manager, Wildlife Technician, Park Manager, Parks Technician, Non-game Wildlife Personnel, Natural Resource Conservation Personnel, Environmental Technician, Wilderness Director, Naturalist, Natural Resource Conservation Personnel, Camp Program Director, Outdoor Program Specialist, Education Program Coordinator,

Major Employers:

Federal Government (Forestry, Fish and Wildlife, Recreation, Natural Resource Conservation Service), State Conservation Departments (IDNR), Outdoor and Adventure Camps, Guide Services, Outdoor Recreation Businesses, Equestrian Camps, Hunting Clubs, Local and County Parks and Recreation Organizations, Private and Public Educational Groups, Recreational Clubs, Non-Governmental Organizations (Ducks Unlimited, Nat. Wild Turkey Fed., International Mtn Biking Assoc.)

OUTDOOR RECREATION CERTIFICATE



Certificate

Minimum 30 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: COR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BIOL 141	Environmental Science	4
OUTR 111	OUTR 111 Recreation Foundations	
COM 146	COM 146 Business and Professional Com	
OUTR/GMGT/PE ELECTIVE**		2
Total Hours		15

Spring Semester	Credit Hrs	
IT 119	Basic Software Applications	3
OUTR 112	Outdoor Program Planning	3
OUTR 115	OUTR 115 Outdoor Recreation Practicum	
SCIENCE OR HEALTH		3/4
OUTR/GMGT/PE ELECTIVE**		2
OUTR/GMGT/PE ELECTIVE**		3
Total Hours		15/16

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Introductor to Botany, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

OUTR ELECTIVES: OUTR 131-3 Leadership in Outdoor Recreation, OUTR 151-3 Ecotourism, OUTR 152-2 Environmental Ethics, OUTR 153-2 Intro to Southern Illinois Tourism, OUTR154-2 Southern Illinois Natural Resource Survey, OUTR 155-2 Environmental Interpretation, OUTR 190-5 Outdoor Recreation Internship, OUTR 199-1 Program Learning Assessment, OUTR 211-1 Physical and Mental Side of Archery, OUTR 212-1 Basic Compound Bow Mechanics, OUTR 213-1 Advanced Compound Bow Mechanics, OUTR 214-1 USCA Rules and Procedures, OUTR 215-1 USAA Rules and Procedures and OUTR 290 (1-3) Selected Topics in Outdoor Recreation.

GMGT ELECTIVES: GMGT 112-1 Introduction Shotgun & Clays Shooting, GMGT 171-1 Basic Shotgun Shooting, GMGT 172-1 Intermediate Shotgun Shooting, GMGT 173-1 Advanced Shotgun Shooting, GMGT 212-1 Advanced Shotgun & Clays Shooting, GMGT 218-2 Shooting Complex Extended Field Trip, GMGT 230-2 Shooting Preserve Extended Field Trip, GMGT 234-2 Shooting Preserve Field Studies, GMGT 290-3 Selected Topics in Game Management

PE ELECTIVES: PE 168-1 Basic Archery, PE 170-1 Intermediate Archery, PE 171-1 Advanced Archery, PE 172-2 Mind and Matter in Competition, PE 173-1 Pro-Am Competition Archery

THE OUTDOOR RECREATION PROGRAM is designed to provide students with the knowledge and skills necessary to lead, plan and administer outdoor recreation programs in a variety of potential environments. Students will be instructed in the fundamental disciplines of outdoor recreation and will be given a wide array of practical learning and work opportunities to develop experience in their specific field of interest. Opportunities will be provided to gain a greater understanding of outdoor recreation employment venues including governmental agencies, non-governmental organizations and outdoor based businesses.

FIELD EXPERIENCE: Several classes may require field activities and/or specialized equipment. When possible, SIC will make all necessary accommodations for students, however, to participate, the student may be required to furnish certain equipment.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge outdoor recreation certificate.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 19-1031.00

Career Opportunities:

Outdoor Guide, Recreation Technician, Adventure Service Technician, Wildlife Technician, Parks Technician, Non-game Wildlife Personnel, Natural Resource Conservation Personnel, Environmental Technician, Naturalist, Natural Resource Conservation Personnel, Outdoor Program Specialist, Education Program Coordinator,

Major Employers:

Federal Government (Forestry, Fish and Wildlife, Recreation, Natural Resource Conservation Service), State Conservation Departments (IDNR), Outdoor and Adventure Camps, Guide Services, Outdoor Recreation Businesses, Equestrian Camps, Hunting Clubs, Local and County Parks and Recreation Organizations, Private and Public Educational Groups, Recreational Clubs, Non-Governmental Organizations (Ducks Unlimited, Nat. Wild Turkey Fed., International Mtn Biking Assoc.)

PERSONAL TRAINER/ FITNESS INSTRUCTOR



Certificate

Minimum 25 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CPTF

Fall Semester	r	Credit Hrs
HYG 113	First Aid & CPR	2
PE 183	Aerobic Exercise	1
FCS 124	Introduction to Nutrition	3
PTR 115	ACE Trainer Prep	4
COM 146	Business and Professional Communication	3
Total Hours		13

Spring Semester		Credit Hrs
BUS 259	Small Business Management	3
BIOL 161	BIOL 161 Intro to Anatomy & Physiology	
HYG 121 Science of Personal Health		3
PE 126 Physical Fitness Through Conditioning		1
PTR 117* Internship for Personal Trainers		1/2
Total Hours		12/13

*To complete the requirements for the Personal Trainer/Fitness Instructor Certificate, students need to complete 75 internship clock hours per credit hour for the PTR 117 course. Students have the option to register for one credit hour or two credit hours.

The Personal Trainer Certificate will prepare students to pursue a career in the fitness industry. Students will complete the program will be able to not only model and instruct clients on proper training techniques they will also be able to design specific exercise programs that are both safe and effective. In addition, successful completers will be able to provide basic dietary advice. Certificate program candidates will complete a Capstone Certification provided by industry leader the American Council on Exercise.

NOTE: Graduates would be prepared to enter the Fitness Industry as Personal Trainers and/or Fitness Instructors.

Personal Trainer Exam registration info:

- Must be at least 18 years old.
- Must hold a current, government-issued photo I.D.
- Must hold a CPR/AED certification at time of registration that will still be valid on exam date.
- (SIC's CPR 116-Heartsaver CPR w/AED will fulfill this requirement)
- Must register at least 10 days prior to exam.
- May register online at https://www.acefitness.org/certificationexams/exam-locations.aspx?ExamType=CBT

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge personal trainer fitness instructor.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9031.00

Career Opportunities:

Personal Trainer, Fitness Instructor

Major Employers: Fitness Centers, Gyms, City Sponsored Recreation Facilities, Educational Facilities

PERSONAL TRAINER SHORT CERTIFICATE



Certificate

Minimum 4 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CSPTF

			Credit Hrs
PTR 115	ACE Trainer Prep		4
		Total Hours	4

*As part of Southeastern Illinois College's Educational Partnership with the American Council on Exercise (A.C.E.) Students can take the A.C.E. certification exam upon completion of this course.

The Personal Trainer Certificate will prepare students to pursue a career in the fitness industry. Students will complete the program will be able to not only model and instruct clients on proper training techniques they will also be able to design specific exercise programs that are both safe and effective. In addition, successful completers will be able to provide basic dietary advice. Certificate program candidates will complete a Capstone Certification provided by industry leader the American Council on Exercise.

Personal Trainer Exam registration info:

- Must be at least 18 years old.
- Must hold a current, government-issued photo I.D.
- Must hold a CPR/AED certification at time of registration that will still be valid on exam date. (SIC's CPR 116-Heartsaver CPR w/AED will fulfill this requirement)
- Must register at least 10 days prior to exam.
- May register online at https://www.acefitness.org/certificationexams/exam-locations.aspx?ExamType=CBT

Note: This is not a PELL Grant eligible certificate.

Career Opportunities: Personal Trainer, Fitness Instructor Major Employers: Fitness Centers, Gyms, City Sponsored Recreation Facilities, Educational Facilities

PHARMACY TECHNICIAN



Certificate

7 Semester hours

Career & Technical Education • Certificate • One Semester • Major Code: CPT

One Semester		Credit Hrs
HLTH 150 Pharmacy Technician Preparation		7
	Total Hours	7

NOTE: This course is not payable by the PELL Grant (State and Federal Aid Funds) unless it is a course required for a degree. It is suggested that students in need of financial assistance for this class contact the WIA liaison located on campus in the Student Success Center in A145.

AN APPLICATION FOR GRADUATION must be completed in Enrollment Services (E103) to receive this diploma from Southeastern Illinois College and to have this certificate posted on your transcript. Also, a high school diploma or GED must be on file in the Records Office.

CERTIFICATION EXAM: Upon a successful completion of this course, the student will be eligible to apply for the ExCPT or PTCB exam. To be eligible to take the ExCPT or PTCB exam, a candidate must (1) be at least 18 years of age, (2) have a high school diploma or GED and (3) have never been convicted of a felony or had a health license/registration disciplined. Candidates are encouraged to read the Candidates Guide posted at (<u>http://www.nhanow.com/pharmacy-technician/excpt-candidates-guide.aspx</u>) for full information.

Career Opportunities: Pharmacy Technician **Major Employers:** Pharmacy, Hospitals,

PUBLIC SAFETY MANAGEMENT



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DFS

SEE THE BASIC FIREFIGHTING CERTIFICATE elsewhere in this Catalog. Students must complete FIRE 115, FIRE 116, and FIRE 117 or equivalents to take higher level FIRE SCIENCE Courses.

FIRST YEAR

SECOND YEAR

Fall Semester		Credit Hrs	Fall Semester	Fall Semester	
FIRE 115	Orientation to Fire Fighting	4	FIRE 117	Loss Control	4
BIOL 121	Introductory Biology	4	COM 121*	Principles of Speaking	3
HYG 113	First Aid & CPR	2	or COM 146	Business/Professional Comm.	3
ENG 121	Rhetoric & Composition I	3	ELECTIVE		3
MATH 151	Occupational Math		FINE ART		3
or MATH 144*	Heart of Mathematics	4	PSYC 131	Human Relations	3
or MATH 128	College Algebra		or PSYC 121*	Intro Psychology	5
Total Hours		17		Total Hours	16
Spring Semester		Credit Hrs	Spring Semeste	r	Credit Hrs
FIRE 116	Fire Suppression Techniques	4	FIRE 135	Hazardous Materials Ops	3
HIST 241	American History I	3	FIRE 159	Fire Service Vehicle Ops	4
ENG 122	Rhetoric & Composition II	3	FIRE 170	Technical Rescue Awareness	1
CHEM 123	Basic Inorg/Org Chemistry	4	BIOL 161	Intro to Anatomy & Physiology	4
Total Hours		14	HUMANITIES	ELECTIVE	3
L		۰۲		Total Hours	15

ELECTIVES: FIRE 133-3 Fire Instructor II, FIRE 134-3 Strategy & Tactics II, FIRE 137-3 Certified FF III – Module A, FIRE 138-3 Certified FF III – Module B, FIRE 139-3 Certified FF III - Module C, FIRE 290 Selected Topics in Fire Science, FIRE 291-1 Fire Brigade, FIRE 191-5 Fire Brigade Level I, FIRE 192-.5 Fire Brigade Level II, FIRE 193-.5 Fire Brigade Level III, FIRE 194-.5 Fire Brigade Level IV, FIRE 195-.5 Fire Brigade Level V, FIRE 196-.5 Fire Brigade Level VI, FIRE 197-5 Beginning Mine Rescue, FIRE 198-5 Intermediate Mine Rescue, and FIRE 199-5 Advanced Mine Rescue.

SPECIAL FACILITIES: A Regional Training Center including a burn tunnel is located on campus (just southeast of the water tower) and provides training and firefighting experience for students and regional firefighters.

Through the unique Capstone Program at Southern Illinois University, the A.A.S. Degree in Public Safety Management can be applied toward a fouryear B.S. Degree in Public Safety Management. Contact the College of Applied Sciences and Art's (618 453-3734 for more information). Students can apply to SIU-C before or after they receive the A.A.S. Degree. Through this unique program, credit is given for work experience. Students need additional general education courses to total 30 hours. See a counselor for professional advisement. Students must submit an Application for Admission to SIU-C as well as an Application to the Capstone Program. Students must have a 2.25 GPA.

*Students interested in pursuing the Bachelor of Science Degree should choose the following options: COM 121, MATH 144, and PSYC 121.

Occupational information about this program is available at O*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program. O*NET - SOC Code: 33-2011.00, 33-2011.01, 33-2011.02, 33-2021.00, 33-2021.01, 33-2021.02, 33-2022.00

Career Opportunities: Professional Firefighter, Public Safety Manager **Major Employers:** Urban or Rural Fire Departments

PRACTICAL NURSING



Special Admission Program – (See admission requirements below)

Minimum 46 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CPN

STUDENTS WHO COMPLETE THIS PROGRAM SUCCESSFULLY ARE ELIGIBLE TO TAKE THE STATE BOARD EXAM TO BECOME A PRACTICAL NURSE (PN).

Entrance Requirements

Obtain and read the "Practical Nursing Admission Packet" available in the Nursing Office T-236. Attend an Advisement Meeting and submit Nursing Application packet. Take the Test of Essential Academic Skills (TEAS). Date ______ Score _____ Score _____

APPLICATION AND TEAS TEST DEADLINE is the end of March of each year for classes beginning the Fall Semester.

The full-time PN program meets Monday through Friday for 11 months.

A PART-TIME PRACTICAL NURSING PROGRAM is scheduled every odd year. SEE A SCHEDULE OF CLASSES FOR TIMES FOR THE PART-TIME NURSING CLASSES.

SUCCESSFUL COMPLETION of ALL pre-requisite courses is required prior to official acceptance into the PN program. Official Acceptance Letters are sent after July 31th.

NOTE: All coursework must be completed with a grade of "C" or better to graduate with this Practical Nursing Certificate.

Pre-Requisite Courses

Required		Credit Hrs
ENG 121	Rhetoric & Composition I	3
PSYC 121	Intro Psychology	3
BIOL 161*	Intro to Anatomy & Physiology	4
NUR 153	Medication Calculations	4
NUR 195	Medical Terminology	3
Total Hours		17

American Heart Association Healthcare Provider CPR is required prior to clinical attendance. Certification must be valid through the end of the program.

Required Nursing Courses

Required		Credit Hrs
NUR 151	Nutrition Throughout the Lifespan	2
NUR 170	Practical Nursing Basic Procedures	3
NUR 171	Practical Nursing Principles & Procedures I	3
NUR 172	Practical Nursing Principles & Procedures II	4
NUR 173	Practical Nursing Principles & Procedures III	2
NUR 176	Community and Mental Health	2
NUR 177	Pediatric Nursing	2
NUR 178	Nursing Mother & Newborn	3
NUR 190	Nursing the Adult I	4
NUR 198	Nursing the Adult II	4
NUR 199	Nursing the Adult III	4
NUR 211	Nursing the Adult IV	3
	Total Hours	36

*BIOL 261-4 Anatomy and Physiology I and BIOL 262-4 Anatomy and Physiology II are required for the Associate Degree Nursing (ADN/RN) Degree. Students who plan to continue into that program may take BIOL 261 and BIOL 262 so they will have met that requirement and they will also substitute for BIOL 161-4. Both courses (BIOL 261 & 262) must be completed if they are to substitute for BIOL 161(Prerequisite for BIOL 261: A grade of "C" or better in high school chemistry or CHEM 123 or equivalent.)

PLEASE see current Admission Criteria and Application Procedure packet for specific steps to follow for admission to the SIC PN program.

NOTE: Preference will be given to residents of Southeastern Illinois College, District #533. See the Practical Nursing Program Admission Policy and Procedure Statement in the College Catalog.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Coce: 29-2061.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge practical nursing.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Licensed Practical Nurse Major Employers: Hospitals; Skilled Care Homes; Home Health Agencies, Hospice; Clinics; Doctors' Offices; Federal and State Government Institutions. 08/16

TECHNICAL RESOURCE MANAGEMENT



A.A.S. Degree SIU-C Capstone (Coursework & Work Experience Customized Degree)

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCAT

General Education Requirements

At Least 16 Hours	Credit Hrs	
ENG 121	Rhetoric & Composition I	3
ENG 122	Rhetoric & Composition II	3
PSYC 131	PSYC 131 Human Relations	
or PSYC 121*	Intro Psychology	5
MATH 151 or MA	4	
HEALTH, NUTRITION, or SCIENCE*		3/4
Total Hours		16/17

Approved Core Courses

At Least 26 Hours		Credit Hrs
	Total Hours	

Work Experience

No More Than 21 Hours		Credit Hrs
	T-4-1 II	
	Total Hours	

General Education Courses	
Approved Core Courses	
Work Experience	
At Least 62 Hours Total	

NOTE: PSYC 121, a PHYSICAL SCIENCE (PHYS OR CHEM) and MATH 144 or higher is recommended for those interested in pursuing a Bachelor's Degree through the Capstone Program at Southern Illinois University-Carbondale.

A unique aspect of this program is the awarding of credit for non-collegiate prior industry training, learning and work experience. The student may request evaluation of military or industry-based training workshops, seminars and certificates to meet some of the requirements of his/her individual program goals. A faculty member and/or department chairperson related to the student's area will meet with the student to determine if and how specific training or work experience meets identified outcomes of the student's goals, document that determination, and make recommendations for the amount of credit to be applied to this degree. A maximum of 21 semester hours of credit may be earned through this method under the Occupational Work Experience Assessment Process. See a college counselor for the sheet titled "Occupational Work Experience Assessment".

NOTE: Students may also use the established processes for CLEP (College Level Examination Program) or proficiency testing to obtain credit toward this degree. See the current college catalog for information regarding these processes and policies.

Contact the Career and Technical Education Office at (618) 252-5400 ext. 2300 or 2301 for more information and to schedule an appointment.

Career Opportunities: Advancement in Current Career Position, Supervisor, Trainer, Manager Major Employers:

Manufacturing Firms; Wholesale and Retail Trade Firms; Banks, Financial Services, and Insurance Firms; Mining Companies; Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.

TRUCK DRIVING

Certificate

Minimum 11 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CTD1

One Semester		Credit Hrs
TRUK 150	Truck Driving	11

THIS IS CURRENTLY AN EIGHT-WEEK COURSE designed to provide the student with the knowledge and skills and driving experience necessary to safely and successfully operate an 18-wheel tractor with a trailer. Graduates of this Truck Driving Certificate are familiar with the processes and procedures necessary to own and operate their own truck or to be an employee of a trucking company.

DEPARTMENT OF TRANSPORTATION (DOT) PHYSICAL EXAM AND DRUG SCREENING are required. The DOT Physical Examination and Dug Screening **must be done prior to the second week of instruction**. A Class "A" CDL Learner's Permit and driver's motor vehicle report (DMVR) must be obtained by the student no later than the second week of instruction. **All students** enrolled in the TRUK 150 are subject to random drug and alcohol screenings.

THE INSTRUCTOR will provide information as to when and where the written and driving tests will be given for the CDL (Commercial Drivers License).

THIS CERTIFICATE DOES NOT require a high school diploma or GED. However, Students must be at least 18 years old to enroll in the Truck Driving program, and must also be 18 years old to take the Commercial Drivers License (CDL) Exam. Students must be 21 years old to drive a truck interstate (from state to state).

NOTE: This certificate program is NOT payable by the PELL Grant (State and Federal Aid funds). It is suggested that students in need of financial assistance for this class contact their local MAN-TRA-CON or Workforce Investment Act (WIA) office or the WIA liaison on campus located in the Student Success Center, (A-Bldg, 1st floor). Unless funding is guaranteed by a funding source (like WIA), payment is required at the time of registration. A payment plan is available. Contact SIC's Cashier at (618) 252-5400 ext. 2501.

Career Opportunities: Tractor-Trailer Truck Driver **Major Employers:** Farms, Coal Mines, Trucking Companies, and Industries that Need Drivers With a CDL.

TRUCK/HEAVY EQUIPMENT DRIVER



Certificate

Minimum 13.5 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CTDHE

While the curriculum guide shows the course offerings planned over a one-semester period, students may choose to schedule them over a longer period of time, based on individual preference or need.

		Credit Hrs
TRUK 150	Truck Driving	11
TRUK 131	Forklift Operation & Safety	.5
CPR 112	Heartsaver 1st Aid w/ CPR	.5
IT 136	Business Computer Applications	1
SAFE 133	SAFELANDUSA [™] Training	.5
	Total Hours	13.5

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 53-3032.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your_right_to_know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Note: This is not a PELL Grant eligible certificate. However, some courses are included in other eligible certificates and degrees.

Career Opportunities:

Tractor-Trailer Driver, Long-Haul Truck Driver, Heavy Equipment Operator, Forklift Operator

Major Employers:

National and Local Trucking and Transport Companies, Agriculture, Coal Mines, Oil and Gas Industry

VETERINARY ASSISTANT



Certificate

Minimum 16 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CVET

		Credit Hrs
VET 110	Small Animal Nursing	3
VET 118	Vet Practice Management	2
VET 133	Animal Surgical Tech I	3
VET 231	Vet Tech Internship	3
VET 114	Animal Grooming	3
BUS 115	Keyboarding	1
BUS 116	Customer Service Skills	1
	Total Hours	16

Career Opportunities: Veterinary Assistant Major Employers: Veterinarians, Animal Clinics, Animal Hospitals

WELDING TECHNOLOGY



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DWT



American Welding Society

Educational Institution Member

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
MATH 151	Occupational Math	4
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131*	Arc Welding I	3
WELD 132*	Gas Welding & Cutting	3
	Total Hours	17

Spring Semester		Credit Hrs
ENG 122 or COM 146	Rhetoric & Composition II Business & Professional	3
01 COW 140	Communication	5
WELD 133*	Low Hydrogen I	3
WELD 134*	Low Hydrogen II	3
WELD 135*	Advanced Gas Welding	3
WELD 139*	TIG Welding	3
	Total Hours	15

Fall Semester		Credit Hrs
HYG 121	Science of Personal Health	3
WELD 137*	Pipe Welding	3
WELD 151*	MIG Welding	3
ELECTIVE**		3
ELECTIVE**		3
	Total Hours	15

SECOND YEAR

Spring Semester		Credit Hrs
PSYC 131 or PSYC 121	Human Relations Intro Psychology	3
WELD 138	Industrial Welding	6
WELD 192	Extended Welding Certificate	3
GENERAL ELECTIVE		3
Total Hours		15

*These courses are taught in eight week units.

**SUGGESTED ELECTIVES (choose two): DRA 130-3 Intro to Auto CAD, DSL 130-3 Basic Mechanical Skills, DSL 157-3 Basic Internal Combustion Engines, DSL 158-3 Hydraulics I, WELD 111-3 Basic Welding, GRAP 121-3 Engineering Graphics I.

SUGGESTED GENERAL ELECTIVES (choose one): PHYS 121-4 Physics, BUS 111-3 Intro to Business, BUS 191-3 Financial Accounting, BUS 297-3 Business Law I. If no prior computer experience, IT 119-3 Basic Software Applications is recommended.

SPECIAL FACILITIES: The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

SPECIAL REQUIREMENTS: Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

THIS WELDING TECHNOLOGY PROGRAM is recognized by the American Welders Society. Southeastern Illinois College is an education institutional member of the American Welders Society. Students who complete this coursework are eligible to take the industry standard certification exams for AWS certification.

Also, students may credit the A.A.S. Degree in Welding Technology toward the Bachelor of Science Degree in Workforce Education & Development through the unique Capstone Program at Southern Illinois University at Carbondale, Illinois. See the Workforce Education & Development Curriculum Guide for courses students can take at Southeastern in addition to the A.A.S. Degree for SIUC. See a Counselor for professional guidance.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 51-4121.00, 51-4121.07, 51-4122.00

Career Opportunities:

Welding Technician, Welding Specialist, Welding Supervisor, Welding Instructor, Inspector.

Major Employers:

Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Machine Shops, Mining Companies, Colleges & Universities, Vocational & Technical Schools, Training Institutes.

WELDING TECHNOLOGY



Certificate

25 Semester Hours

Career & Technical Education • 1-Year Certificate • Minimum 2.0 OGPA • Major Code: CWT



American Welding Society

Educational Institution Member

Fall Semester		Credit Hrs
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131	Arc Welding I	3
WELD 132	Gas Welding & Cutting	3
WELD 133	Low Hydrogen I	3
	Total Hours	13

Spring Semester		Credit Hrs
WELD 134	Low Hydrogen II	3
WELD 137	Pipe Welding	3
WELD 139	TIG Welding	3
WELD 151	MIG Welding	3
	Total Hours	12

These courses are all taught in eight- week units.

SPECIAL FACILITIES: The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

SPECIAL REQUIREMENTS: Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 51-4121.00 51-4121.06 51-4121.07 51-4122.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_welding_technology.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Welder **Major Employers:** Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Mining Companies, Machine Shops.

WELDING TECHNOLOGY – LEVEL 2



Certificate

34 Semester hours

Career & Technical Education • 1-Year Certificate • Minimum 2.0 OGPA • Major Code: CWT2

Fall Semester		Credit Hrs
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131	Arc Welding I	3
WELD 132	Gas Welding & Cutting	3
WELD 133	Low Hydrogen I	3
	Total Hours	13

Spring Semester		Credit Hrs
WELD 134	Low Hydrogen II	3
WELD 137	Pipe Welding	3
WELD 139	TIG Welding	3
WELD 151	MIG Welding	3
	Total Hours	12

Spring Semester		Credit Hrs
WELD 138	Industrial Welding	6
WELD 192**	Extended Welding Certification	3
Total Hours		9

These courses are all taught in eight- week units except WELD 138. **This course includes preparation for the **AWS Certification Exams.**

SPECIAL FACILITIES: The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

SPECIAL REQUIREMENTS: Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

O*NET – SOC Coc 51-4121.00 51-4121.06 51-4121.07 51-4122.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge welding technology level2.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Welding Technician

Major Employers:

Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Mining Companies, Machine Shops

WORD PROCESSING



Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CWP

First Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Introduction to Business	3
BUS 115	Keyboarding	1
BUS 171	Records Management	2
BUS 236	Spreadsheet Applications	3
IT 119	Basic Software Applications	3
Total Hours		15

Second Semester		Credit Hrs
BUS 132	Word Processing	3
BUS 133	Business Communications	3
BUS 256	Business Career Development	2
IT 135	Advanced Software Applications	3
BUS 271	Bus. Organization & Management	3
	Total Hours	14

SPECIAL FACILITIES: The Business Lab is located in the Learning Center, A-Building 2nd floor. The well-equipped lab is updated and maintained for quality instruction and training.

NOTE: Because of the constant change in technology, this curriculum is updated frequently. Students who do not complete the required curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study to keep up with these technological changes.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 43-3061.00 43-5011.00 43-5011.01 43-9022.00 43-9041.00 43-9041.01 43-9041.02 43-9061.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_word_processing.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Typist, Clerk Typist, Word Processor, Data Entry Operator

Major Employers: Manufacturing Companies, Retail Businesses, Education Offices, Government Agencies, Health Facilities, and Real Estate & Legal Offices

COURSE DESCRIPTIONS



ADN 270 MED-SURG NURSING I

Emphasis will be placed upon the program framework of Life Span Development, Basic Human Needs as defined by Maslo , and the Wellness-Illness Continuum. Physical assessment, assessment techniques, and utilization of the Nursing Process will assist the student to assess "need" interferences and plan nursing interventions for client care. Critical thinking and selected RN clinical skills will be taught. (4 credit, 3 lecture, 3 lab)

ADN 271 MED-SURG NURSING II

Emphasis will be placed upon the program framework of Life Span Development, Basic Human Needs as defined by Maslo , and the Wellness-Illness Continuum. Physical assessment, assessment techniques, and utilization of the Nursing Process will assist the student to assess "need" interferences and plan nursing interventions for client care. Critical thinking and selected RN clinical skills will be taught. (4 credit, 3 lecture, 3 lab)

ADN 273 OBSTETRICAL NURSING

The focus population for this nursing course will be maternity clients, children and the family unit. The Five Step Nursing Process will be applied for care for clients at various stages along the life span and with various basic need interferences. Factors that influence a maternity client's or child's position along the Wellness-Illness Continuum will be explored. Concepts of critical thinking, client teaching, health promotion, and caring will be covered in relation to the maternity client and children. Prerequisite: Per ADN Handbook. (2.5 credit, 2 lecture, 1.5 lab)

ADN 274 PEDIATRIC NURSING

The focus population for this nursing course will be children and the family unit. The Five Step Nursing Process will be applied to care for clients at various stages along the life span and with various basic need interferences. Factors that influence a maternity client's or child's position along the wellness-illness continuum will be explored. Concepts of critical thinking, client teaching, health promotion, and caring will be covered in relation to the Maternity client and children. Prerequisite: Per ADN Handbook (2.5 credit, 2 lecture, 1.5 lab)

ADN 275 PSYCHIATRIC NURSING

The focus of this course is the mental health-mental illness continuum. Major topics include: use of the nursing process to assess the psychological needs of the client; establishing interpersonal relationships through therapeutic communication; use of nursing skills to do client teaching; and application of Psychiatric Nursing principles. Other topics integrated throughout the course will be: critical thinking; basic needs; life span development; cultural aspects of care; and roles of the registered nurse and caring. Learning opportunties include both theory content and selected lab/clincial experiences. Prerequisite: Per ADN Handbook. (3 credit, 2.5 lecture, 1.5 lab)

ADN 276 MED-SURG NURSING III

This course addresses the nursing care of individuals throughout the life cycle with problems related to the cardiac, vascular, respiratory, hematological, neurological, orthopedic and dermatologic systems. The student is given the opportunity to identify basic needs and utilize the nursing process, nursing skills and theoretical knowledge in health settings. Accountability and high standards of nursing practice as set forth by the Illinois Nursing and Advanced Practice Nursing Act are required of all students. Learning opportunities include lecture and clinical experiences. Prerequisite: Per ADN Handbook. (5 credit, 4 lecture, 3 lab)

ADN 277 MED-SURG NURSING IV

This course addresses the nursing care of individuals throughout the life cycle with problems related to the neurological, orthopedic, and dermatological systems. The student is given the opportunity to identify basic needs and utilize the nursing process, nursing skills and theoretical knowledge in health settings. Accountability and high standards of nursing practice as set forth by the Illinois Nursing and Advanced Practice Nursing Act are required of all students. Learning opportunities include lecture and clinical experiences. Prerequisite: Per ADN Handbook (5 credit, 4 lecture, 3 lab)

ADN 278 COMMUNITY & LEADERSHIP NURSING

This course focuses upon the current issues and trends in the practice of nursing and delivery of health care in a variety of settings including community health nursing. Emphasis is upon the transition of a student nurse to a graduate student nurse. A variety of subjects are explored including leadership, delegation and legal, ethical and moral issues as related to nursing and health care. This course delves into the application of the Illinois Nursing and Advanced Practice Nursing Act. The student is given the opportunity to identify basic needs and utilize the nursing process, nursing skills and theoretical knowledge in acute and community health settings. Prerequisite: Per ADN Handbook. (4 credit, 3 lecture, 3 lab)

ADN 290

SELECTED TOPICS IN NURSING

An in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Prerequisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

ADN 291 SELECTED TOPICS IN NURSING I

An advanced study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

ADN 292 SELECTED TOPICS IN NURSING II

A continuation of in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

ADN 293

SELECTED TOPICS IN NURSING III

A continuation of advanced studies of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[AG] AGRICULTURE TRANSFER

AG 121 INTRODUCTORY ANIMAL SCIENCE

"The application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy physiology, and nutrition and growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. (IAI AG 902) (4 credit, 3 lecture, 2 lab)"

AG 221 INTRODUCTORY CROP SCIENCE

The basic principles of plant growth, including human and environmental influences and theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed and fiber; origin, classification, and geographical distribution of field crops environmental factors and agronomic problems; crop plant breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing and marketing practices. (IAI AG 903) (4 credit, 3 lecture, 2 lab)

AG 222 INTRODUCTION TO SOIL SCIENCE

An introduction to the chemical, physical and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use. (IAI AG 904) (4 credit, 3 lecture, 2 lab)

[ART] ART

ART 121 ART APPRECIATION

A survey of the visual arts (painting, drawing, printmaking, sculpture, and architecture) as they transmit cultural traditions and humanistic and aesthetic values. Examines historical, social, and technological factors that contribute to understanding the function and meaning of works of art. (IAI F2 900) (3 credit, 3 lecture, 0 lab)

ART 141 DRAWING

A foundation for all areas of art. Instruction includes basic drawing techniques, media use and concepts. The course is designed to provide a survey of the extent and nature of drawing and to broaden the student's appreciation and skills in drawing. (3 credit, 0 lecture, 6 lab)

ART 142 SCULPTURE

An introductory course that will examine concepts in threedimensional form. Major process areas of sculpture are explored through a variety of media. Both traditional and contemporary images in sculpture are examined through various methods of presenting sculptural ideas. (3 credit, 0 lecture, 6 lab)

ART 143 PAINTING

An introduction to the expressive potential of painting media with emphasis in oils or acrylics. Concentrated work will be in composition, color and basic painting craftsmanship. (3 credit, 0 lecture, 6 lab)

ART 144 PRINTMAKING

An introduction to printmaking techniques such as block, callagraphy, serigraphy, lithography, and monotype. Technical principles, composition, and design development will be emphasized. (3 credit, 0 lecture, 6 lab)

ART 161 BASIC ART DESIGN

"A comprehensive study of the visual elements and principles involved in organizing two-dimensional pictorial space. Studio work will enable the student to create solutions to visual design problems in several areas of the design field. A variety of materials will be used to facilitate this study. (3 credit, 0 lecture, 6 lab)"

ART 162 ADVANCED ART DESIGN

An examination of the visual elements and design principles as they apply to three-dimensional art. Discussion and studio assignments relating to various materials and purposes for design are the primary content of the course. Prerequisite: ART 161. (3 credit, 0 lecture, 6 lab)

ART 163 INTRODUCTION TO MURAL PAINTING

An intensive course that explores the process and applied artistry of mural painting. Aside from design and painting skills, the course explores site selection, media choice, public relations, and cultural influence. Prerequisites: ART 143 Painting, ART 161 Basic Art Design, or instructor approval. (3 credit, 2 lecture, 2 lab)

ART 181 BASIC PHOTOGRAPHY

Designed to provide basic skills in technical processes of photography for students and to help them use photography as a medium of expression. (3 credit, 3 lecture, 0 lab)

ART 182 ADVANCED PHOTOGRAPHY

Second course in a sequence on the art and technique of photography, with an emphasis on photography as an art form. Darkroom, classroom, and extensive fieldwork will be included to increase the student's visual literacy and personalized style. Prerequisite: ART 181. (3 credit, 3 lecture, 0 lab)

ART 221 BEGINNING CERAMICS/POTTERY

Involves hand building and potter's wheel techniques with a variety of clay types. Decorating, glazing, and firing methods are also an integral part of the course. (3 credit, 0 lecture, 6 lab)

ART 222 PREHISTORY TO MEDIEVAL ART

The historical development of visual arts from prehistory to the Gothic period. This course focuses on major artistic styles, movements, works of art, and monuments. Works are examined as expressions of the ideas, beliefs, and practices of artists, cultures, and societies. (IAI F2 901) (3 credit, 3 lecture, 0 lab)

ART 223

RENAISSANCE TO CONTEMPORARY ART

The historical development of the visual arts from the Renaissance to the Contemporary period. This course focuses on major artistic styles, movements, works of art, and monuments. Works are examined as expressions of the ideas, beliefs, and practices of artists, cultures, and societies. Prerequisite: ART 222. (IAI F2 902) (3 credit, 3 lecture, 0 lab)

ART 241 ADVANCED DRAWING

Involves concentrated work in the reinforcement of basic drawing skills with emphasis on perceptual and expressive development. Major areas of concentration include a more subjective approach to individual expression, color and composition, and thematic development. Prerequisite: ART 141. (3 credit, 0 lecture, 6 lab)

ART 243 ADVANCED PAINTING

This course involves concentrated work in the reinforcement of painting skills with emphasis on perceptual and expressive development. Prerequisite: ART 143. (3 credit, 0 lecture, 6 lab)

ART 260 ART PORTFOLIO

A course for all Associate of Fine Arts majors, which includes the completion of a slide portfolio of student's best work. Faculty reviews each student's final portfolio and students complete a thesis explaining in detail the technical and aesthetic problems involved in his or her work. (1 credit, 0 lecture, 2 lab)

ART 261 LIFE DRAWING

This course is an introduction to drawing the human figure using a variety of media. Drawings are derived from direct observation emphasizing descriptive drawing techniques of the human figure. Drawing activities should include full figure, features, and anatomical differentiation encompassing individual physiognomy. Prerequisites: 141 Drawing and ART 241 Advanced Drawing or portfolio review (3 credit, 0 lecture, 6 lab)

ART 280 SPECIAL TOPICS IN ART

This studio course offers advanced study, or exploration of a special topic(s) in the visual arts. Areas of focus may vary with individual students or at the discretion of the instructor. Topics may include drawing, painting, printmaking, ceramics, sculpture, photography, and fibers. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Prerequisite: ART 141, ART 161, or Instructor consent. (3 credit, 0 lecture, 6 lab)

ART 281 SPECIAL TOPICS IN ART II

This studio course offers advanced study, or exploration of a special topic(s) in the visual arts. Areas of focus may vary with individual students or at the discretion of the instructor. Topics may include drawing, painting, printmaking, ceramics, sculpture, photography, and fibers. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 0 lecture, 6 lab)

ARTV 112 ELEMENTS OF DRAWING AND ILLUSTRATION

Designed to instruct students on the basic techniques of drawing and illustration. (3 credit, 1.5 lecture, 3 lab)

ARTV 114 DRAWING AND ILLUSTRATION II

Designed to instruct students on the techniques of drawing and illustration. This is a continuation of ARTV 112 Elements of Drawing and Illustration. This course may be offered as variable credit and repeatable three times. (3 credit, 1.5 lecture, 3 lab)

ARTV 116 DRAWING AND ILLUSTRATION III

Designed to instruct students on the basic techniques of drawing and illustration and introduce students to acrylic painting and watercolor. This is continuation of ARTV 112 Elements of Drawing and Illustration and ARTV 114 Drawing and Illustration II. This course may be offered as variable credit and repeatable three times. (3 credit, 1.5 lecture, 3 lab)

[AS] AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC)

AS 120

INTRODUCTION TO THE AIR FORCE TODAY

Survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Prerequisite: Acceptance into the United States Air Force Reserve Officer Training Corps. (1 credit, 1 lecture, 0 lab)

AS 121 LEADERSHIP LABORATORY

Leadership laboratory is a laboratory course for Air Force Reserve Officer Training Corps cadets. The leadership laboratory course complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps. (1 credit, 0 lecture, 2 lab)

AS 122

AIR FORCE LEADERSHIP AND MANAGEMENT

Continuation of AS 120 Introduction to the Air Force Today. Designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 120, AS 121, or Instructor consent. (1 credit, 1 lecture, 0 lab)

AS 123 LEADERSHIP LABORATORY II

Continuation of AS 121 Leadership Laboratory. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 120, AS 121, or Instructor consent. (1 credit, 0 lecture, 2 lab)



AS 220 EVOLUTION OF USAF AIR/SPACE POWER

Designed to examine general aspects of air and space power through historical perspective. Covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies) and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. Provides the student with a knowledge level understanding for the general element and employment of air and space power, from an institutional doctrinal and historical perspective. Students will be inculcated into the Air Force Core Values, with the use of operational examples and will conduct several writing and briefing style to meet Air Force communication skills requirements. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 122, AS 123, or Instructor consent. (1 credit, 1 lecture, 0 lab)

AS 221 LEADERSHIP LABORATORY III

Continuation of AS 123 Leadership Laboratory II. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 122, AS 123, or Instructor consent. (1 credit, 0 lecture, 2 lab)

AS 222 EVOLUTION OF USAF AIR/SPACE POWER I

Continuation of AS 220 Evolution of USAF Air/Space Power. Designed to examine general aspects of air and space power through historical perspective. Covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies) and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. Provides the student with a knowledge level understanding for the general element and employment of air and space power, from an institutional doctrinal and historical perspective. Students will be inculcated into the Air Force Core Values, with the use of operational examples and will conduct several writing and briefing style to meet Air Force communication skills requirements. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 220, AS 221, or Instructor consent (1 credit, 1 lecture, 0 lab)

AS 223 LEADERSHIP LABORATORY IV

Continuation of AS 221 Leadership Laboratory III. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 220, AS 221, or Instructor consent. (1 credit, 0 lecure, 2 lab)

[AUTO] AUTO TECHNOLOGY

AUTO 133

AUTOMOTIVE SUSPENSION/STEERING

Instruction in skills needed to diagnose, service, and repair modern automotive suspension/steering systems. Suspension/steering designs, geometry, diagnosis, service, repair and four-wheel alignment procedures covered. Live vehicles and laboratory units. (3.5 credit, 2 lecture, 3 lab)

AUTO 134 AUTOMOTIVE BRAKES

Instruction in the skills needed to diagnose, service, and repair modern automotive brake systems. Brake system fundamentals; designs; laws of hydraulics and their applications; diagnosis; and service procedures, including brake machining processes. Live vehicle and laboratory units. (3.5 credit, 2 lecture, 3 lab)

AUTO 136 AUTOMOTIVE ELECTRICAL/ELECTRONICS

Fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's automobile. Special emphasis placed on meter usage and diagnostic procedures including actual diagnosis and testing of the battery, charging, starting and ignition systems. Hands-on experience on both laboratory components and complete vehicles is included. (3 credit, 2 lecture, 2 lab)

AUTO 137 MANUAL & AUTOMATIC TRANSMISSIONS

The study of various types of manual and automatic transmissions for the understanding of disassembly, assembly, function, construction, operation service and troubleshooting procedures. (3 credit, 2 lecture, 2 lab)

AUTO 191

INTRODUCTION TO AUTO TECHNOLOGY

Provides the student with the opportunity to orientate, prepare, and perform routine service operations and job skills in auto technology. Personal and environmental safety practices, fasteners, gaskets, and sealants; thread and electrical connector repair; measuring instruments and common hand tools; and personal care of automobiles. Auto service and maintenance operations including lifting and vehicle support procedures. (3.5 credit, 2 lecture, 3 lab)

AUTO 193 AUTOMOTIVE ENGINE FUNDAMENTALS

A study of modern automotive engine designs, construction, operating principles, and related subsystems. Skills in engine disassembly using approved procedures, inspection for wear and damage, identification of design features, and reassembly of the engine to operating condition. Basic theory and diagnosis of the fuel, lubrication, and cooling systems included. PRE-REQUISITES: AUTO 191 (3.5 credit, 2 lecture, 3 lab)



AUTO 211 AUTOMOTIVE ENGINE REPAIR

Provides the opportunity to develop skills and service techniques essential to performing quality engine repair and overhaul. Factors which determine engine component wear and the appropriate service techniques which will return the engine to satisfactory operating condition covered. This course is offered as a variable credit and may be repeated three times. Prerequisite: AUTO 191 and AUTO 193. (5 credit, 3 lecture, 4 lab)

AUTO 232 ENGINE OVERHAUL

All phases of overhauls of automotive engines. Prerequisite: DSL 157. (3 credit, 1 lecture, 4 lab)

[BIO] BIOLOGY

BIOL 121 INTRODUCTORY BIOLOGY

A course emphasizing scientific inquiry through selected concepts of biology including: chemical and cellular organization, function, genetics, evolution, and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. Laboratory required. (IAI L1 900L) (4 credit, 3 lecture, 2 lab)

BIOL 141 ENVIRONMENTAL SCIENCE

A course that examines ecological principles in relation to environmental problems. Emphasizes basic ecological principles, current environmental issues and possible solutions. Laboratory required. (IAI L1 905L) (4 credit, 3 lecture, 2 lab)

BIOL 161

INTRO TO HUMAN ANATOMY & PHYSIOLOGY

An introduction to anatomy and physiology. Topics include: organization, cells, metabolism, tissues and systems. Laboratory required with dissection a component. (4 credit, 3 lecture, 2 lab)

BIOL 221 GENERAL BIOLOGY I

Cellular and Molecular Biology. An introduction to biochemistry, molecular genetics, cell structure, function, and processes. Laboratory required. Prerequisite: High school biology; previous or concurrent enrollment in CHEM 121. (IAI L1 900L, IAI Major BIO 910) (4 credit, 3 lecture, 2 lab)

BIOL 222 GENERAL BIOLOGY II

Organismal Biology, Ecology, and Evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals and plants; structure and function of representative organ systems in animals and plants. Topics will also include evolutionary relationships and ecological principles. Laboratory required. (IAI Major BIO 910) (4 credit, 3 lecture, 2 lab)

BIOL 242 MICROBIOLOGY

Basic concepts of microbiology. Topics include: cell structures, growth requirements, diversity and classification of microbes, bacterial genetics, pathology, immunology. Laboratory required. Prerequisite: 'C' in high school chemistry or CHEM 123 or CHEM 121. (4 credit, 3 lecture, 2 lab)

BIOL 261 HUMAN ANATOMY AND PHYSIOLOGY I

A comprehensive study of the human anatomy and physiology of the integumentery, skeletal, muscular, nervous and sensory systems. Foundation topics discussed as a preface include: organization of the body, biological chemistry, cells, metabolism and tissues. Laboratory required with dissection a component. Prerequisite: 'C' in high school chemistry or CHEM 123 or CHEM 121. (4 credit, 3 lecture, 2 lab)

BIOL 262 HUMAN ANATOMY AND PHYSIOLOGY II

A comprehensive study of the human anatomy and physiology of the endocrine, cardiovascular, lymphatic, digestive, respiratory, renal, and reproductive systems. Additional topics included: nutrition, electrolytes, acid-base balance, embryology, growth and genetics. Laboratory required with dissection a component. Prerequisite: BIOL 261.(4 credit, 3 lecture, 2 lab)

[BOT] BOTANY

BOT 121 INTRODUCTION TO BOTANY

Emphasizes scientific inquiry through selected concepts in biology of plants. Topics include: organization, function, heredity, evolution, diversity, reproduction, ecology and economic importance. Laboratory required. (IAI L1 901L) (4 credit, 3 lecture, 2 lab)

[BTC] BIOTECHNOLOGY

BTC 121 SCIENTIFIC LITERATURE FOR BIOTECH

An online-based course designed to assist in the development of scientific writing skills with an emphasis in the life-sciences. Successful completion of the course will provide the student with the skills necessary for effective literary research and composition associated with scientific manuscripts. It is recommended for other Associate of Science majors that intend on pursuing a career in academia, medical sciences, or associated fields. Student performance is assessed primarily through the completion of weekly assignments and the generation of a complete scientific manuscript. (3 credit, 3 lecture, 0 lab)

BTC 221 INTRODUCTION TO BIOTECHNOLOGY

An introduction to the history, techniques and applications of biotechnology. Topics include cell structure and microscopy; cellular chemistry and physiology; DNA, RNA and protein isolation and purification; blot techniques; PCR; medical and botanical biotech; the biotechnology industry. Laboratory required. (4 credit, 3 lecture, 2 lab)

BTC 241

IMMUNOLOGY FOR BIOTECHNOLOGY

Provides students with a comprehensive introduction to immunology, immunological applications and research, and the relationship between immunology and biotechnology. Topics include: Innate Immunity; B-cell and T-cell Responses; Hypersensitivities; Immunity in Health and Disease. (3 credit, 3 lecture, 0 lab)

BTC 242 CELL & MOLECULAR BIOLOGY

A comprehensive introduction to cell biology and molecular techniques. Topics include: Protein Structure and Function; Genetics and Molecular Biology; Genomics; Biomembranes; Cell Communication; Cell Culturing and Visualization; Cell Growth and Development. (3 credit, 3 lecture, 0 lab)

[BUS] BUSINESS

BUS 111 INTRODUCTION TO BUSINESS

A survey of business principles including economics, management, business operations, marketing, finance, accounting, data processing and international business. Provides a basic foundation for the business student; also recommended for non-business majors. (3 credit, 3 lecture, 0 lab)

BUS 115 KEYBOARDING I

Designed to give the student skill at operating a typewriter or computer keyboard by the touch method. (1 credit, 1 lecture, 0 lab)

BUS 116 CUSTOMER SERVICE SKILLS

Provides knowledge and skills needed for giving quality customer service. Develops communication skills to use with employees, customers, and managers. Introduces methods of establishing contact, exploring customer needs, defining and resolving problems, and closing encounters. May be repeatable three times and offered as variable credit. (1 credit, 1 lecture, 0 lab)

BUS 118

BUSINESS SOFTWARE APPLICATIONS

A study of current software applications used in the business world. Trained in the use of microcomputer processing packages on the basis of demand within local markets. Repeatable three times. (3 credit, 3 lecture, 0 lab)

BUS 131

BEGINNING WORD PROCESSING

Presentation of the touch method of keyboarding with emphasis on correct technique, speed and accuracy. Production of business letters, tables and manuscripts. Basic word processing software functions on the computer. Students who have had one year of high school word processing should consult a counselor before enrolling. (3 credit, 3 lecture, 0 lab)

BUS 132 WORD PROCESSING

Provides students with word processing software skills. Production of business letters, memos, tables, and reports. Emphasis on producing office documents and production skills. Prerequisites: BUS 15 and IT 119 or equivalent. (3 credit, 3 lecture, 0 lab)



BUS 133 BUSINESS COMMUNICATIONS

Principles and practices in written and oral business communications. Development of the ability to use words and correct grammatical construction in oral and written business expression; the principles of planning, organizing, and writing effective communications; the refinement of listening skills; the development of human relation skills; and employment correspondence and employment practices. Prerequisite: ENG 121 and BUS 115 or equivalent. (3 credit, 3 lecture, 0 lab)

BUS 134 PERSONAL FINANCE

Designed to empower students with the knowledge and skills necessary to develop a solid understanding of personal financial matters. Students will be equipped to develop successful habits and make practical life choices necessary for success in business and personal life. (3 credit, 3 lecture, 0 lab)

BUS 135 PAYROLL ACCOUNTING

Emphasizes the methods of computing wages and salaries, payroll records, and the preparation of government reports. (1 credit, 1 lecture, 0 lab)

BUS 171 RECORDS MANAGEMENT

Emphasizes the need for a records department with sufficient authority and control to make the functions of filing and record keeping distinct in the organization structure. (2 credit, 2 lecture, 0 lab)

BUS 190 INTRODUCTORY ACCOUNTING

An introduction to basic bookkeeping and accounting principles. Procedural details of accounting for the accumulation of information and generation of financial reports will be covered. * ill not count as graduation credit for Business Management/Accounting students. (2 credit, 2 lecture, 0 lab)

BUS 191 FINANCIAL ACCOUNTING

Presentation of accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the common transactions entered into by service and merchandising businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions on the financial condition and operating results of a business. How to prepare, analyze and interpret historical financial statements, as well, and the limitations of using these in making forward-looking business decisions is included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, and the stockholder's equity section of corporate balance sheets. (IAI Major BUS 903) (3 credit, 3 lecture, 0 lab)

BUS 192 MANAGERIAL ACCOUNTING

Presents accounting as a system of producing information for use in internally managing a business. This course emphasizes the identification, accumulation, and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions are also included. The course also includes the preparation and analysis of financial statements. PRE-REQUISITE: BUS 191 (IAI Major BUS 904) (3 credit, 3 lecture, 0 lab)

BUS 193 COMPUTERIZED ACCOUNTING

Provides students with experience using a computerized accounting system. Accounting activities using integrated accounting software: general ledger, accounts receivable, accounts payable, financial statement analysis and spreadsheet applications for accounting. Prerequisites: BUS 191 and IT 119. (3 credit, 3 lecture, 0 lab)

BUS 234 OFFICE SYSTEMS MANAGEMENT

The principles of automated office systems as applied to offic systems management. Emphasis is on the role of the automated office in the business organization. Automation/technology, office system planning, physical facilities, equipment, and human resources will be discussed. Prerequisites: BUS 111 and ENG 121. (3 credit, 3 lecture, 0 lab)

BUS 235

HUMAN RESOURCES MANAGEMENT

An introductory course in the basic principles of organization for effective personnel management. Selecting and training employees, planning and assigning work, human relations involving motivation, maintaining morale, and special problems are studied. Coordinated with courses involving field operations to provide exercise in which students direct the efforts of their fellow students. (3 credit, 3 lecture 0 lab)

BUS 236 SPREADSHEET APPLICATIONS

Designed to give the student a working knowledge of basic business math calculations using spreadsheet software. (3 credit, 3 lecture, 0 lab)

BUS 256 BUSINESS CAREER DEVELOPMENT

Designed to enhance the student's business career development skills. Personal skills, health and hygiene, image development, interpersonal communication skills, job search strategies, ethics, and advancement in business careers. Prerequisite: ENG 121. (2 credit, 2 lecture, 0 lab)

BUS 258 ELECTRONIC COMMUNICATIONS

An introduction to the electronic communications field. Covers a wide range of telecommunication technologies including data, voice, message/text, image/video, and Internet communications. Prerequisite: IT 119. (3 credit, 3 lecture, 0 lab)

BUS 259 SMALL BUSINESS MANAGEMENT

Designed as an overview of small business operation as a career. Personal requirements of entrepreneurship, benefits, and liabilities of self-employment, the pre-operational considerations of product or service need, financial requirements, o ganizational systems, and the legal and governmental controls affecting small business operation. (3 credit, 3 lecture, 0 lab)

BUS 271 BUS ORGANIZATION & MANG

Provides a study of business organization, management theory and practice. Major emphasis placed on the study of the four functions of management: planning, organizing, leading, and controlling. Keyboarding skills required. Prerequisites: BUS 111 and ENG 121 (3 credit, 3 lecture, 0 lab)

BUS 273 BUSINESS INTERNSHIP

Provides a practical work experience in which the student works in a business setting. Student is assigned to an approved business training station for a minimum of 5 hours per week of supervised business experience in an area relating to his/her declared vocational objective. Requires a minimum of 75 internship clock hours per hour of college credit. Sophomore business major and instructor approval. (5 credit, 0 lecture, 25 lab)

BUS 274 BUSINESS FINANCE

A study of the monetary and credit system of the U.S. and how it operates to meet the demands of business for long-term and shortterm credit. Budgeting and financial planning, the factors a fecting the supply of money, and monetary and credit policies. Prerequisite: BUS 191 Financial Accounting (3 credit, 3 lecture, 0 lab)

BUS 276 MARKETING

A general survey of the field of marketing including marketing functions, channels of distribution, marketing institution, agencies and principles and policies of merchandising. (3 credit, 3 lecture, 0 lab)

BUS 278 SALES

A course in general salesmanship involving the principles of successful selling of goods and services. Buying motives, sales psychology, customer approach, and sales techniques. (3 credit, 3 lecture, 0 lab)

BUS 290 SELECTED TOPICS IN BUSINESS

An in-depth study of selected problems or topics in business. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

BUS 293 BUSINESS SIMULATION

Software simulation to allow students to learn by doing. Includes decision making, planning, and implementing decisions in a simulated business environment. Finance, marketing, and production decisions included. Prerequisite: BUS 259 or Instructor consent. (2 credit, 2 lecture, 0 lab)

BUS 297 BUSINESS LAW I

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. (3 credit, 3 lecture, 0 lab)

BUS 298

LEGAL & SOCIAL ENVIRONMENT OF BUS.

A study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law, and employment law. Prerequisite: BUS 297. (3 credit, 3 lecture, 0 lab)

[CHEM] CHEMISTRY

CHEM 121 GEN CHEMISTRY

Topics include: periodic table of elements, bonding, atomic structure, stoichiometry, thermochemistry, gases, solutions chemistry, condensed phases, phase transitions, fundamental particles and waves, modern materials. Laboratory required. Prerequisite: one year of high school chemistry (IAI P1 902L, IAI Major CHM 911) (5 credit, 4 lecture, 3 lab)

CHEM 122

GEN CHEMISTRY & QUALITATIVE ANALY

Topics include: colligative properties, kinetics, equilibrium, acidbase chemistry, electrochemistry, redox reactions, thermodynamics, coordination compounds, nuclear chemistry, spectroscopy, environmental chemistry. Laboratory required. Prerequisite: CHEM 121. (IAI Major CHM 912) (5 credit, 4 lecture, 3 lab)

CHEM 123

BASIC INORG/ORGAN. CHEMISTRY

Topics include: the general principles and theories of chemistry, including fundamentals of inorganic chemistry, atomic structure, states of matter, periodicity, bonding, stoichiometry, solution chemistry, acid-base concepts, and hydrocarbon chemistry. Laboratory required. Prerequisite: MATH 109. (IAI P1 902L) (4 credit, 3 lecture, 2 lab)

CHEM 124 BASIC/ORG./BIOLOGICAL CHEMISTRY

Topics include: fundamental principles of organic chemistry and biochemistry, including study of structure, bonding, nomenclature, physical and chemical properties of organic and biologically significant compounds; also study of metabolic and biosynthetic pathways. Laboratory required. Prerequisite: CHEM 121 or 123. (4 credit, 3 lecture, 2 lab)

CHEM 241 ORGANIC CHEMISTRY I

Topics include: alkanes, cycloalkanes, alkenes and alkynes, organohalogens, organometallic compounds, peroxides, alcohols, phenols, ethers, sulfur compounds, and aromatic compounds; study of organic reactions, nomenclature, bonding, and physical properties. Laboratory required. Prerequisite: CHEM 122 or CHEM 124. (5 credit, 3 lecture, 4 lab)

CHEM 242 ORGANIC CHEMISTRY II

Topics include: aldehydes, ketones, carboxylic acids and derivatives, dicarbonyl compounds, amines, heterocyclic compounds, polycyclic aromatic compounds, and biological classes of compounds, organic reactions and physical properties; spectroscopic study of organic compounds. Laboratory required. Prerequisite: CHEM 241. (5 credit, 3 lecture, 4 lab)

[CNA] CERTIFIED NURSING ASSISTANT

CNA 131 CERTIFIED NURSE ASSISTING

Teaches and trains the nursing assistant to assist in patient care and function as effective members of the nursing team, under the supervision of a Registered Professional Nurse, in hospitals, nursing homes, and home health care settings. Orient to the work environment and responsibilities needed for quality patient care and good employee morale. (7 credit, 4 lecture, 6 lab)

[COM] COMMUNICATION

COM 121 PRINCIPLES OF SPEAKING

An introductory course in traditional public speaking. COM 121 combines communication theory with the practice of oral communication skills. The oral communication course: (1) develops awareness of the communication process, (2) provides intentional, organizational, and expressive strategies, (3) promotes understanding of an adaptation to a variety of communication contexts, and (4) emphasizes critical skills in listening, reading, thinking, writing, and speaking. Students are expected to prepare and give at least three substantive speeches, including both informative and persuasive assignments. (IAI C2 900) (3 credit, 3 lecture, 0 lab)

COM 122 APPLIED FORENSICS I

Designed to improve the student's understanding of and ability in informative speech, persuasive speech, extemporaneous speech, and impromptu speech. (3 credit, 3 lecture, 0 lab)

COM 123 COMPETITIVE INTERPRETATION

Designed to strengthen the student's ability in the oral interpretation of prose, poetry and drama. (1 credit, 1 lecture, 0 lab)

COM 125 INTRODUCTION TO MASS MEDIA

Provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in American society. (IAI Major MC 911) (3 credit, 3 lecture, 0 lab)

COM 126 FORENSICS PRACTICUM

Forensics Practicum is a survey laboratory intercollegiate course for students who want practice in competitive speech and debate tournaments. Coaches work with students individually and in groups to create and design communication activities for public presentations. This course may be offered as variable credit and repeatable three times. (1 credit, 0 lecture, 3 lab)

COM 128FILM APPRECIATION

An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directorial style, cinematography, acting, and editing. (IAI F2 908) (3 credit, 3 lecture, 0 lab)

COM 144 INTERPERSONAL COMMUNICATION

Designed to increase the student's understanding of human communication in informal, daily settings. Students will demonstrate improvement in, and appreciation for, various human communicative variables such as perception, listening, resolving conflict, and non verbal communication. (IAI MC901) (3 credit, 3 lecture, 0 lab)

COM 146 BUSINESS AND PROFESSIONAL COMM.

Designed to introduce students to communcation in the 21st-century workforce context. This course is presentation-centered but also engages pertinent communcation theory. (3 credit, 3 lecture, 0 lab)

COM 147 BASIC NEWS WRITING

Introduction to news writing including, the techniques of news gathering, reporting, and interviewing; the use of library and online database research methods; and other related skills. Students write basic stories under real time constraints. (IAI MC 919) (3 credit, 3 lecture, 0 lab)

COM 148 BASIC NEWS EDITING

Introduction to the principles and techniques of electronic editing, information management, and publication design emphasizing the editing of body copy and display type for maximum clarity and impact. (IAI MC 920) (3 credit, 3 lecture, 0 lab)

COM 221 ARGUMENTATION AND DEBATE

A study of the principles of educational debate. Emphasis is concentrated in the following area: prima facie case, affirmative and negative strategies, research, evidence, the logic of argument and composition. Students will be expected to participate in various forms of educational debate and to act as judges. (IAI MC905) (3 credit, 3 lecture, 0 lab)

COM 246 PERFORMANCE STUDIES

Designed to develop the student's ability to understand the intellectual and educational content of literature. Analysis and interpretation of prose, poetry, and drama will be communicated through performance and written assignments. (IAI Major TA 916) (3 credit, 3 lecture, 0 lab)

COM 280 SELECTED TOPICS IN SPEECH

An in-depth study of selected problems or topics in speech. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[COS] COSMETOLOGY

COS 170 SALON BUSINESS COMPUTER

Designed to teach the basic concepts of computer skills related to the cosmetology field. The student will receive computer hands-on experience using the Salon Pro software program. Emphasis will be in the following areas: creating services and product records, entering and deleting client record cards, entering client formulas, making work tickets for cosmetology services performed, loading work tickets into the computer, tracking salon services, recording client history and completing end of day sales. Knowledge and mastery of these procedures will enable the student to assist in the operation of an efficient computerized cosmetology business. Prerequisite Admittance into the Cosmetology Program. (2 credit, 1 lecture, 2 lab)

COS 171 COSMETOLOGY THEORY I

Designed to introduce the basic principles of cosmetology. Provide the students with a study in professional ethics, personal and professional health, physical presentation, professional development and effective communication skills. The study of bacteriology, decontamination and infection control emphasized. Introduction of basic theoretical subject matter emphasized regarding the field of cosmetology. (2 credit, 2 lecture, 0 lab)

COS 172 COSMETOLOGY CLINIC I

Study of draping, shampooing, rinsing, conditioning, scalp hair care, hairstyling, thermal hairstyling and hair cutting /hair design. Continued practice of sanitation and disinfection methods. Students exchange cosmetology services on each other and perfect cosmetology skills on mannequin. (5 credit, 0 lecture, 15 lab)

COS 173 COSMETOLOGY THEORY II

Designed to provide the students with a basic understanding of the principles of anatomy and physiology, the composition, structure and behavior of skin and nails, and the knowledge of common skin and nail disorders and diseases. Continuation of basic theoretical subject matter emphasized regarding the field of Cosmetolog . (3 credit, 3 lecture, 0 lab)

COS 174

COSMETOLOGY CLINIC II

Continuation of practice of draping, shampooing, rinsing, conditioning, scalp hair care, hairstyling, thermal hairstyling and facial. Demonstrations of superfluous hair removal, manicuring, pedicuring, and theory of massage. Students exchange cosmetology services on each other, on mannequins and begin to provide basic services in the salon clinic laboratory. (5 credit,0 lecture, 15 lab)

COS 175 COSMETOLOGY THEORY III

Provides the student with a general understanding of the science of chemical texturizing, the art of haircoloring, chemicals and their use, and chemical safety. Color theory in relation to the International Color System and general categories of related chemical products will be emphasized. Prerequisite: COS 170, COS 171, COS 172, 173, COS 174 and Instructor consent. (2 credit, 2 lecture, 0 lab)

COS 176 COSMETOLOGY CLINIC III

Continuation of the previous courses with the additional study of permanent waving, special perming techniques, chemistry of hair coloring, color application techniques, hair lightening, chemical hair relaxing soft curl permanent, hair pressing and the artistry of artificial hair. Students will demonstrate skills learned through performance by exchanging services on each other, mannequins, and clients in the salon clinic laboratory. Prerequisite: COS 173, COS 174 and Instructor consent. (5 credit, 0 lecture, 15 lab)



COS 177 COSMETOLOGY THEORY IV

Provides the student with a general understanding of the nail and its disorders, skin disorders, principles of electricity and light therapy as applied to the beauty science, chemistry as applied to cosmetics, salon management, mathematics of cosmetology, and the law that governs the cosmetologists. Covers the properties of the skin and its disorders studied for the use of chemical and physical applications. Prerequisite: COS 175, COS 176 and Instructor consent. (2 credit, 2 lecture, 0 lab)

COS 178 COSMETOLOGY CLINIC IV

Continuation of the previous courses with the additional study of artificial nails, skin care, make-up, wigs and hair additions. Students will demonstrate skills learned through performance by exchanging services on each other, mannequins, and clients in the clinic laboratory. Prerequisite: COS 175, COS 176 and Instructor consent. (6 credit, 0 lecture, 18 lab)

COS 190 COSMETOLOGY REFRESHER

An in-depth review of the science and practice of cosmetology. The content will include methods and procedures of practical chemical application, hair treatments, hair styling, hair dressing, shop management, interpersonal relations, esthetics nail technology, sanitation and decontamination. This course requires 250 hours of instruction and hands on application. Variable credit and may be repeated three times. PREREQUISITE: Cosmetology License, Cosmetology Teacher's License, having held a Cosmetology License in good standing with the Department of Professional Regulations or have completed a 1500 hour cosmetology program or equivalent. (6 credit, 1 lecture, 15 lab)

COS 210 COSMETOLOGY TEACHER I

Prepares the licensed cosmetologist to teach in a Cosmetology Program. The course will focus on the necessary teaching skills, including teaching learning principles, lesson planning and design, assessment of student learning, testing skills, classroom management, and student motivation and classroom climate. (10 credit, 2 lecture, 24 lab)

COS 211 COSMETOLOGY TEACHER II

Designed to provide the student an opportunity to apply practical and theoretical knowledge presented in COS 210. Special emphasis is placed on effective communication techniques and business methods and management of the clinic and classroom setting. (6 credit, 0 lecture, 18 lab)

COS 212 COSMETOLOGY TEACHER III

Continuation of COS 211 Cosmetology Teacher II. Provides a review of the subjects in the basic cosmetology curriculum in Section 1175.530 including theory and practice. Presentation of material includes the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education. Application of Teaching Methods includes preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations will provide teaching objectives to be accomplished and correlate theoretical with practical application. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum. This course may be offered as variable credit and repeated three times. Prerequisite: COS 210 Cosmetology Teacher I; COS 211 Cosmetology Teacher II. (8 credit, 4 lecture, 14 lab)

COS 270 COSMETOLOGY CLINIC V

Reviews and practice of skill area s taught in the previous courses, demonstrations, and lectures taught by instructors. Each student will practice skills on each other, mannequins and clients during the clinic time. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Department of Professional Regulations, State of Illinois. Prerequisite: COS 177, COS 178 and Instructor Consent. (3 credit, 0 lecture, 9 lab)

COS 271 COSMETOLOGY INTERNSHIP

Designed to be an extended salon experience, which is a supplement, off campus, "ON THE JOB" experience for qualified students. Prerequisite: COS 177, COS 178, completion of at least 750 clock hours, at least a 2.0 GPA and Instructor consent. (2 credit, 0 lecture, 5 lab)

COS 290 SELECTED TOPICS IN COSMETOLOGY

An in-depth study of problems, special projects or topics in the cosmetology field. The exact content will vary from semester to semester depending on the subject studied. Prerequisite: Cosmetology License, Cosmetology Teacher's License, or currently enrolled in a cosmetology, esthetics, or nail technology program. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

COSN 111 NAIL TECHNOLOGY THEORY

The study of the nails and skin and their disorders, bacteriology, nail sanitation and safety measures, chemistry as applied to nail cosmetics, product knowledge, Illinois law, nail salon management, and salesmanship. (4 credit, 4 lecture, 0 lab)

COSN 112 NAIL TECHNOLOGY CLINIC

Study and demonstration of application of nail tips, nail wraps, acrylic nails, gel nails and nail art. Students exchange nail services on each other and perfect nail skills on mannequin hands and clients in a public clinic. (4 credit, 0 lecture, 12 lab)

COSN 113 NAIL TECHNOLOGY THEORY II

The study of the nails and skin and their disorders, bacteriology, nail sanitation and safety measures, chemistry as applied to nail cosmetics, product knowledge, Illinois law, nail salon management, and salesmanship. (4 credit, 4 lecture, 0 lab)

COSN 114 NAIL TECHNOLOGY CLINIC II

Study and demonstration of application of nail tips, nail wraps, acrylic nails, gel nails and nail art. Students exchange nail services on each other and perfect nail skills on mannequin hands and clients in a public clinic. (4 credit, 0 lecture, 12 lab)

COSN 290 ADVANCED NAIL TECH TRAINING

An in-depth review of the science and practice of Nail Technology. The content will include methods and procedures of practical chemical application, nail treatments, nail design, general business discussion, interpersonal relations, sanitation and decontamination. This course may be offered as variable credit and repeated three (3) times. (4 credit, 3 lecture, 2 lab)

[CPR] CARDIOPULMONARY RESUSCITATION

CPR 112 HEARTSAVER 1ST AID W/CPR

Heartsaver First Aid w/CPR is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies at the worksite or in the community. This course is designed to serve those worksites that must comply with OSHA or other Federal regulations. It is designed for lay people that work with the public, such as law enforcement officers, firefighters, fli attendants, school personnel and lifeguards. The course focuses on basic first aid and may include the following optional modules: Environmental Emergencies, Adult CPR, Adult AED, Child and Infant CPR. These are taught at the discretion of the instructor and are geared toward the needs of the specific institution requesting training. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 113 HEARTSAVER PEDIATRIC FIRST AID

Heartsaver Pediatric First Aid is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies at the worksite or in the community. This course is designed to serve those worksites that must comply with OSHA or other Federal regulations. It is designed for lay people that work with the public, such as daycare workers, teachers, foster care workers, camp counselors, youth organizations, & coaches for children's sports organizations. The course contains child/infant first aid, asthma care, adult/child CPR w/mask and adult/child AED with the following optional modules: infant cpr w/mask, eye injuries, fever, bites, & suspected abuse. These are taught at the discretion of the instructor and are geared toward the needs of the specific institution requesting training. Course is variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 114 HRTSVR CPR FAMILY AND FRIENDS

CPR for Family and Friends targets anyone who wants to learn basic rescue skills including groups such as family members of patients at risk for sudden cardiac death, boy and girl scouts, community groups, social clubs, church members as well as school children. The course teaches layperson skills in CPR and airway obstruction relief. It presents information about the American Heart Association (AHA) adult, pediatric and infant Chain of Survival and signs of heart attack, cardiac and respiratory arrest, stroke and choking. Course is variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 115 HEARTSAVER CPR

Covers adult prudent heart living, risk factors, heart attach signals and actions, and stroke information; as well as, appropriate actions to take for a victim of adult cardiac arrest or airway obstruction. Automated external defibrillation will be explained. All students will have "hands on" manikin practice. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 116 HEARTSAVER CPR W/AED

Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED), and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 131 BASIC LIFE SUPPORT PROVIDER CPR

Healthcare Provider CPR is designed to teach adult, pediatric and infant CPR skills, including ventilation with a barrier device, a bagmask device and oxygen; use of an automated external defibrillator (AED); and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that requires credentialed CPR certification. Variable credit and may be repeated three times. (1 credit, 1 lecture, 0 lab)

CPR 133

BASIC LIFE SUPPORT PROVIDER CPR II

Healthcare Provider Renewal is designed to refresh students on adult, pediatric and infant CPR skills, including ventilation with a barrier device, a bag-mask device and oxygen; use of an automated external defibrillator (AED) and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that requires CPR certification. Variable credit and may be repeated three times. PREREQUISITES: Current Healthcare Provider CPR card. If a student's card has expired, they must re-take the Healthcare Provider course (CPR 131) or obtain a waiver from Southeastern's American Heart Association Regional Faculty person. (3 credit, 3 lecture, 0 lab)

CPR 134

BASIC LIFE SUPPORT PROVIDER CPR III

Healthcare Provider Renewal is designed to refresh students on adult, pediatric and infant CPR skills, including ventilation with a barrier and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapist, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that required CPR certification. This course is intended for those individuals who have completed CPR 133 and need additional certification. Variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 135 BASIC LIFE SUPPORT (BLS) INSTRUCTOR

The Basic Life Support Instructor course is designed to prepare students to become an American Heart Association Basic Life Support Instructor and covers the science, skills and philosophy of resuscitation as taught by the AHA for Healthcare Providers. Participants must have completed the AHA Core Instructor Course and be aligned with an AHA Training Center. PREREQUISITES: Participants must have completed the AHA Core Instructor Course and be aligned with an AHA Training Center. Participants must have a current AHA Healthcare Provider. Participants must provide a completed Instructor Candidate Application to the Training Center Coordinator, agree to teach a minimum of four courses in a twoyear period, and be aligned with an AHA training center and must be monitored by the SIC Training Center Regional Faculty. Variable credit and may be repeated three times. (1 credit, 1 lecture, 0 lab)

CPR 137 HEARTSAVER INSTRUCTOR

The Heartsaver Instructor course is designed to prepare students to become an American Heart Association lay instructor. The course covers the science, skills and philosophy of resuscitation as taught by the AHA for lay rescuers. The course provides instructor candidates with AHA educational philosophy, policies, and procedures as well as information for comprehension of Heartsaver level basic life support subject matter. PRE REQUISITES: Participants must have completed the AHA Core Instructor Course and be aligned with an AHA Training Center. Participants must have a current AHA Heartsaver AED or Heartsaver Pediatric CPR/First Aid card. Participants must provide a completed Instructor Candidate Application to the Training Center Coordinator, agree to teach a minimum of four courses in a two-year period, and be aligned with an AHA training center and must be monitored by the SIC Training Center Regional Faculty. Variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 151

ADVANCED CARDIAC LIFE SUPPORT

This course will teach and train professionals, who may respond to a cardiovascular emergency, the importance of basic life support CPR to patient survival, the integration of effective BLS with ACLS interventions, and the importance of effective team interaction and communication during resuscitation. Saving a cardiac arrest patient requires cognitive and psychomotor skills. (This course will teach the practice of the specific skills in learning stations, integrate these skills in simulated cases, and the practice to be proficient in managing a "megacode" as a team leader according to the American Heart Association guidelines.) May be repeated three times. Prerequisite: Students must have a current Health Care Provider CPR card. (.5 credit, .5 lecture, 0 lab)

CPR 216 HEARTSAVER CPR W/AED II

Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO) to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for individuals who have completed CPR 116 and need additional recertification. Course is variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 217 HEARTSAVER CPR W/AED III

Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO) to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for individuals who have completed CPR 216 and need additional recertification. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 218 HEARTSAVER CPR W/AED IV

Heartsaver CPR w/ AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED) and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for those individuals who have completed CPR 217 and

need additional certification. This course may be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

[CRJ] CRIMINAL JUSTICE

CRJ 112

INTRODUCTION TO CRIMINOLOGY

An introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender. (IAI Major CRJ 912) (3 credit, 3 lecture, 0 lab)

CRJ 114

CRIMINAL INVESTIGATION

Study of major phases of criminal investigation, gathering and preservation of evidence, identification of o fenders, apprehension, recovery of stolen property, and presentation of evidence, survey of criminalistics. (3 credit, 3 lecture, 0 lab)

CRJ 115 CRIMINAL LAW I

Examination and analysis of the structure and function of substantive criminal law and the principles of criminal law, including the acts, mental state, and attendant circumstances that are necessary elements of crime. (3 credit, 3 lecture, 0 lab)

CRJ 116 INTRODUCTION TO FORENSICS

This course introduces the field of forensic science through an exploration of its applications to criminal investigations. The course will review the basic applications of selected forensic science disciplines and will explore the underlying scientific principals and methods used within each. Demonstrations will give students some insight into what it is like to properly collect and interpret evidence and then to present that evidence in court. (3 credit, 3 lecture, 0 lab)

CRJ 119 INTRODUCTION TO PRIVATE SECURITY

This course provides an overview of the important role private security plays in our society. Topics covered include premises, retail, business, employment, and information/computer security as well as investigation, surveillance, and even homeland security. (3 credit, 3 lecture, 0 lab)



CRJ 134 INTRODUCTION TO JUVENILE JUSTICE

An overview and analysis of the juvenile justice system in the United States. History and philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections are examined within the context of cultural influences. Introduces theoretical perspectives of causation and control. (IAI Major CRJ 914) (3 credit, 3 lecture, 0 lab)

CRJ 136 INTRODUCTION TO CRIMINAL JUSTICE

A survey and analysis of the criminal justice system, including an historical and philosophical overview of the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States. (IAI Major CRJ 901) (3 credit, 3 lecture, 0 lab)

CRJ 151 DRUGS AND CRIME

Examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. (3 credit, 3 lecture, 0 lab)

CRJ 211 CRIMINAL LAW II

Consideration of legal aspects of law enforcement. Laws of arrest, search and seizure and constitutional due process, interrogation, evidence examination, and court procedures with special implications for criminal justice. (3 credit, 3 lecture, 0 lab)

CRJ 212 POLICE ADMINISTRATION

Operation and organization of Law Enforcement units, administration of records, compliance with all legal aspects of police department functions. All phases of personnel administration: instruction, discipline, motivation, leadership, planning, evaluation, etc. (3 credit, 3 lecture, 0 lab)

CRJ 213 INTRODUCTION TO CORRECTIONS

An overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law. (IAI Major CRJ 911) (3 credit, 3 lecture, 0 lab)

CRJ 214 PROBATION AND PAROLE

Historical development of probation and parole. A practical look at the way our current systems function in respect to both adult and juvenile offenders. Illinois probation and parole systems and recent trends in community corrections that are geared toward making ex-offender's re-entry into society a successful one. The challenges faced by professionals in the field regarding their supervisory relationship with the different classifications and ages of o fenders. (3 credit, 3 lecture, 0 lab)

CRJ 215 COURT PROCEDURES

Offers skills and competence in the preparation of all documentation required to bring an alleged offender to trial, and to present the law enforcement case before the court following the rules of evidence. Prerequisite: CRJ 114, 115, and 211 or instructor consent. (3 credit, 3 lecture, 0 lab)

CRJ 216 LAW ENFORCEMENT INTERNSHIP

A learning experience with a criminal justice agency that brings the knowledge learned in the classroom to the field. Students observe 150

the operation of a criminal justice agency under the supervision of that agency. May be taken for two, three or five semester hours for a maximum of five semester hours. Students are required to spend a minimum of 75 contact hours for each semester hour taken. Prerequisite: recommended to be taken after the first year of classes. (5 credit, 0 lecture, 25 lab)

CRJ 218 TRAFFIC ADMINISTRATION AND LAWS

Understanding the concept of traffic management in its three basic forms; Engineering, Education and Enforcement. Practical application of the educational concepts results in a student produced community based safety program. Enforcement requirements and techniques of the Illinois Vehicle Code and accident investigation for patrol officer are also presented in a multimedia format. (3 credit, 3 lecture, 0 lab)

CRJ 230 POLICING IN AMERICA

Examines police as a part of society's official control apparatus. Major topics include historical development of the police, role of the police in the criminal justice system, functions and effectiveness of the police and the relationship of the police to the communities they serve. (3 credit, 3 lecture, 0 lab)

CRJ 250 FIREARMS SIMULATION TRAINING

Intended for law enforcement professionals to improve speed, accuracy, and decision making skills in the use of firearms, tase, and chemical spray. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

CRJ 290

SELECTED TOPICS IN CRIMINAL JUSTICE

As in-depth study of problems, special projector topics in the criminal justice field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[CSC] CHILD STUDY CENTER

CSC 280

SELECT TOPICS IN CHILD GROW & DEVEL

An in-depth study of selected problems or topics in child care and development. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. Syllabus or course outline containing additional information will be available with pre-registration materials each time that this course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[DRA] DRAFTING

DRA 130 INTRO TO AUTOCAD

An introduction to Computer Aided Design. Including programs and techniques used to develop designs and drawings via AutoCAD. (3 credit, 3 lecture, 0 lab)

DRA 133 3-D AUTOCAD

A continuation of Computer Aided Drafting involving actual threedimensional design. Prerequisite: DRA 130 or Instructor consent. (3 credit, 3 lecture, 0 lab)

DRA 134 RENDERING 3-D MODELS

Rendering 3-D models transforms conventional three-dimensional models into textured, colored and shaded three-dimensional shapes. Prerequisites: DRA 130 DRA 133, DRA 135, or DRA 136 and GRAP 121. (3 credit, 3 lecture, 0 lab)

DRA 135 3-D MODELING

An introduction to Computer Aided Design involving the use of Solid Works to produce three-dimensional models. (3 credit, 3 lecture, 0 lab)

DRA 136 2-D DRAFTING

A continuation of Computer Aided Design including programs and techniques used to develop 2-D designs and drawings via SolidWorks. Prerequisite: DRA 135 or concurrent enrollment. (3 credit, 3 lecture, 0 lab)

[DSL] DIESEL TECHNOLOGY

DSL 130 BASIC MECHANICAL SKILLS

A combination of the various skills needed for success in diesel technology occupations. Safety practices emphasized on hand metal working tools, threaded fasteners, arc and gas welding methods, measuring tools, and maintenance operations required for daily productions. (3 credit, 1 lecture, 4 lab)

DSL 131 ENGINE ELECTRONICS I

Fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's diesel engine. Special emphasis placed on meter usage and diagnostic procedures including actual diagnosis and testing of the battery, charging, starting and ignition systems. Hands-on experience on both laboratory components and complete diesel vehicles included. (3 credit, 2 lecture, 2 lab)

DSL 132 ENGINE ELECTRONICS II

Advanced fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's diesel engine. Hands-on experience on both laboratory components and complete diesel vehicles included. PRE-REQUISITES: DSL 131 (3 credit, 2 lecture, 2 lab)

DSL 133 PREVENTATIVE MAINTENANCE

Introductory course in the maintenance of diesel powered equipment. It is intended to demonstrate the proper procedure to maintain, evaluate and perform basic maintenance to a unit of this type. Emphasis is placed on good record keeping and timely performance of required tasks. (4 credit, 1 lecture, 6 lab)

DSL 151

HEAVY EQUIPMENT OPERATIONS & SAFETY

Proper use and safe operation of heavy equipment, including backhoes, track hoes, and dozers. This course is repeatable up to three times. (1 credit, 0.5 lecture, 1 lab)

DSL 153 INTRODUCTION TO SMALL ENGINE REPAIR

Introduces the concepts of repairing small engines. Engine identification and inspection; basic engine principles and design; principles of operation of two and four stroke engines; basic electricity involving ignition systems; charging systems; and starting systems; lubrication; cooling systems; fuel systems; governor systems; exhaust systems; troubleshooting; and overhaul. (3 credit, 2 lecture, 2 lab)

DSL 157 BASIC INTERNAL COMBUSTION ENGINE

Principles of four-cycle internal combustion engines. Troubleshooting and overhauling gasoline engines with all operations of disassembly, repair or replacement, and reassembly. (3 credit, 2 lecture, 2 lab)

DSL 158 HYDRAULICS I

Hydraulic systems, both open and closed. The various components of hydraulic systems, such as pumps, valves, and actuators (both cylinders and motors) studied. Troubleshooting and testing hydraulic circuits introduced. (3 credit, 1 lecture, 4 lab)

DSL 171 HYDRAULICS II

Hydraulic systems will be covered with an emphasis on whole systems and troubleshooting hydraulic circuits. Prerequisite: DSL 158. (3 credit, 1 lecture, 4 lab)

DSL 172 INTERNSHIP

A work experience program in which the student is employed in a diesel technology field for the summer months to acquire skills. This program will be coordinated with class work through the summer. May be offered as variable credit and repeated three times. (5 credit, 0 lecture, 25 lab)

DSL 230 DIESEL BRAKES

Provides the theory and practical servicing of hydraulic brakes, air brakes, parking brakes, and anti-lock brake systems (ABS). (4 credit, 3 lecture, 2 lab)

DSL 232 DIESEL SUSPENSION & STEERING

Provides the theory and practical servicing of diesel suspension and steering designs, geometry, diagnosis, service, repair and wheel alignment procedures. (4 credit, 2 lecture, 4 lab)

DSL 233 ELECTRICAL DIAGNOSIS

A continuation of DSL 132, troubleshooting procedures using volt/ ohm meters and wiring diagrams with strong emphasis on scan tools and scan tool usage. Prerequisites: DSL 131 and DSL 132 or Instructor consent. (5 credit, 2 lecture, 6 lab)

DSL 234 TRUCK TRANSMISSIONS & DRIVE TRAINS

Development of diagnostic and repair skills as they relate to modern transmissions and power trains. Provides the student technician with an understanding of how these systems work, the varied systems that are used, and the foundation to diagnosis and repair problems that occur on these units. (4 credit, 3 lecture, 2 lab)

DSL 235 DIESEL HEATING & AIR CONDITIONING

Provides the theory and practical servicing of diesel air conditioning systems, heating and cooling systems, temperature controls, and refrigerant recovery, recycling and handling.

(4 credit, 1.5 lecture, 5 lab)

DSL 237 ENGINE DIAGNOSTICS AND PERFORMANCE

This course covers electronic control systems, electronic fuel systems, and electronic diagnostic tools, testing and adjusting fuel systems, component replacement and troubleshooting. Prerequisite: DSL 131, DSL 132, DSL 233. (3 credit, 2 lecture, 2 lab)

DSL 238 FINAL DRIVES TRACKS & UNDERCARRIAGE

Final drives, track systems, and undercarriage components will be studied as to their proper functions, maintenance, and repair. Prerequisite: DSL 277 (3 credit, 2 lecture, 2 lab)

DSL 275 DIESEL ENGINES

Introduces the procedure for complete diesel engine rebuild. Includes a discussion of combustion chamber types, major components and component disassembly inspection, and repair. Prerequisite: DSL 157. (4 credit, 1 lecture, 6 lab)

DSL 276 DIESEL FUEL SYSTEMS

Introduction to basic fuel chemistry, fuel sub-systems, and general purposes of diesel fuel systems. Prerequisites: DSL 275 or Instructor consent. (3 credit, 2 lecture, 2 lab)

DSL 277 POWER TRAIN FUNDAMENTALS

Transmissions and final drives of various tractors and farm equipment will be studied as to their proper functions, maintenance, and repair. (3 credit, 1 lecture, 4 lab)

DSL 290

SELECTED TOPICS IN DIESEL TECHNOLOG

An in-depth study of topics in the diesel technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Prerequisite: Consent of instructor. (3 credit, 3 lecture, 0 lab)

[ECE] EARLY CHILDHOOD EDUCATION

ECE 114

PLAY AND LEARNING ENVIRONMENT

Focuses on play as the principle medium of children's learning and development, from the ages of birth through age eight. Its objectives relate mainly to learning the teacher's role in supporting, facilitating, and guiding children's play. Main themes of the course are: Play: What is it? What is its value? How does it reflect diverse cultures? How does it relate to children's development and their learning? Environments for Children's Play: How does the physical environment and use of time and space support and enhance children's play? What equipment, materials, and arrangement of space are most appropriate at different ages? What behavior can teachers expect and plan for in various environments? The Teacher's Role in Children's Play: Active listening, how to speak positively and supportively with children at play; how to extend and expand on children's ideas; how to help children resolve conflicts and solve problems; the difference between encouragement and praise; planning and assessment for the play-centered learning environment; techniques of supervision to assure children's safety; how to anticipate, plan for, and respond to challenging behavior. (3 credit, 3 lecture, 0 lab)

ECE 115

INFANT-TODDLER DEVELOPMENT AND CARE

Studies current theories and knowledge concerning growth and development of infants and toddlers. Involves observations of group care of infants and toddlers including center based programs and family child care homes. Emphasizes the needs of both typically developing infants and toddlers and infants and toddlers with special needs. Diversity, Inclusion, Parents, Special topics, NAEYC Developmentally Appropriate Practice, NAEYC Accreditation Standards are integrated into course assignments. (3 credit, 3 lecture, 0 lab)

ECE 116 INFANT-TODDLER CURRICULUM

Application of theories of development of children up to age three in a child centered environment. Development of competencies and skills needed by early childhood professionals. Two hours of practicum are required each week. (3 credit, 3 lecture, 0 lab)

ECE 121 INTRODUCTION TO ECE

An overview of early childhood care and education, including the basic values, structure, organization and programming in early childhood. Examination of the student's personal qualities in relationship to expectations of the field. Fifteen hours of clinical fiel experience is required in a variety of early childhood settings. (3 credit, 3 lecture, 0 lab)

ECE 141 CHILD DEVELOPMENT

A foundation course in theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories; an exploration of child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society; an emphasis on the implications for early childhood professional practice. *Encompassing birth through age eight and may include pre-adolescents. (IAI ECE912) (3 credit, 3 lecture, 0 lab)



ECE 142 HEALTH, SAFETY & NUTRITION

The course is a study of the essential factors of health, nutrition, and safety as they apply to early childhood settings and school environments of children birth through age eight. Emphasis will be given to nutritional needs, health routines, health appraisals, safety, hygiene, childhood illness, social-emotional needs and first aid. Students will examine the relationship of the child, family, school and community on the child's health and well-being. The course will include information on program planning, classroom curriculum, current issues, and parent education around health and safety issues. (3 credit, 3 lecture, 0 lab)

ECE 143 GUIDANCE, OBSERVATION & ASSESSMENT

This course introduces a variety of observation, assessment and guidance techniques in early childhood education settings birth to age eight. (4 credit, 4 lecture, 0 lab)

ECE 213 CHILD FAMILY AND COMMUNITY

This course focuses on the child in the context of family and

community. Includes issues of communication, diversity, professionalism, and social policy, and will promote awareness of effective use of community resources. (IAI ECE915) (3 credit, 3 lecture, 0 lab)

ECE 214

LANGUAGE & LITERACY DEVELOPMENT

Language and communicative development of children from birth through third grade, with a focus on children from birth through age five, will be studied. The relationship between language and other areas of development will be explored as well as ways to support language development with young children. Students will observe, record, and analyze samples of young children's communication. Examines factors and conditions which affect early and beginning reading from birth through eight years of age. Emphasis will be placed on the methods, materials, organizational procedures, and assessment techniques in early literacy learning. In addition, students will participate in field experiences to apply the new knowledge they gain throughout the course. (3 credit, 3 lecture, 0 lab)

ECE 215 PRESCHOOL ADMINISTRATION

Develops skills in administration and supervision for students who wish to work in early childhood education centers. Includes topics such as program planning, selection and use of staff, the role of the administrator and supervisor, administrative tasks, in-service training for staff improvement, and community resources for supplementing the center's services. (3 credit, 3 lecture, 0 lab)



ECE 217 SUPERVISION & STAFF DEV IN ECE

Designed for early childhood administrators to evaluate, develop, and organize documentation, reviews, evidence of systems, and conduct teacher observations in order to the implement "The Human Resources Development Scale" contained within The Program Administrations Scale: Measuring Early Childhood Leadership and Management (2004). An online assessment at the beginning of the course to review existing documentation subscales of: (1) Staff Orientation, (2) Supervision and Performance Appraisal, and (3) Staff Development will be conducted. Individual action plans will be written by each student to identify the documentation needed to meet the criteria of the PAS. Students will increase their knowledge and skills in early childhood leadership and management practices aligned with the Program Administration Scale. (3 credit, 3 lecture, 0 lab)

ECE 220 PRACTICUM I

Provides the student with both theory and practice in the contemporary early childhood setting. Students engage in supervised participation in the NAEYC Accredited Child Study Center on campus, or an approved off campus site. Individual conferences, written reports/observations/reflections, outside reading, seminar sessions, and an online supplement component are also an integral part of this course. The student studies the behavior of children individually, and in groups, in light of current knowledge in child development including NAEYC Accreditation Standards, Head Start Performance Standards, and Illinois State Board of Education Early Learning Standards. The techniques of studying children and recording of behavior are included in this course. Direct attention will be given toward a study of current trends in early childhood care and education. Prerequisites: ECE 141, ECE 121, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143 and ECE 214 and consent of instructor. (4 credit, 1 lecture, 9 lab)

ECE 221 PRACTICUM II

A supervised practicum in an approved Clinical Site (NAEYC, NAFCC or Department approved site). Emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth through third grade. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through third grade. Prerequisites: ECE 121, ECE 141, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143, ECE 214, ECE 240, ECE 220 and consent of instructor. (4 credit, 1 lecture, 9 lab)

ECE 240 MATH AND SCIENCE METHODS

A course on the standards, principles, and practices in teaching mathematics and science to young children ages birth through third grade with an emphasis on preschool age children. Focus will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment with materials, and child-centered choices. Field experiences required. (3 credit, 3 lecture, 0 lab)

ECE 299 DIRECTOR PRACTICUM

This course provides an opportunity for the student to engage in practical experiences as a director of a center. Students work in a supervised childcare setting where they assist the center director and perform the daily duties of a director. This course meets the experience requirements for Illinois Director Credential. This course may be offered for variable credit and is repeatable three times. Prerequisites: Completion of an AAS in Early Childhood Education and instructor consent. (4 credit, 0 lecture, 8 lab)

[ECON] ECONOMICS

ECON 121 INTRODUCTION TO MACROECONOMICS

Introduction to national income theories, economic fluctuations and growth, money and banking, and international economics. (IAI S3 901) (3 credit, 3 lecture, 0 lab)

ECON 122 INTRODUCTION TO MICROECONOMICS

Introduction to price theories, the behavior of the firm under varying market conditions, and the behavior of the consumer. (IAI S3 902) (3 credit, 3 lecture, 0 lab)

[EDUC] EDUCATION

EDUC 120 ONLINE TECHNOLOGY

Focuses on developing students' basic computer skills and the use of the school's online learning management system and electronic/ computer systems: the My.SIC portal, basic computer technology skills, participating in online/hybrid courses, and utilizing the Library's electronic research tools and online library resources. The course improves student's ability to effectively utilize these essential computer systems through a series of four modules. (1 credit, 1 lecture, 0 lab)

EDUC 122 STRATEGIES FOR COLLEGE SUCCESS

An interactive cource designed to improve one's personal/social, academic, and career survival skills. Topics include the College's organization, offerings, service and role in the community; personal goal setting, motivation and self-awareness; learning modes; and library learning resources skills. Variable credit and repeatable three times. (2 credit, 2 lecture, 0 lab)

EDUC 141 INTRODUCTION TO EDUCATION

Provides an introduction to teaching as a profession in the American education system. Offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. Includes organizational structure and school governance. A clinical component is required. (3 credit, 3 lecture, 0 lab)

EDUC 220 CHILDREN'S LIT. IN PERFORMANCE

Focuses on literary forms that can be used not only as a means of enjoyment, but also as a learning tool for children. Script analysis, directing concerns design issues, children's literature, and performance are stressed. Prerequisite: One of COM 121, ENG 122, THTR 121, THTR 122 or Instructor consent (3 credit, 1 lecture, 0 lab)

EDUC 226 STUDENTS WITH SPECIAL NEEDS

A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Act, and the diversity of the populations of individuals with disabilities. Prerequisite: EDUC 141 Introduction to Education or PSYC 121 Intro to Psychology or PSYC 221 Child Psychology or Instructor Consent. (3 credit, 3 lecture, 0 lab)

EDUC 228 DIVERSITY OF SCHOOLS AND SOCIETY

Social and Global Perspectives. How schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts. (3 credit, 3 lecture, 0 lab)

EDUC 241

EDUCATIONAL PSYCHOLOGY

This course concerns psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instructions, including assessment. Emphasis will also be placed on learner-centered instruction and diversity. Prerequisite: Psychology 121. (3 creidt, 3 lecture, 0 lab)

EDUC 243 HUMAN GROWTH AND DEVELOPMENT

A study of growth and development of the individual from conception through adulthood. Emphasis on social, emotional, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. A minimum of 20 hours of clinical experience focused on social, emotional, cognitive and physical aspects of behavior, preschool through the twelfth grades with observation of the learners. Includes research methods and developmental theories. (3 credit, 3 lecture, 0 lab)

EDUC 244 HUMAN GROWTH & DEVELOPMENT-LIFESPAN

A study of growth and development of the individual from conception through the lifespan. Emphasis on social, emotion, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. A minimum of 20 hours of clinical experience focused on social, emotional, cognitive and physical aspects of behavior, preschool through the twelfth grades with observation of the learners, not methodology. (3 credit, 3 lecture, 0 lab)

EDUC 260 EDUCATIONAL TECHNOLOGY

This course provides an introduction to integrating technology into the classroom. Topics include the using the Internet, manipulating Productivity Software Applications for educators, integrating multimedia and education software applications, and creating curriculum pages. (3 credit, 3 lecture, 0 lab)

EDUC 280 SELECTED TOPICS IN EDUCATION

An in-depth study of selected problems or topics in education. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

EDUV 111 TUTOR TRAINING

This course is designed to deliver training for prospective student tutors. A major activity is to offer one-on-one and group peer tutoring. This course is intended to equip student peer tutors with the necessary skills to be most effective in the tutoring situation. (1 credit, 1 lecture, 0 lab)

[EMP] EMPLOYMENT SKILLS

EMP 111 JOB SKILLS DEVELOPMENT

Provides career development skills, job attainment skills, job survival skills, leadership skills and basic communication and math skills. May be offered as variable credit and repeated three times. (3 credit,3 lecture, 0 lab)

EMP 112

STUDENT SKILLS DEVELOPMENT

Provides basic student skills, college life orientation, introduction to portfolio development skills, job attainment skills, job survival skills, leadership skills and team building skills. May be offered as variable credit and repeated three times. (4 credit, 4 lecture, 0 lab)

EMP 114 JOB/LIFE SKILLS DEVELOPMENT

Provides basic student skills, career development skills, job attainment skills, job survival skills, goal setting, time and stress management, consumer and family economics, communications and conflict management skills, and decision-making skills. This course may be offered for variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

EMP 119 JOB SHADOWING

Career Exploration which provides an orientation to a specific fiel through an examination of employee qualifications and work-related characteristics, job duties, employment potential, and career trends. This course provides career development skills, job attainment skills, and leadership skills. Instruction includes supervised on-the-job observations and/or participation. As an elective, the course is offered on a "Pass/Fail" basis and is not calculated as part of the overall grade point average. May be offered as variable credit and repeated up to three times. Students are required to spend a minimum of 75 contact hours for each semester credit hour awarded. (3 credit, 0 lecture, 15 lab)

[ENG] ENGLISH

ENG 101 READING/WRITING IMPROVEMENT

This developmental studies course is designed to provide review and practice in phonics, spelling, grammar, punctuation, and effective written communication. It also promotes and improves flexible reading rate, critical thinking skills such as skimming, scanning, and note taking, vocabulary skills, and reading comprehension skills. This course is repeatable three times.(3 credit, 3 lecture, 0 lab)

ENG 105 INTRODUCTION TO COLLEGE WRITING

Designed to help students who may not be adequately prepared to successfully complete ENG 121. Instruction emphasizes correcting common sentence errors and learning the writing process through paragraph and essay development. (3 credit, 3 lecture, 0 lab)

ENG 109 INTEGRATED READING & WRITING

This course involves comprehensive instruction on basic reading, writing and study skills needed to be successful in college course work. Areas of instruction will cover a review of basic grammar, vocabulary development, comprehension skills, critical and literal reading skills, study strategies, paragraph and essay development, and, the use of technology to complete assignments. (4 credit, 4 lecture, 0 lab) ENG 121 RHETORIC & COMPOSITION I

Develops awareness of the writing process, provides inventional, organizational, and editorial strategies, stresses the variety of uses for writing, and emphasizes critical skills in reading, thinking, and writing. The course will be devoted to expository writing, including causal analysis, comparison/contrast, and argumentation. Students will also be introduced to the LRC and its facilities and proper uses. Prerequisite: ASSET test score of 41 or higher. (IAI C1 900) (3 credit, 3 lecture, 0 lab)

ENG 122 RHETORIC & COMPOSITION II

A continuation of ENG 121, this course further develops expository writing and stresses the development of the ability to read with understanding and critical awareness. It includes the writing of literary analyses based on readings in poetry, drama, and fiction, and the production of a documented, multi-source research paper. Prerequisite: ENG 121 or Instructor Consent. (IAI C1 901R) (3 credit, 3 lecture, 0 lab)

ENG 123 INTRODUCTION TO CREATIVE WRITING

Designed to teach the beginning writer the basic skills of writing fiction and poetr . Through guided practice in critical analysis of professional work, class critiques of student writing, and discussion and application of the principles of imaginative writing the student should be able to demonstrate skill in writing fiction and poetr , and should develop a further understanding and appreciation for fiction and poetry. (3 credit, 3 lecture, 0 lab)

ENG 223 ADVANCED CREATIVE WRITING

Designed to provide an opportunity for experienced student writers to develop their skills as fiction writers and poets. Through guided practice in critical analysis of professional work, class critiques of student writing, and discussion and application of the principles of imaginative writing, the student should further demonstrate skill in writing fiction and poetr , and should develop a further understanding and appreciation for fiction and poetr . Prerequisite: ENG 123. (3 credit, 3 lecture, 0 lab)

ENG 243 INTRO TO DRAMA

Designed to develop the student's understanding and appreciation of dramatic literature, this course includes study of the historical development, the various modes, and the basic elements of drama. Analysis and interpretation of dramatic literature, as well as visual recreation of drama, are stressed. Prerequisite: ENG 121 and ENG 122 or consent of instructor. (IAI H3 902) (3 credit, 3 lecture, 0 lab)

ENG 245 WORLD LITERATURE

Designed to produce an awareness of and appreciation for Western cultural heritage through the reading of representative works of three major periods: the ancient world, the Middle Ages, and the Renaissance. Emphasizes the historical background of each period and introduces methods of critical analysis used to interpret the readings or text. Prerequisite: ENG 121 and ENG 122 or Instructor Consent. (IAI H3 906) (3 credit, 3 lecture, 0 lab)

ENG 246 MODERN LITERATURE

Introduces students to some of the outstanding literature of the modern period, including works from the late 19th Century to the present day. Emphasis will be given to the three genres of poetry, drama and fiction. Prerequisite: ENG 121 and ENG 122 or Instructor Consent. (IAI H3 907) (3 credit, 3 lecture, 0 lab)

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ENG 261 AMERICAN LITERATURE I

A survey of representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Prerequisites: ENG 121 and ENG 122, or Instructor Consent (IAI H3 914) (3 credit, 3 lecture, 0 lab)

ENG 262 AMERICAN LITERATURE II

A survey of representative works illustrating the development of American literature from the Civil War to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Prerequisites: ENG 121 Rhetoric & Composition I and ENG 122 Rhetoric & Composition II, or Instructor Consent (IAI H3 915) (3 credit, 3 lecture, 0 lab)

ENG 280 SELECTED TOPICS IN LITERATURE

An in-depth study of selected problems or topics in literature. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[ENGY] ENERGY

ENGY 111 INTRODUCTION TO BIOFUELS

This course introduces to students biofuel energy including the production process of multiple types of cellulose biomass sources that can be chemically altered to create a viable, sustainable energy source. (3 credit, 3 lecture, 0 lab)

ENGY 113 PLANT MAINTENANCE

This course provides students with a detailed understanding of how using the best practices associated with the plant's maintenance function enhances quality, operations, safety, and profit ma gins. (3 credit, 3 lecture, 0 lab)

ENGY 115 AGRICULTURE WASTES TO BIOFUELS

This course provides an overview of biofuels production from agricultural wastes. It covers the process from waste creation through processing and distribution. (1 credit, 1 lecture, 0 lab)

ENGY 131 BIODIESEL PRODUCTION

This course covers the process of biodiesel production from biomass choice through the production including biodiesel chemistry, process stages, fuel specifications, treatment, storage, and facility operations. (3 credit, 3 lecture, 0 lab)

ENGY 132 BIODIESEL FUEL

This course provides a history of biodiesel and its place in our social, political, and economic global community. (1 credit, 1 lecture, 0 lab)

ENGY 133 BIODIESEL PROCESS

This course provides a history of biodiesel from its discovery through current market demand and its place within renewable fuel standard. (2 credit, 2 lecture, 0 lab)

ENGY 151 ETHANOL PRODUCTION

This course provides an overview of ethanol production from biomass solution to the completed product including distribution. (3 credit, 3 lecture, 0 lab)

ENGY 152 ETHANOL FUEL

This course provides a history of ethanol and its place in our social, political, and economic global community. (1 credit, 1 lecture, 0 lab)

ENGY 153 ETHANOL PROCESS

This course provides a history of ethanol from its discovery through current market demand and its place within renewable fuel standard. (2 credit, 2 lecture, 0 lab)

ENGY 211 BIOFUELS SYSTEM TECHNOLOGY

This course provides students with a detailed overview of the biofuel process fundamentals of a biorefinery such as batch and continuous process, modes of operation, specific equipment needs. (3 credit, 3 lecture, 0 lab)

ENGY 213 ALGAE FEEDSTOCKS

This course provides an overview of ethanol and biodiesel production from naturally occurring or synthesized algae. (1 credit, 1 lecture, 0 lab)

ENGY 270

BIOFUEL ENERGY INTERNSHIP

Provides a practical work experience in which the student works in the renewable fuels industry. The internship creates an important occupational experience providing the student with the opportunity to practice and observe the application of some of the specifics in the biofuels, ethanol, biodiesel, or renewable fuels production, distribution, and marketing. This course may be offered for variable credit and may be repeated three times. (5 credit, 0 lecture, 25 lab)

ENGY 290

SELECTED TOPICS IN BIOFUELS TECH

An in-depth study of topics in the biofuels technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be offered as variable credit (.5 hours to 4 hours) and repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. (4 credit, 4 lecture, 0 lab)

ENGY 299

ENERGY SYSTEMS INTERNSHIP

Provides a practical work experience in which the student works in a renewable fuels production facility. The internship creates an important occupational experience providing the student with the opportunity to practice and observe the application of some of the specifics in the biofuels, ethanol, biodiesel, or renewable fuels production. This course may be offered variable credit and may be repeated three times. PRE-REQUISITE: Instructor Consent. (5 credit, 0 lecture, 25 lab)

[EPT] EMERGENCY PREPAREDNESS TRAINING

EPT 130

EMERGENCY MANAGEMENT PLANNING

Prepares state and local governmental employees to design, prepare, conduct, and evaluate emergency procedures to be used in natural and man-made disasters. (1 credit, 1 lecture, 0 lab)

EPT 131

EMERGENCY PREPAREDNESS TRAINING

Prepares individuals in public and private entities/agencies, and educational institutions that coordinate and manage emergency and disaster response services and related activities at various phases of natural and man-made emergencies and disasters. Topics covered may include any combination from the following topics: Incident Command System (ICS), National Incident Management Systems (NIMS), National Response Framework (NRF), Campus Violence Prevention, Campus Threat Assessment, and related emergency training. This course is intended to be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

EPT 132

EMERGENCY PREPAREDNESS TRAINING II

A continuation of EPT 131 Emergency Preparedness Training I. Prepares individuals in public and private entities/agencies, and educational institutions that coordinate and manage emergency and disaster response services and related activities at various phases of natural and man-made emergencies and disasters. Topics covered may include any combination from the following topics: Incident Command System (ICS), National Incident Management Systems (NIMS), National Response Framework (NRF), Campus Violence Prevention, Campus Threat Assessment, and related emergency training. This course is intended to be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

[FCS] FAMILY AND CONSUMER SCIENCES

FCS 124 INTRODUCTION TO NUTRITION

Presents the basic principles and applications to everyday nutritional problems. Includes a study of the major food nutrients, their chemical properties, sources, metabolism and the minimum daily requirements for each age group in the life cycle. No prerequisite. (3 credit, 3 lecture, 0 lab)

FCS 280 SELECTED TOPICS IN FCS

An in-depth study of selected problems or topics in family and consumer science. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[FIRE] FIRE SCIENCE

FIRE 115

ORIENTATION TO FIRE FIGHTING

Introduces the recruit fire fighter to the fire science program. Subjec included: Fire Department Organization, Fire Behavior, Portable Extinguishers, Self-Contained Breathing Apparatus, Ladders, Fire Hose and Appliances Safety. Course is designed to meet all objectives set forth by the Office of the State Fire Marshall for Firefighter I Certification. (4 credit, 4 lecture, 0 lab

FIRE 116 FIRE SUPPRESSION TECHNIQUES

Introduces the recruit firefighter to fire suppression techniques th occur on the fire ground during all stages of a fire. Subjects included Emergency Medical Care, Water Supply, Forcible Entry, Overhaul, Fire Streams, Ventilation, Building Construction. Course is designed to meet all criteria set forth by the office of the State Fire Marshall for Firefighter II Certification. (4 credit, 4 lecture, 0 la

FIRE 117 LOSS CONTROL

Introduces the recruit firefighter to the non-suppression suppor activities in the fire service. Subjects include: ropes, salvage, communications, sprinkler systems, fire prevention, and hazardous materials. Course is designed to meet all criteria set forth by the Office of the State Fire Marshall for Firefighter II Certificatio (4 credit, 4 lecture, 0 lab)

FIRE 132 FIRE INSTRUCTOR I

Instructor I is designed to give the student the knowledge and ability to teach from prepared materials which are predominantly skills oriented. Areas covered include: communication, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructor's roles and responsibilities, teaching techniques, and use of instructional materials. Prerequisites: Illinois Fire Fighter II certification or equivalent or FIRE 115 and FIRE 116. (3 credit, 3 lecture, 0 lab)

FIRE 133 FIRE INSTRUCTOR II

Emphasis of the Instructor II course is placed on teaching formalized lessons from materials prepared by the instructor, including relating information from one lesson or class to the next. Prerequisites: IL OSFM Instructor I certification or FIRE 132 or equivalent. (3 credit, 3 lecture, 0 lab)



FIRE 134 STRATEGY & TACTICS II

This course is designed for the individual who is responsible for commanding one to two companies at the fire or eme gency scene. Subject areas which will be covered are: Company Officer leadership, safety, fire behavio, pre-fire planning, building construction, firefightin tactics, engine and ladder company operations and tactical exercises. This course will meet the requirements required by the OSFM in Illinois for certification towards Fire Officer I. Prerequisite Illinois Fire Fighter II certification or equivalent or FIRE 15 and FIRE 116. (3 credit, 3 lecture, 0 lab)

FIRE 135 HAZARDOUS MATERIALS OPERATIONS

This course is designed to teach the student knowledge of basic hazard and risk assessment techniques, knowledge of selecting and using proper personal protective equipment provided to the first responder operational level, knowledge of performing basic control, containment and/or confinement operations within the capabilities of the resources and equipment available. Prerequisites: FFII and Hazardous Materials Awareness. (3 credit, 2 lecture, 2 lab)

FIRE 136 FIRE PREVENTION PRINCIPLES

Fire Prevention Principles covers materials in the areas of fire inspection, fire investigation, and fire cause determination. Inspectio topics include: laws, codes, ordinances, life safaety code applications, building construction, occupancy, and inspection techniques, installed systems and water supply. Fire investigation concentrates on determining point of origin and cause. Prerequisites: IL OSFM FFII Certification or FIRE 15 and FIRE 116 or equivalent. (3 credit, 2.5 lecture, 1 lab)

FIRE 137 CERTIFIED FF III MOD A

This course is designed for the student who wishes to go beyond the Firefighter II certification Topics include orientation, SCBA, fire behavior, ladders and hose. Prerequisites: IL OSFM FFII certification. (3 credit, 2 lecture, 2 lab)

FIRE 138 CERTIFIED FF III MOD B

This course is designed for the student who wishes to go beyond the Firefighter II certification Topics include rescue, nozzles & fire streams, ventilation, water supply, overhaul, building construction. Prerequisites: IL OSFM FFII certification. (3 credit, 2 lecture, 2 lab



FIRE 139 CERTIFIED FF III MOD C

This course is designed for the student who wishes to go beyond the Firefighter II certification Topics include ropes and knots, communications, sprinkler systems, fire prevention, public fir education, fire cause determination. Prerequisites: I OSFM FFII certification. (3 credit, 2 lecture, 2 lab

FIRE 150 STRATEGY & TACTICS I

This course is designed for the individual who is responsible for commanding a fire or eme gency scene involving multiple companies. Subject areas include strategic concepts in firefighting duties and responsibilities of command officers, ICS, system, and multiple company operations. Prerequisites: Firefighter II, or equivalent. (3 credit, 3 lecture, 0 lab)

FIRE 153

FIRE MANAGEMENT PRINCIPLES I

Fire Management Principles I is designed to provide the Fire Office , who is in charge of a single fire company or station, with information and skills in supervisory practices, personnel management, and budget. Areas of instruction will include: the role and function of the Company Fire Office , basic management principles and concepts, leadership, motivation, order giving, discipline and conflict resolution. Requires 40 clock hours of instruction. Prerequisites: Fire Fighter II Certification. (3 credit, 3 lecture, 0 lab

FIRE 154 FIRE MANAGEMENT PRINCIPLES II

The Fire Management Principles II course is designed to provide the Fire Office , who is in charge of a single fire compan , with information skills in personnel management. The course provides coverage in the areas of basic communications, report writing, interpersonal communication, group dynamics, coaching and counseling skills, and performance appraisal. Requires 40 clock hours of instruction. Prerequisites: FIRE 153 Fire Management Principles I. (3 credit, 3 lecture, 0 lab)

FIRE 159 FIRE SERVICE VEHICLE OPERATIONS

Introduces the recruit firefighter to the basic knowledge and skill to safely perform Fire Service Vehicle Operations, as it applies to classroom skills only, as defined by NF A 1451, Fire Service Vehicle Operations Program. Course is designed to meet all criteria set forth by the Office of the State Fire Marshall for Basic Operations Firefighter Certification program. (4 credit, 4 lecture, 0 la

FIRE 170 TECHNICAL RESCUE AWARENESS

Technical Rescue Awareness is a prerequisite for all new "operations" level rescue programs. Areas of instruction include structural collapse, rope, confined space, vehicle and machiner , water, wilderness and trench rescues. This course may be offered for variable credit and repeatable three times. (1 credit, 1 lecture, 0 lab)

FIRE 191 FIRE BRIGADE LEVEL I

The initial class for the instruction of underground coal miners in the location and use of firefighting equipment, location of escap ways, and exits. Trainees will become familiar with the proper routes of travel to the surface and proper evacuation procedures to be followed in the event of an emergency. Scenarios appropriate for beginners will be used in the burn tunnel. This course will meet or exceed the Federal requirements for new Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: Employer verification of initial safety and SCB training. (3 credit, 3 lecture, 0 lab)

FIRE 192 FIRE BRIGADE LEVEL II

A continuation of FIRE 191 Beginning Fire Brigade Level I. The course consists of beginning level instruction for underground coal miners in the safe techniques for fighting flammable, electrica and equipment fires. Trainees will be required to demonstrate safe fire fighting techniques as part of a team. Mine specific scenari appropriate for beginners will be used in the Burn Tunnel in light smoke. This course will meet or exceed the Federal requirements for new Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. PRE-REQUISITE: FIRE 191 or consent of instructor (3 credit, 3 lecture, 0 lab)

FIRE 193 FIRE BRIGADE LEVEL III

A continuation of FIRE 192. A mid-level program for the instruction of underground coal miners in fire drill techniques based on a mine specific plan for evacuation; location of escape-ways, and particular routes of travel to the surface following an emergency. Trainees will be introduced to the use of "live fire props" as a training tool for fighting fires, with special emphasis on the use of the fire lad Mine specific scenarios appropriate for intermediate fire brigad members will be used in the Burn Tunnel in moderate smoke. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191 and 192, or consent of instructor (3 credit, 3 lecture, 0 lab)

FIRE 194 FIRE BRIGADE LEVEL IV

A continuation of FIRE 193, Intermediate program for the instruction of underground coal miners in the team approach to fire fighting an evacuation. Trainees will demonstrate all aspects of fire fighting an evacuation procedures as required in the Code of Federal Regulations (Part 75.1101-23) and as outlined in their mine specific fire fighti and evacuation plan. Trainees will utilize various "live fire props" during training to simulate various types of mine fires. Mine specifi scenarios appropriate for intermediate fire brigade members will be used in the Burn Tunnel. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191, 192, and 193, or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 195 FIRE BRIGADE LEVEL V

An advanced program for the instruction of underground coal miners in the location and use of firefighting equipment, and the locatio of escapeways to the surface. Utilizing a mine specific map that contains a mock fire, each trainee will map the specific action thei team will take to control or maintain the fire area. Mine specifi scenarios appropriate for advanced fire brigade members will be used in the Burn Tunnel, These scenarios will include the use of "live fire props" in a mine fire. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191, 192, 193 and 194, or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 196 FIRE BRIGADE LEVEL VI

A continuation of FIRE 195 Advanced Fire Brigade Level 5. Trainees will develop a procedural route to safety as part of an emergency evacuation of their mine. This will include identifying proper procedures such as a specific meeting area, accounting of all individuals and de-energizing of electrical equipment, securing the area, communication with outside parties and routes to be taken. Mine specific scenarios appropriate for advanced fire brigad members will be used in the Burn Tunnel. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191, 192, 193, 194, and 195 or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 197

BEGINNING MINE RESCUE

The U.S. Department of Labor's Mine Safety and Health Administration (MSHA) requires that every operator of an underground mine establish "at least two mine rescue teams" and that each team member and alternate be "fully qualified, trained, and equipped to provide emergency mine rescue service" (Part 49.2(a)(1) and (b). This course is designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Scenarios appropriate for beginner mine rescue members will be used in the Burn Tunnel in light smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. PRE-REQUISITE: Employer verification of initial safety and SCB training. (3 credit, 3 lecture, 0 lab)

FIRE 198 INTERMEDIATE MINE RESCUE

This course is a continuation of FIRE 197, Beginning Mine Rescue. Intermediate Mine Rescue is the second course in the progression of the mine rescue series of courses designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Trainees will demonstrate the principles of mine rescue and current national mine rescue contest rules. Scenarios appropriate for intermediate mine rescue members will be used in the Burn Tunnel in moderate smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 197 or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 199 ADVANCED MINE RESCUE

Advanced Mine Rescue is the third course in the progression of the mine rescue series of courses designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Trainees will illustrate the mine rescue communication system of their specific mine and demonstrate mine rescue team techniques appropriate for advanced Mine Rescue Teams. Scenarios appropriate for advanced mine rescue members will be used in the Burn Tunnel in heavy smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. PRE-REQUISITE: FIRE 197 and 198, or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 290 SELECTED TOPICS IN FIRE SCIENCE

An in-depth study of topics in fire science. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. (3 credit, 3 lecture, 0 lab)

FIRE 291 FIRE BRIGADE TRAINING

A course designed to equip coal miners and other industry employees with first responder fire brigade skills. Safe use of fire fight equipment is taught. Instruction for fighting flammable liquid fire removing victims from the fire scene, and SCB donning and doffing procedures is given. Working as a team member is stressed. All students participate in evolutions in the burn tower. This course may be repeated, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (1 credit, 0 lecture, 2 lab)

[FOS] FOOD SERVICE

FOS 112 FOOD SERVICE SANITATION AND SAFETY

A study of personal hygiene and the principles involved in maintaining sanitary standards necessary to comply with regulations for a food service operation. May be repeated three times. (1 credit, 1 lecture, 0 lab)

FOS 199 FOOD SERVICE REFRESHER

A short continuing education course for certified food service managers and food handlers designed to cover the Illinois Public Health "core curricular" areas required under the Illinois Food Service Sanitation Code 750.551(c)(1)(C). May be repeated three times. Prerequisite: Illinois Food Service Sanitation Manager Certificate (FSSMC). (.5 credit, .5 lecture, 0 lab

[GMGT] GAME PRESERVE MANAGEMENT

GMGT 112 INTRO SHOTGUN & CLAYS SHOOTING

Beginning shotgun and sporting clays shooting instruction. Prerequisite: Valid FOID Card. (2 credit, 1 lecture, 2 lab)

GMGT 171 BASIC SHOTGUN SHOOTING

Introduction to the basic techniques and skills required for shooting with a shotgun, with an emphasis in target shooting. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)



GMGT 172 INTERMEDIATE SHOTGUN SHOOTING

Introduction to the NSSF style of shooting competition with an emphasis in skeet, trap and sporting clays. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)

GMGT 173

ADVANCED SHOTGUN SHOOTING

Advanced approach to the NSSA/NSCA/ATA style of shooting competition with an emphasis in skeet, trap and sporting clays. This course brings together all the technical and applied areas of competitive shooting. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)

GMGT 212

ADVANCED SHOTGUN & CLAYS SHOOTING

Training in the areas of advanced shotgun and sporting clays shooting. Acts as a continuation of GMGT 112 for those students who wish to elevate their shooting performance. Repeatable twice. Prerequisite: Valid FOID card, GMGT 112 or Instructor consent. (3 credit, 1 lecture, 4 lab)

GMGT 218

SHOOTING COMPLEX EXTENDED FIELD TRI

Provides concentrated and varied field observation experience. Provides contacts with the shooting complex industry and leads to NSCA Level I certification. Prerequisites: Acceptance in the Shooting Complex Management Program. (2 credit, 1 lecture, 3 lab)

GMGT 230 SHOOTING PRESERVE EXT. FIELD TRIP

Concentrated and varied field observation which gives the learner first-hand contact with the industry and the real world of work. Precedes the internship and may in some cases provide the interview for the students posting at an internship site. Supplements local learning conditions with situations, operational methods and management styles not found locally, and provides the opportunity to attain N.S.C.A. Level I instructor certification (1 credit, 1 lecture, 3 lab)

GMGT 234 SHOOTING PRESERVE FIELD STUDIES

Provides students with opportunities to participate in field experiences involving the study and planning of sporting properties for public use. Trips to operating areas and operational knowledge gained during those activity trips. (1 credit, 0 lecture, 2 lab)

GMGT 290

SELECTED TOPICS IN GAME MANAGEMENT

An in-depth study of topics in the game management field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Prerequisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

GMGT 291 APPLIED TOPICS IN GAME MANAGEMENT

An in-depth study of topics in the game management field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. (3 credit, 3 lecture, 0 lab)

GMGT 292 SELECTED TOPICS IN GAME MGMT I

An in-depth study of topics in the game management and shooting complex fields. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit.(3 credit, 3 lecture, 0 lab)

GMGT 293 APPLIED TOPICS IN GAME MGMT I

An in-depth study of topics in the game management and shooting complex fields. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[GOVT] GOVERNMENT

GOVT 121 AMERICAN GOVERNMENT

Historical development and organization of national, state, and local governments; the Federal system, national and state constitutions. (IAI S5 900) (3 credit, 3 lecture, 0 lab)

GOVT 226 INTRO. TO INTERNATIONAL RELATIONS

Study of international relations with emphasis on contemporary international problems and relations. Includes analysis of international behavior, international law, foreign policy, causes of conflicts, and potential solutions. (IAI S5 904 (3 credit, 3 lecture, 0 lab)

GOVT 260

POLITICS IN STATES AND COMMUNITIES

Historical development and organization of state government with an emphasis on the Illinois General Assembly and state constitutions. This course may be offered for variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

GOVT 261 FEDERAL AND NATIONAL POLITICS

An hands on interdisciplinary study of politics at the national level. Study will be through lecture, discussions, guided study, and a trip to our Nation's Capitol. PRE-REQUISITE: Permission of instructor required. (3 credit, 3 lecture, 0 lab)

GOVT 280 SELECTED TOPICS IN POLITICAL SCIENC

An in-depth study of selected problems or topics in political science. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed total of six (6) credit hours toward graduation. May be offered as variable credit.

(3 credit, 3 lecture, 0 lab)

[GRAP] GRAPHICS

GRAP 121 ENGINEERING GRAPHICS I

Introduction to engineering and design, including drafting, dimensioning, tolerancing, fasteners, and descriptive geometry. Engineering graphics topics include multi-view orthographic representations, principal auxiliary views, section views, and production drawings. CAD experience is included in the course. (3 credit, 2 lecture, 4 lab)

[HIST] HISTORY

HIST 121

HIST OF WESTERN CIVILIZ TO 1648

Political, social, and economic history of the Western world from its Middle Eastern origins to contemporary movements and problems. (IAI S2 902) (3 credit, 3 lecture, 0 lab)

HIST 122

HIST OF WESTERN CIVILIZ FROM 1648

Political, social, and economic history of the Western world from its Middle Eastern origins to contemporary movements and problems. Considers the development of European nationalism, liberalism, and imperialism, and surveys World War I and II and subsequent developments. (IAI S2 903) (3 credit, 3 lecture, 0 lab)

HIST 141 HISTORY OF LATIN AMERICA

Political and constitutional history of principal Latin American nations, including political relations, independence, and social and economic movements. (IAI S2 910N) (3 credit, 3 lecture, 0 lab)

HIST 161 AFRICA: ITS CULTURAL EMERGENCE

The history of Africa from ancient times to the present, with emphasis on African cultures, tribal history, the impact of imperialism, and the growth of nationalism and independence. (IAI S2 906N) (3 credit, 3 lecture, 0 lab)

HIST 241 AMER HIST I

Historical survey of the development of the United States and its peoples from its origins to current movements and problems. Development of the United States from colonization to 1865. Special emphasis is placed on the Constitution, Western Movement and the growth of nationalism. (IAI S2 900) (3 credit, 3 lecture, 0 lab)

HIST 242 AMER HIST II

Historical survey of the development of the United States and its peoples from its origins to current movements and problems. Development of the United Sates from 1865 to the present with special emphasis on the emergence of the United States in world affairs. (IAI S2 901) (3 credit, 3 lecture, 0 lab)

HIST 280 SELECTED TOPICS IN HISTORY

An in-depth study of selected problems or topics in history. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[HLTH] HEALTH

HLTH 110 TRANSITION TO HEALTH SCIENCE CAREER

This ABE/GED Bridge course will allow hands on and classroom education for students interested in transitioning into a health related career, certification program, or post-secondary education degree program. This course may be repeated three times and offered as variable credit. (4 credit, 4 lecture, 0 lab)

HLTH 114 TRANSITION TO HEALTH CAREER ASE

This ASE/GED Bridge course will allow hands on and classroom education for students interested in transitioning into a health related career, certification program, or post-secondary education degree program. This course may be repeated three times and offered as variable credit. (4 credit, 4 lecture, 0 lab)

HLTH 118 INTRODUCTION TO PHLEBOTOMY

Prepares the student in the techniques of phlebotomy (blood clollecting), selection and care of equipment, and maintenance of safety standards in health care facilities. (3 credit, 2 lecture, 1 lab)

HLTH 130 HEALTH CARE OBSERVATION

Students will participate in observational/job shadowing at a health care facility. The exact content will vary based on the site and interests of the student. This course may be repeated three times, but cannot exceed a total of four (4) credit hours toward graduation. May be offered as variable credit. (4 credit, 1 lecture, 6 lab)

HLTH 150 PHARMACY TECHNICIAN PREPARATION

A course that is intended to prepare the student to function successfully in the role of pharmacy technician in both community and hospital pharmacies. Emphasis is placed upon the knowledge and skills necessary to ensure medication safety in the pharmacy setting. (7 credit, 4 lecture, 6 lab)

HLTH 219 HLTH PROF ADVANCED STUDENT SKILLS

Provides review of job attainment skills, job survival skills, leadership skills and team building skills. Emphasis on critical thinking, reading strategies, documentation, practice tests and rationales for answers. May be offered as variable credit and repeated three times. Prerequisite: Students enrolled in HLTH 219 must meet one of three criteria: be a graduate of the PN Program or currently be enrolled in a PN Program or obtain instructor consent prior to enrollment. (2 credit, 2 lecture, 0 lab)

HLTH 290 SELECTED TOPICS IN HEALTH CARE

An in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. PRE-REQUISITE: Instructor consent (3 credit, 3 lecture, 0 lab)

[HORT] HORTICULTURE

HORT 121 INTRODUCTION TO HORTICULTURE

An introduction to the principles and practices involved in the development, production and use of horticultural crops (fruit, vegetables, greenhouse, turf, nursery, floral and landscape). (IAI AG 905) (3 credit, 3 lecture, 0 lab)

[HUM] HUMANITIES

HUM 280 SELECTED TOPICS IN HUMANITIES

An in-depth study of selected problems or topics in humanities. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[HYG] HYGIENE

HYG 113

FIRST AID & CARDIOPULMONARY RESUSCI

Instruction in the immediate and temporary care to be given to a victim of accident or sudden illness until the services of a physician can be obtained. Successful completion of the course will prepare the student for testing for the standard certification in first aid and in CP (2 credit, 2 lecture, 0 lab)

HYG 121 SCIENCE OF PERSONAL HEALTH

Emphasizes the physical, intellectual, social, emotional and spiritual health and wellness throughout the life cycle. Presents current issues in health. (3 credit, 3 lecture, 0 lab)

[IT] INFORMATION TECHNOLOGY

IT 110

BASIC PC ASSEMBLY AND REPAIR

This course provides the student an introduction to computer assembly and repair, operating system installation and troubleshooting. (2 credit, 2 lecture, 0 lab)

IT 111

INTRO TO INFORMATION TECHNOLOGY

This course provides the student with the basic skills needed to pursue learning in Information Technology (IT). This course introduces students to the history of computers, the Internet and the World Wide Web and provides basic information and terminology about the Internet, computer hardware and computer software. (2 credit, 2 lecture, 0 lab)

IT 112 INTRODUCTION TO ELECTRICITY

This course provides the student with an introduction to the safety concerns, principles of, and terminology used when dealing with electricity. (2 credit, 2 lecture, 0 lab)

IT 113 SOCIAL NETWORKING & WEB 2.0

This course provides the student with skills to navigate Web 2.0. Web 2.0 includes social networking, blogging, podcasts and cloud computing. (2 credit, 2 lecture, 0 lab)

IT 114

INTRODUCTORY OPERATING SYSTEMS

This course provides the student an introduction to operating systems. (2 credit, 2 lecture, 0 lab)

IT 115

INTRODUCTORY WORD PROCESSING

This course provides the student an introduction to word processing. (2 credit, 2 lecture, 0 lab)

IT 116 INTRODUCTORY SPREADSHEETS

This course provides the student an introduction to spreadsheet software. (2 credit, 2 lecture, 0 lab)

IT 117

INTRODUCTORY DATABASES

This course provides the student an introduction to database software. (2 credit, 2 lecture, 0 lab)

IT 118

INTRODUCTORY PRESENTATION SOFTWARE

This course provides the student an introduction to presentation software. (2 credit, 2 lecture, 0 lab)

IT 119 BASIC SOFTWARE APPLICATIONS

This course is an introductory computer course intended to acquaint and train students in the use of business software including word processing, database management, spreadsheets, presentation software, and Internet access methods. (IAI BUS 902) (3 credit, 3 lecture, 0 lab)

IT 130 FUNDAMENTALS OF ELECTRICITY

This course provides the student information and training about the relationship between current, voltage, resistance and power for direct current circuits and alternating current circuits. Subjects included are: analysis of series and parallel circuits, study of network theorems and Kirchhoff Laws, theory and use of multi-meters, electronic voltage meters and Watt meters, study of inductors, capacitors, reactance and impedance. (4 credit, 4 lecture, 0 lab)

IT 131 INTRODUCTORY WEB DESIGN

This course provides the student an introduction to web design. (2 credit, 2 lecture, 0 lab)



IT 132 INTRODUCTORY PROGRAMMING

This course provides the student an introduction to computer programming. (2 credit, 2 lecture, 0 lab)

IT 133 SYSTEMS ANALYSIS

This course is an introduction to the methodology, tools and techniques of systems analysis. This course examines the interrelationships between a computer system and the environment, or organization, in which the system operates. Students will gain an appreciation of how information flows through an o ganization, how information is organized and managed, and the techniques by which the value of information is optimized. (3 credit, 3 lecture, 0 lab)

IT 135 ADVANCED SOFTWARE APPLICATIONS

This course is an intermediate computer course intended to advance the students skills in the use of business software including word processing, database management, spreadsheets, presentation software, and personal information management systems. (3 credit, 3 lecture, 0 lab)

IT 151

WINDOWS OPERATING SYSTEMS

This course provides the student with information about the Microsoft Windows operating system. The student will learn to install, troubleshoot, secure and maintain the Microsoft Windows operating system. This course is designed to prepare the student to become certified as a Microsoft Certified Solution Associate. (3 credit, 3 lecture, 0 lab)

IT 153

IT ESSENTIALS I

This course provides the student with information and training on computer hardware and maintenance. This course will allow the student to recognize and compare various computer hardware and peripheral devices. This course provides hands on activities and labs for students to learn how to assemble, disassemble and configure a computer, install peripheral devices, and troubleshoot hardware and software problems. This course is designed to help the student prepare for the CompTIA A+ certification. (4 credit, 4 lecture, 0 lab

IT 155 FUNDAMENTALS OF UNIX

This course provides the student with skills related to the UNIX/ Linux operating system. This course is designed to help the student prepare for the CompTIA Linux+ certification (4 credit, 4 lecture, 0 lab)

IT 170 COMPUTER NETWORK GAMING

Introduction to the fundamentals of network computer gaming including hardware and software considerations. Some of the concepts covered will include: fundamental TCP/IP addressing, choosing and optimizing appropriate hardware, choosing and optimizing appropriate software, and using the Internet as a resource. This course may be offered as variable credit and repeated three times. (2 credit, 2 lecture, 0 lab)

IT 171 INTRODUCTION TO GAME DESIGN

This course is used to introduce students to the game design process and how to design 2D games. (3 credit, 3 lecture, 0 lab)

IT 173 PROGRAMMING I

A programming course which introduces the student to the constructs of the C++ programming language, the function of C++ statements, and the representation of data within C++. This course emphasizes the development of a structured programming approach as typified by visualization of a problem within a framework amendable to its solution, appropriate algorithm design, and the sequence of program development. (IAI CS 911) (3 credit, 3, 3 lecture, 0 lab)

IT 190

WEB SITE DEVELOPMENT/MANAGEMENT

This course provides the student with an introduction to HTML, web page design and web servers. (3 credit, 3 lecture, 0 lab)

IT 191 FUNDAMENTALS OF WEB DESIGN

This course focuses on the overall production processes surrounding web site design with particular emphasis on design elements involving layout, navigation and interactivity. (3 credit, 3 lecture, 0 lab)

IT 195

COMPUTER SECURITY I

This course provides the student with information and training on computer security, including risk mitigation, infrastructure security, application security, operational security, and information security along with identifying applicable policies, laws and regulation. This course is designed to help the student prepare for the CompTIA Security+ certification. (4 credit, 4 lecture, 0 lab

IT 196 COMPUTER SECURITY II

This course provides the student with information and training on ethical hacking. Ethical hacking involves learning the tools used by hackers to be prepared to defend against these attacks. This course is designed to help the student prepare for the EC-Council Certified Ethical Hacker certification. (4 credit, 4 lecture, 0 lab

IT 210 INTRODUCTORY NETWORKING

This course provides the student an introduction to networking. (2 credit, 2 lecture, 0 lab)

IT 215

NETWORK FUNDAMENTALS

This course provides the student with the knowledge and skills to implement network architecture with basic network security. The student will also learn to configure, maintain, and troubleshoot network devices using the appropriate tools. This course is designed to help the student prepare for the CompTIA Network+ certification. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 Credit, 4 lecture, 0 lab

IT 216 ROUTER THEORY AND TECHNOLOGY

This course provides the student with information and training on network routing and routing protocols. This course will teach the student to manage network backbone equipment. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 credit, 4 lecture, 0 lab

IT 217 LAN ADMINISTRATION

This course provides the student with the competencies to manage a local area network in a business environment. (4 credit, 4 lecture, 0 lab)

IT 218 WIDE AREA NETWORKS

This course provides the student with information and training on wide area networks. This course will teach the student to manage network equipment between remote locations. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 credit, 4 lecture, 0 lab

IT 219

LAN SWITCHING AND WIRELESS

This course provides the student with information and training on local area networks and wireless technologies. This course will teach the student to manage network equipment for local area networks and wireless technologies. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 credit, 4 lecture, 0 lab)

IT 230 INTERNSHIP

Provides field experience in which the student is working in a position with at least one of the following responsibilities: network maintenance, computer maintenance, software management, web site management or development, or other approved area related to Information Technology. This course may be repeated three times and may be offered as variable credit. (4 Credit, 0 lecture, 20 lab)

IT 271 DATABASE MANAGEMENT SYSTEMS

A study of database management systems. Includes representatives of the hierarchical, network, and relational models. Covers the major aspects of database technology, from initial planning, through schema development, to formal operation. A mixture of background theory and practical operation. Emphasizes the restrictions imposed by particular database models, and consequent processing advantages or disadvantages. (3 Credit, 3 lecture, 0 lab)

IT 273

PROGRAMMING II

An advanced treatment of the C++ programming language,including the object-oriented extensions of C++ with a primary focus on data structures. Through the language C++, the course explores linked lists, stacks, queues, trees, and graphs. This course provides a framework for developing a professional programming style. This course provides an advanced treatment of algorithm development and analysis and the development of skill in creating programs through both the top down and object-oriented paradigms. (IAI CS 912) (3 credit, 3 lecture, 0 lab)

IT 290

SELECTED TOPICS IN INFORMATION TECH

An in-depth study of topics in the Information Technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[MATH] MATHEMATICS

MATH 100 BRIDGE MATH

This course provides an intensive review of intermediate algebra concepts and skills. Topics include review of real numbers, first degree equations and inequalities, polynomials and factoring, algebraic fractions and equations, integer and rational exponents, radicals, complex numbers, second degree equations, and graphing. (4 credit, 4 lecture, 0 lab)

MATH 101 MATH IMPROVEMENT

This developmental studies course is designed to promote and improve basic math skills such as whole number operations, estimation and rounding, order of operations, fractions, decimals, percents, basic algebraic functions, and problem solving. This course may be repeated three times. Prerequisite: ASSET Placement Test score of 34 or less: Mandatory enrollment in 4-credit course. ASSET Placement Test score of 35-40: Enrollment in 4-credit course recommended. ASSET Placement Test score of 41 or more: Elective enrollment of 1-credit course (concurrent enrolment in other MATH classes allowed). (4 credit, 4 lecture, 0 lab)

MATH 106 BEGINNING ALGEBRA

Properties of linear equations and inequalities, exponents, polynomials and factoring, algebraic fractions, graphing, systems of equations in two variables, roots and radicals, and quadratic equations. Prerequisite: MATH 101 (4 credit course). (4 credit, 4 lecture, 0 lab)

MATH 108 GEOMETRY

Undefined geometric terms, postulates, and theorems; properties of parallel lines; properties of triangles, congruent triangles, and similar triangles; quadrilaterals; circles; perimeter and area of twodimensional figures; surface area and volume of three-dimensional figures; and proof. Prerequisite: M TH 106. (4 credit, 4 lecture, 0 lab)

MATH 109 INTERMEDIATE ALGEBRA

Review of real numbers, first degree equations and inequalities, absolute value equations, polynomials and factoring, algebraic fractions and equations, integer and rational exponents, radicals, complex numbers, second degree equations and inequalities, graphing, and functions. Prerequisite: MATH 106 and 108; MATH 108 may be taken concurrently. (4 credit, 4 lecture, 0 lab)

MATH 125 GENERAL EDUCATION STATISTICS

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Descriptive methods (frequency distributions, graphing and measures of location and variation), basic probability theory (sample spaces, counting, factorials, combinations, permutations and probability laws), probability distributions (normal distributions and normal curve, binomial distribution, and random samples and sampling techniques), statistical inference (estimation, hypothesis testing, t-test and chi-square test, and errors), correlation and regression, and f-test and analysis of variance. Prerequisites: C or better in MATH 108 Geometry and MATH 109 Intermediate Algebra. (IAI M1 902) (4 credit, 4 lecture, 0 lab)

MATH 126 TRIGONOMETRY

Review of geometric concepts, trigonometric functions, and the inverse functions, radian measure, identities and equations, solutions of oblique and right triangles, and powers and roots of complex numbers. Prerequisite: high school algebra and geometry. (3 credit, 3 lecture, 0 lab)

MATH 128 COLLEGE ALGEBRA

The algebra of functions-linear, polynomial, rational, exponential, and logarithmic; solving equations and inequalities based upon these functions; systems of equations and matrix operations; conic sections; and sequences and series. Prerequisite: MATH 108 Geometry and MATH 109 Intermediate Algebra. (4 credit, 4 lecture, 0 lab)

MATH 141 STATISTICS

Descriptive statistics, basic probability theory, probability distributions, statistical inference, correlation and regression, and the analysis of variance. An emphasis will be placed on applications in business, education, nursing, social sciences, and STEM fields. (4 credit, 4 lecture, 0 lab)

MATH 142 FINITE MATHEMATICS

Counting techniques, set theory, probability theory, equations of lines, systems of linear equations, linear applications, matrices and matrix applications, linear programming, and the Simplex method. Prerequisites: MATH 108 and 128 with a grade of "C" or better. (IAI M1 906) (4 credit, 4 lecture, 0 lab)

MATH 143 APPLIED CALCULUS

Linear, quadratic, and higher order polynomial functions; exponential and logarithmic functions and their applications; mathematical modeling; concept and techniques of differentiation; curve sketching; finding maxima and minima of functions; concept and techniques of definite and indefinite integrals, the fundamental theorem of calculus and applications of differentiation and integration in business and social science. Prerequisites: MATH 108 and 128 with a grade of "C" or better. (IAI M1 900) (4 credit, 4 lecture, 0 lab)

MATH 144 HEART OF MATHEMATICS

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Explores some of the most profound ideas in mathematics. Topics include number theory, geometry, graph theory, and counting techniques and probability. Prerequisite: MATH 108 and MATH 109 with a grade of "C" or better. (IAI M1 904) (4 credit, 4 lecture, 0 lab)

MATH 151 OCCUPATIONAL MATH

Review of the concepts of whole number arithmetic, fractions, decimal, percents, and ratios and proportions. Practical applications of arithmetic and geometry, measurement systems, and basic algebra concepts. Prerequisite: MATH 101 (4 credit course). (4 credit, 4 lecture, 0 lab)

MATH 155 TECHNICAL MATH

The necessary algebra, geometry, trigonometry, and statistics needed to succeed in a variety of vocational/technical areas. Provides the necessary prerequisite skills for technical calculus for a four-year degree. Prerequisite: MATH 106 (4 credit, 4 lecture, 0 lab)



MATH 161 PRE-CALCULUS

Topics include: rational, real, and complex number systems, elementary functions including polynomial, rational, exponential, logarithmic and trigonometric, and analytic geometry. Preparation for calculus. Prerequisite: MATH 108 and 128. (4 credit, 4 lecture, 0 lab)

MATH 162 CALCULUS AND ANALYTIC GEOMETRY I

Treatment of the major concepts and techniques of single variable calculus, with careful statements but few proofs. Differential and integral calculus of the elementary functions with associated analytic geometry. PREREQUISITE: MATH 161 with a grade of "C" or better. (IAI M1 900-1, IAI Major MTH 901) (5 credit, 5 lecture, 0 lab)

MATH 165 SCIENTIFIC PROGRAMMING

Study of a structured higher-level programming language to analyze and solve scientific and mathematical problems using a compute . Topics include: introduction to computers; basic elements of the language; control and repetition structures; user defined functions; arrays and strings; input-output streams; numerical methods. Prerequisite: MATH 162 Calculus & Analytic Geometry I (3 credit, 2 lecture, 2 lab)

MATH 204 ALGEBRAIC AND ARITHMETIC SYSTEMS

General problem solving techniques; functions; whole numbers, integer, rational numbers, irrational numbers, and real numbers; number theory; probability; and statistics. FOR ELEMENTARY EDUCATION MAJORS ONLY. Prerequisite: MATH 108 and 109. (4 credit, 4 lecture, 0 lab)

MATH 205 GEOMETRY FOR ELEMENTARY TEACHERS

Parallel and perpendicular lines; measurement of angles, line segments, time, and temperature; ratio and proportions; congruence and similarity; area, surface area, and volume; Greek constructions, proofs, and the Cartesian coordinate system. FOR ELEMENTARY EDUCATION MAJORS ONLY. Prerequisite: MATH 204 with a grade of "C" or better. (IAI M1 903) (4 credit, 4 lecture, 0 lab)

MATH 221 CALCULUS AND ANALYTIC GEOMETRY II

Develops the techniques of single-variable calculus begun in Calculus I and extends the concepts of function, limit, derivative and integral to functions of more than one variable. The treatment is intuitive, as in Calculus I. Techniques of integration, introduction to multivariate calculus, elements of infinite series. PREREQUISITE: MATH 162 with a grade of "C" or better. (IAI M1 900-2, IAI Major MTH 902) (5 credit, 5 lecture, 0 lab)

MATH 222 CALCULUS AND ANALYTIC GEOMETRY III

Further topics in calculus. Definite integrals over solid regions, applications of partial derivatives, vectors and vector operations, derivatives of vector functions, line integrals. Green's theorem. PREREQUISITE: MATH 221 with a grade of "C" or better. (IAI M1 900-3, IAI Major MTH 903) (5 credit, 5 lecture, 0 lab)

MATH 224 LINEAR ALGEBRA

A first course in vectors, matrices, vector spaces, and linear transformations. Covers the following topics: vectors; operations on matrices; matrices; inverse of a matrix; solution of systems of linear equations; rank of a matrix; vector spaces and subspaces; linear dependence and independence; basis and dimension; linear transformations; sums, composites, inverses of linear transformations; range and kernel of a linear transformation, determinants; eigenvalues and eigenvectors; orthogonality and inner product spaces; and quadratic forms. Emphasis is placed on theory and formal proofs integrated throughout the course. Examples, applications, and geometric intuition are also included. Prerequisite: MATH 221. (IAI Major MTH 911) (3 credit, 3 lecture, 0 lab)

MATH 225 DIFFERENTIAL EQUATIONS

Course in ordinary differential equations for engineering students. Topics include first order equations, linear di ferential equations, systems of linear differential equations, series solutions, the Laplace transform, numerical solutions, and applications. Prerequisite: MATH 222. (IAI Major MTH 912) (3 credit, 3 lecture, 0 lab)

[MT] MASSAGE THERAPY

MT 110

INTRODUCTION TO MASSAGE THERAPY

Provides the student with an introduction to the basic principles of massage therapy. Studies the history and current trends of the profession, as well as professional ethics. Provides knowlege of basic medical terminology and its appropriate use. Provides client consultation and assessment skills. Prerequisites: Concurrent enrollment in MT 111, MT 112, MT 113, and MT 114 (3 credit, 3 lecture, 0 lab)

MT 111 MASSAGE THERAPY ANATOMY

Provides the student with a study of the structural and functional relationships and homeostasis of the human body's systems. Incorporates the systems approach and integration of the body's systems into one functioning unit. Includes laboratory procedures, basic chemistry, the cell, cell division, and development. Prerequisites: Concurrent enrollment in MT 110, MT 112, MT 113, and MT 114. (3 credit, 2 lecture, 2 lab)

MT 112

MASSAGE THERAPY ETHICS & LAWS

Provides the student with a study of ehtical issues and laws that impact the massage therapist. Explores Illinois law, as well as laws of neighboring states. Provides an overview of professional and continuing education requirements. Discusses ethical practices for massage therapists, including the client/therapist relationship. Covers related topics of hepatitis, HIV, and hygiene. Prerequisites: Concurrent enrollment in MT 110, MT 111, MT 113, and MT 114. (2 credit, 2 lecture, 0 lab)



MT 113 **ANCILLARY MODALITIES**

"Explores a variety of topics and related methodologies related to the practice of massage therapy. Includes exploration of hydrotherapy, metabolism and nutrition, aromatherapy, stress reduction, time management, and others. Prerequisites: Concurrent enrollment in MT 110, MT 111, MT 112, and MT 114. (3 credit, 3 lecture, 0 lab)"

MT 114

MASSAGE THERAPY TECHNIQUES I

Provides the initial training in therapeutic massage. Covers self-care techniques, benefits of massage, pathologies, pressure sensitivit, draping techniques, supplies and equipment, and communication skills. Swedish massage techniques and variations will be taught and developed into a sequence for a full body massage. Prerequisites: Concurrent enrollment in MT 110, MT 112, and MT 113. (4 credit, 2 lecture, 4 lab)

MT 210

ADVANCED MASSAGE THERAPY

Provides instruction in various types of bodywork such as Neuromuscular therapy, craniosacral therapy, ortho-bionomy, myofacial release, positional release, deep tissue massage, sports massage, and infant and newborn massage. Students will also study kinesiology as it relates to therapeutic massage. Prerequisites: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. Concurrent enrollment in MT 211, MT 212, and MT 213. (3 credit, 2 lecture, 2 lab)

MT 211 MASSAGE THERAPY BUSINESS PRACTICES

Provides instruction in various aspects of developing and maintaining a successful therapeutic massage practice. Covers development of business plan, establishment of a bookkeeping system, maintenance of client records, development and implementation of marketing strategies, and insurance and tax information. Additional topics include career options for massage therapists, resume development and interviewing skills. Prerequisites: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. Concurrent enrollment in MT 210, MT 212, and MT 213. (2 credit, 2 lecture, 0 lab)

MT 212 MASSAGE THERAPY TECHNIQUES II

Expands student knowledge and skills for treatment planning and massage technique. Incorporates therapeutic massage technique variations along with energy approaches such as acupressure. Joint mobilization, various forms of stretching, and seated chair massage are also covered. Differences between therapeutic massage and massage for relaxation are explored. Prerequisities: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. Concurrent enrollment in MT 210, MT 211, and MT 213. (4 credit, 1 lecture, 6 lab)

MT 213 MASSAGE THERAPY TECHNIQUES III

Provides the student the opportunity to apply the principles, techniques, and procedures learned in program coursework. Reviews muscle locations, stresses trigger points, and pain referral patterns. Students are expected to demostrate proper ethics, communication skills, proper draping techniques, adequate sanitary precautions, perform full body massage based on client needs, and properly document the session in the client's record. Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. (4 credit, 1 lecture, 6 lab)

MT 290 SELECTED TOPICS IN MASSAGE THERAPY

An in-depth study of selected problems or topics in massage therapy. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may offered for variable credit and be repeated if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 3 lecture, 0 lab)

[MUS] MUSIC

MUS 121 MUSIC APPRECIATION

Designed to train students in perceptive listening and to introduce them to representative music masterpieces. Emphasis will be on the elements of music, and will continue with various musical forms and periods, and great performers and composers. (IAI F1 900) (3 credit, 3 lecture, 0 lab)

MUS 122 BASIC GUITAR

Beginning instruction on an acoustical guitar for those students who have had no previous instruction or those who already play, but need to learn musical notation. Activities will include group instruction. singing and accompanying traditional and contemporary songs, performing in a guitar ensemble, listening to a wide variety of guitar music. (Variable and repeatable times three.) (1 credit, 0 lecture, 2 lab)

MUS 124 PRIVATE APPLIED MUSIC I

Private study of any band or orchestra instrument or voice under the supervision of a college-approved instructor. An examination by jury at the conclusion of the semester will be required of music majors. A laboratory fee of \$95 per credit will be charged. This course may be offered as variable credit and repeated three times. (4 credit, 0 lecture, .5 lab)

MUS 125 PRIVATE APPLIED MUSIC II

A continuation of MUS 124. This course may be offered as variable credit and repeated three times (4 credit, 0 lecture, .5 lab)

MUS 126 INTRODUCTION TO AMERICAN MUSIC

Historical survey of the development and major cultural contributions of American music and composers, including symphonic, jazz, and popular forms, within the context of the American culture of the time. (IAI F1 904) (3 credit, 3 lecture, 0 lab)

MUS 127 GROUP PIANO INSTRUCTION I

Group instruction designed for students with little or no keyboard experience. Theory, technique, sight-reading, harmonization, improvisation, and performance activities are a part of this course. (1 credit, 0 lecture, 2 lab)

MUS 128 INTRODUCTION TO CHORAL SINGING

This course is designed for the beginning singer to introduce and develop basic singing techniques, sight reading skills, and basic music theory concepts. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 141 CHORUS

Open to all college students as well as interested persons of the community; may be taken four times for academic credit (repeated three times). Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 142 CHORUS II

A continuation of MUS 141 Chorus. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 143 CHORUS III

A continuation of MUS 142 Chorus II. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 144 CHORUS IV

A continuation of MUS 143 Chorus III. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester.(1 credit, 0 lecture, 2 lab)

MUS 145 GOSPEL CHOIR

This is a performance course of choral music in the gospel tradition. Historical and contemporary artists are performed. Concerts on- and off-campus are scheduled upon request. One on-campus concert required. One weekly rehearsal is required. May be taken four times for credit (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

MUS 146 JAZZ CHOIR

Principles and performance of jazz singing and musicianship. Jazz compositions of all styles and periods. Emphasis on developing the rudiments of vocal jazz technique. (1 credit, 0 lecture, 2 lab)

MUS 147 GOSPEL CHOIR II

This is a performance course of choral music in the gospel tradition. Historical and contemporary artists are performed. Concerts on- and off-campus are scheduled upon request. One on-campus concert required. One weekly rehearsal is required. May be taken four times for credit (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

MUS 148 JAZZ CHOIR II

Principles and performance of jazz singing and musicianship. Jazz compositions of all styles and periods. Emphasis on developing the rudiments of vocal jazz techniques. May be taken four times for credit (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

MUS 161 BAND

Open to all college students as well as persons from the community who have had previous instrumental experience. May be taken four times for credit (repeated three times). Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 164 MUSICAL THEATRE CHOIR

Principles and performance of musical theatre. This course will focus on the study and performance of musical theatre literature with an emphasis on developing the rudiments of vocal, staging, and ensemble techniques. (1 credit, 0 lecture, 2 lab)

MUS 168

INTRODUCTION TO INSTRUMENTAL MUSIC

This course is designed for the beginning instrumentalist to introduce and develop basic band techniques, sight reading skills, and basic music theory concepts. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 181

THEORY OF MUSIC I

An in-depth study of music that is intended for music majors or minors or those who have had prior training or knowledge of the fundamentals of music. Study includes analysis, harmonization, and aural skills training. (4 credit, 4 lecture, 0 lab)

MUS 182

THEORY OF MUSIC II

A continuation of MUS 181. This course is intended for music majors or minors or those who have had prior training or knowledge of the fundamentals of music. Includes analysis, harmonization, and aural skills training. PREREQUISITE: MUS 181 Theory of Music I. (4 credit, 4 lecture, 0 lab)

MUS 222 FUNDAMENTALS OF MUSIC

A practical, applied approach to music designed for those who have little or no background in its fundamentals. Methods and skills will be systematically introduced at the adult-beginner level. Includes such activities as singing, recorder, guitar, and autoharp. (3 credit, 3 lecture, 0 lab)

MUS 224 PRIVATE APPLIED MUSIC III

A continuation of MUS 125. A laboratory fee will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

MUS 225 PRIVATE APPLIED MUSIC IV

A continuation of MUS 224. A laboratory fee will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)



MUS 280 SELECTED TOPICS IN MUSIC

An in-depth study of selected problems or topics in music. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. The course may be may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

MUS 281 THEORY OF MUSIC III

Continuation of MUS 181 and 182. Study includes advanced harmonic techniques, modulation, altered chords, chromatic harmony, and introduction of contemporary harmonic principles. Advanced aural skills training is included as a part of this course. PREREQUISITE: MUS 182 Theory of Music II. (4 credit, 4 lecture, 0 lab)

MUS 282 THEORY OF MUSIC IV

Continuation of MUS 281. Advanced harmonic techniques, twentieth century techniques, and advanced aural skills training are a part of this course. PREREQUISITE: MUS 281 Theory of Music III. (4 credit, 4 lecture, 0 lab)

[NUR] PRACTICAL NURSING

NUR 110 NURSING SKILLS REVIEW

The Nursing Skills Review course is essential for the returning student. The purpose of this course is to determine one's ability to perform basic fundamental/pharmacology nursing skills. This course will provide for a review of the basic nursing skills previously taught. These skills would include: sterile technique, catheterization, sterile dressing change, preparing and administering medications, vital signs, and IV therapy. The student will be expected to satisfactorily demonstrate competence in performing identified skills prior to continuing in the nursing program. The course will be a pass/fail course. Testing will include a final written exam and clinical skills performance. This course may be repeated one time. Prerequisite: Acceptance into the nursing program. (1 credit, .5 lecture, 1 lab)



NUR 133 PREPARATION FOR CNA INSTRUCTOR

This course is to prepare registered nurses to teach nursing assistants. The course will focus on necessary teaching skills including the teaching-learning process, behavioral objectives and educational outcomes, teaching methods and tools, utilization of audio-visual equipment, and evaluating learning. Application to the clinical laboratory will be included. Students will be required to prepare written assignments, present oral reports and complete all in class assignments. A basic review of Alzheimer's Disease and appropriate nursing care of Alzheimer's patients is included in this course. This course meets the Illinois Department of Public Health's requirements for teachers of the state approved nursing assistant course. Prerequisites: RN Licensure in the State of Illinois, two years of nursing experience in a long-term care setting. (2 credit, 2 lecture, 0 lab)

NUR 135 INTRAVENOUS THERAPY FOR NURSES

Provides the appropriate knowledge and skill to perform selected tasks in intravenous therapy under the supervision of a registered nurse, physician, dentist or podiatrist. Calculates fluid and drug administration rates and safe use of intravenous therapy equipment. Principles of infection control and fluid and electrolyte balance. Prerequisite: Successful completion of a practical nursing program or Instructor consent. Variable credit and repeatable three times. (2 credit, 1.5 lecture, 1 lab)

NUR 151 NUTRITION THROUGHOUT THE LIFESPAN

Provides basic nutrition information using a life-span approach, cultural differences and dietary recommendations. Presents skills and patient education related to diet therapy for patients with various disorders. Prerequisite: Per PN Handbook. (2 credit, 2 lecture, 0 lab)

NUR 153 MEDICATION CALCULATIONS

Designed as a preliminary class for pharmacology in the Practical Nursing Program. The class develops mathematical skills necessary for the student to learn medication computation. This course may be repeated two (2) times. (4 credit, 4 lecture, 0 lab)

NUR 170 PRACTICAL NURSING BASIC PROCEDURES

Introduces the practical nursing student to the functions, approach, application and complexities of nursing skills. Basic nursing procedures are introduced. The Skills Procedure check-lists incorporated in the textbook will be utilized for the performance and assessment of skills. (3 credit, 1.5 lecture, 5 lab)

NUR 171 PRACTICAL NUR PRINCIPLES & PROC I

Introduces the practical nursing student to the functions, approach, application, and complexities of nursing skills. Basic nursing procedures are practiced. Introduces more advanced skills. (3 credit, 1.5 lecture, 5 lab)

NUR 172

PRACTICAL NUR PRINCIPLES & PROC II

Studies the action of drugs on the human body: includes the theory and practice of medication administration, drug actions, and medication calculations. Prerequisite: Acceptance into the Nursing Program, or instructor or director consent. (4 credit, 3 lecture, 3 lab)

NUR 173 PRACTICAL NUR PRINCIPLES & PROC III

Explores human growth and development in a comprehensive manner. Discusses biophysical, cognitive, affective, social and spiritual aspects of growth and development. Explores developmental changes occurring from birth to death as they relate to nursing interventions. Prerequisite: Acceptance into the Nursing Program, or instructor or director consent. (2 credit, 2 lecture, 0 lab)

NUR 176 COMMUNITY AND MENTAL HEALTH

Emphasizes personal and community aspects of mental health and illness. Mental function, dysfunction, treatment and nursing care. Provides opportunities for observation of holistic care in community and mental health facilities. Prerequisite: Successful completion of NUR 170, 171, 172, and 173, or instructor or director consent. (2 credit, 1.5 lecture, 1 lab)

NUR 177 PEDIATRIC NURSING

Builds upon growth and development patterns and concepts. Provides interventions for well and hospitalized children related to developmental and physical needs. Common childhood disorders and appropriate nursing care for disorders and injuries. Prerequisite: Successful completion of NUR 170, 171, 172, and 173, or instructor or director consent. (2 credit, 1.5 lecture, 1 lab)

NUR 178 NURSING OF MOTHER AND NEWBORN

Addresses antepartal, intrapartal, postpartal, and neonatal periods. Discusses normal as well as pathophysiological reproduction, birth process and neonatal conditions. Emphasizes family involvement and cultural needs. Prerequisite: Successful completion of NUR 170, 171, 172, 173, 190, and 198, or instructor or director consent. (3 credit, 2 lecture, 3 lab)

NUR 190 NURSING CARE OF THE ADULT I

Care of selected patients in clinical affiliations and the study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Prerequisite: Successful completion of NUR 170, 171, 172, and 173, or instructor or director consent. (4 credit, 3 lecture, 3 lab)

NUR 195 MEDICAL TERMINOLOGY

Studies anatomy, prefixes, suffixes, Greek and Latin root words an the information of words pertaining to medical and nursing subjects. Increases the efficiency of nurses, medical records technicians and medicine posting clerks. Systematic study of medical terms related to models, charts and slides illustrating the various systems of the body and their diseases. Emphasizes use and spelling of the terms in records, correspondence and forms. (3 credit, 3 lecture, 0 lab)

NUR 198 NURSING CARE OF THE ADULT II

The care of selected patients in clinical affiliations and the study of disease conditions, symptoms, diagnostic measure and their nursing implications. Dietary and pharmacological treatment and nursing care are emphasized. Successful completion of NUR 170, 171, 172, 173, and 190, or instructor or director consent. (4 credit, 3 lecture, 3 lab)

NUR 199 NURSING CARE OF THE ADULT III

Continues affiliation at selected clinicals as well as study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Emphasizes the pharmacological aspects of medical/ surgical nursing. (4 credit, 3 lecture, 3 lab)

NUR 211 NURSING CARE OF THE ADULT IV

A continuation of Nursing the Adult I, II, and III. Continues affiliation at selected clinicals as well as study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Prerequisite: Successful completion of NUR 151, 170, 171, 172, 173, 176, 177, 178, 190, 198, and 199, or instructor or director consent. (3 credit, 2 lecture, 3 lab)

NUR 231 ADVANCED MEDICAL TERMINOLOGY

A continuation of the development of medical vocabulary in order to understand the language used in the medical profession. Includes pronunciation, spelling, and definition of terms. Prerequisites: NUR 195 or instructor consent. May be repeated three times. (3 credit, 3 lecture, 0 lab)

[ONGT] OIL AND NATURAL GAS TECHNOLOGY

ONGT 110

INTRODUCTION TO PETROLEUM INDUSTRY

The course provides an overview of the oil and gas industry, focusing on the procedure for extracting oil and gas from the underground source. Students will be introduced to basic oil and gas field concepts and will explore the multitude of career options available in this everchanging and growing industry. (1 credit, 1 lecture, 0 lab)

ONGT 111 OIL AND GAS PRODUCTION I

This course consists of the study of the principles of drilling methods and drilling systems, including drilling fluids, bit programs, casing and cementing, well control, and drilling data analysis. Students will explore many issues related to conventional well development and specialty applications, including horizontal drilling. Emphasis will be placed on the applications of new technology. (3 credit, 2 lecture, 3 lab)

ONGT 112 ARTIFICIAL LIFT SYSTEMS

This course is designed to provide a general overview of the common downhole production systems including: sucker-rod pumps, gas lift, plunger lift, and submersible pumps. Students will learn about each method and the equipment typically associated with each system. (3 credit, 2 lecture, 3 lab)

ONGT 113 OIL AND GAS PRODUCTION II

This course will familiarize the students with the duties of an oil and gas technician. Topics covered include: natural gas treatment; dehydration and compression system and equipment; the produced water treatment and handling system and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; well completion; and safety, health and environmental consideration relative to the field of oil and gas production. (3 credit, 2 lecture, 3 lab

170

[OUTR] OUTDOOR RECREATION

OUTR 111 RECREATION FOUNDATIONS

Recreation Foundations provides students with a general understanding of the field of outdoor recreation. Students will learn about the history of recreation in America and its beneficial e fect on social behaviors and on the economy. Particular focus will be given to understanding the overall dynamics of the industry including key entities involved and the relationships between them. Students will also look at the possibility for both negative and positive environmental effects and the need for integrating stewardship principles into current programs. (3 credit, 3 lecture,0 lab)

OUTR 112 OUTDOOR RECREATION PLANNING

Outdoor Program Planning will provide students with the practical skills and understanding necessary to effectively develop outdoor recreation programs in any venue. Students will gain an understanding of critical processes and milestones necessary in any outdoor recreational program and how to properly monitor and evaluate program success. In addition to other learning activities, students will develop plans for two outdoor recreation programs including feedback programs, evaluation techniques and process improvement. (3 credit, 3 lecture, 0 lab)

OUTR 115 OUTDOOR RECREATION PRACTICUM

Outdoor Recreation Practicum provides students with the opportunity to observe practitioners in the field of outdoor recreation and to obtain practical experience in program dynamics, planning and execution. Students will work closely with faculty to identify an appropriate location or organization for the experience and to identify key tasks to be observed and understood. Written reports, observations/reflections and supplemental reading will be required. This course may be offered for variable credits and at various venues and is repeatable three times. (1 credit, 0 lecture, 3 lab)

OUTR 131

LEADERSHIP IN OUTDOOR RECREATION Leadership in Outdoor Recreation is structured to help students

Leadership in Outdoor Recreation is structured to help students understand key leadership principals necessary to effectively support develop and support goals of outdoor recreation organizations. Students will look at the history of effective outdoor leadership including professional and recreational organizations. They will be provided with leadership theory and principals and learn effective means to their implementation and practice. Facilitation of student, group and employee growth and development will be explored in detail and students will develop assessment tools to practically measure understanding and professional growth. (3 credit, 3 lecture, 0 lab)

OUTR 151 INTRODUCTION TO ECOTOURISM

Introduction to Ecotourism provides students with the fundamental concepts and practices surrounding this emerging field of tourism. Students will explore the growing role and impacts of ecotourism in regional natural resources management and economic development strategies. Case studies will be evaluated and students will develop an evaluation of local ecotourism activities and initiatives and provide recommendation for growth. (2 credit, 2 lecture, 0 lab)

OUTR 152 ENVIRONMENTAL ETHICS

Environmental Ethics is an introductory course in the philosophical treatment of modern environmental issues in our society. It provides students with a cursory understanding of ethical dilemmas in

our environment and ways in which dialogue is undertaken to address those issues. Students will engage in topical discussions on environmental issues from a theoretical standpoint as well as a natural standpoint with the goal of developing a more comprehensive view of environmental stewardship. In addition to tests, discussions and article reviews, students will complete a report on one environmental issue affecting America and one environmental issue affecting our region. (2 credit, 2 lecture, 0 lab)

OUTR 153 INTRO TO SO ILLINOIS TOURISM

Introduction to Southern Illinois Tourism guides students through a survey of regional tourism highlights, the history of tourism in this area and tourism's impact on the Southern Illinois economy. Students will learn about the breadth of tourism opportunities, how they are marketed, who manages/operates them, their growth and/or decline and the potential for future successes. Areas of tourism focus will include historical sites, natural resources/outdoor recreation opportunities and other key tourism draws. (2 credit, 2 lecture, 0 lab)

OUTR 154 SO ILLINOIS NATURAL RESOURCE SURVEY

Southern Illinois Natural Resource Survey introduces students to the vast array of natural resources this region offers for recreational and educational purposes. Students will learn about recreational programs available at various sites, organizations and entities involved and the natural and cultural history surrounding them. Students will be required to report on a minimum of two (2) locations including interviews with site supervisors or district biologists. (2 credit, 1 lecture, 2 lab)

OUTR 155 ENVIRONMENTAL INTERPRETATION

Environmental Interpretation provides students desiring to gain employment in the environmental education sector, skills and classroom experience interpreting natural and/or cultural resources. Students will learn to present natural sites to attendees in ways that are both informative and captivating. (2 credit, 1 lecture, 2 lab)

OUTR 190 OUTDOOR RECREATION INTERNSHIP

Provides students with practical work experience in which to gain a better understanding of the field of outdoor recreation. The internship creates an important occupational experience in areas of leadership, organizational dynamics, program planning/oversight and day-to-day operations. Internship sites may include selected governmental agencies, non-governmental organizations and/or outdoor recreation businesses. This requires a minimum of 75 internship clock hours per hour of college credit. This course may be offered as variable credit and repeated three times. (5 credit, 0 lecture, 25 lab)

OUTR 199 PROGRAM LEARNING ASSESSMENT

Students will demonstrate their understanding of the field of Outdoor Recreation and their ability to practically implement key concepts and practices by writing a final research paper surveying everything learned in the program. Students will be allowed to pick from a variety of topics including, but not limited to, modern challenges affecting outdoor recreation, development of sustainable outdoor recreation opportunities in certain geographies, and the economic impact of outdoor recreation. (1 credit, 1 lecture, 0 lab)

OUTR 211 PHYSICAL AND MENTAL SIDE OF ARCHERY

The course is designed to promote physical fitness and teach a series of physical and mental exercises to improve the success of bow hunters and competitive 3D archers. Topics have been chosen to take the students methodically from proper shooting form to developing a mindset in which one becomes completely focused on his or her objective, thus achieving, improving, and maintaining athletic prowess. Exercise and fitness rules, principles, and techniques taught in the course have proven to be effective in the fields of both amateur and professional archery and include human movement research and motivation studies. Safety and injury prevention will be stressed. (1 credit, 1 lecture, 0 lab)

OUTR 212 BASIC COMPOUND BOW MECHANICS

The course is designed to provide basic information and instruction in the overall construction and function of the modern compound bow. Although a brief history of the compound bow's evolution and function will be discussed, the major emphasis of the course will be on the mechanical, or technical, features of the compound bow, including basic tuning, repair, and maintenance. Safety and injury prevention will be stressed. Industry health and safety concerns will be addressed. The course will also provide an introduction to archery equipment manufacturing, marketing, and related services and will examine the business side of the archery maintenance industry. Planning and development activities in archery maintenance and service, including facilities management and an emphasis on strong public relations, will be covered. (1 credit, 1 lecture, 0 lab)

OUTR 213 ADVANCED COMPOUND BOW MECHANICS

The course serves as a sequel to Basic Compound Bow Mechanics. In the advanced course, students will deepen their knowledge of compound bows and their performance. It is designed to give students a comprehensive skill set regarding archery equipment as well as an in-depth knowledge of archery tools from which they can safely and effectively tune compound bows to their maximum performance efficienc . Compound bow accessories will be covered. Safety and injury prevention will be stressed. The course will continue its examination of the archery industry and its management principles, including financial planning, public relations, the field of archer maintenance, and standard sport recreation services. (1 credit, 1 lecture, 0 lab)

OUTR 214 USCA RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of the U.S. Collegiate Archery Association (USCA). The course will give students a working knowledge of the organization, management, and administration of USCA and will familiarize students with USCA athletic event promotion, scheduling, and related services. Facilities management and program development for competitive archery programs and teams within USCA and the development of skills in public relations will be stressed. Adopting the USCA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)



OUTR 215 USAA RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of USA Archery (USAA). The course will give students a working knowledge of the organization, management, and administration of USAA and will familiarize students with USAA athletic event promotion, scheduling, and related services. Facilities management and program development for competitive archery programs and teams within USAA and the development of skills in public relations will be stressed. Adopting the USAA code of conduct for its members will be required. (1 credit, 1 lecture, 0 lab)

OUTR 290

SELECTED TOPICS OUTDOOR RECREATION

An in-depth study of topics in the outdoor recreation field. Classes may include industry-specific recreational opportunities such as mountain biking, outfitting and guiding, horsemanship, water sports and other outdoor recreation venues. The exact content will vary from semester to semester depending on the subject studied. This course may be offered as variable credit and repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Student may work individually or on group projects. Prerequisites: Successful completion of OUTR 111 Recreation Foundations or Instructor consent. (3 credit, 3 lecture, 0 lab)

[PE] PHYSICAL EDUCATION

PE 120 WATER AEROBICS

Offered only in the summer. It is designed to instruct the fundamentals of water aerobics. (1 credit, 0 lecture, 2 lab)

PE 121 BOWLING

Introduction to the basic technique and skills required for bowling. This co-educational course has no prerequisite. May be repeated three times. (1 credit, 0 lecture, 2 lab)

PE 123 RECREATIONAL SPORTS

Includes activities such as volleyball, basketball, softball and soccer. This course is designed to develop interest in activities that can be played in one's backyard or in a park. May be taken as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 125 DANCE II

A continuation of PE 128 Dance with emphasis on basic steps and dance patterns associated with different types of dance. May include one or several different types of dance. This course may be taken as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 126

PHYSICAL FIT THROUGH CONDITIONING

Fitness through exercise with emphasis on weight lifting and/ or running to develop cardiovascular endurance and muscle tone. May be repeated three times. Prerequisite: Doctor's permission for individuals with a history of health problems. (1 credit, 0 lecture, 2 lab)

PE 127

PHYSICAL FITNESS CONDITIONING II

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. Prerequisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 128 DANCE

Introduction to the basic steps and dance patterns associated with different types of dance. May include one or several different types of dance. May be taken as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 129 PHYSICAL FITNESS CONDITIONING III

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone (may be repeated three times). This course is a continuation of Physical Fitness Conditioning II. PRE-REQUISITES: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 140 PILATES

A course designed to gain flexibility postural control and core strength through a synthesis of mind/body fitness routine. May be offered as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 141 SWIMMING

Offered only in the summer. It is designed to instruct the fundamentals of beginning swimming and water safety.

fundamentals of beginning swimming and water safety. (1 credit, 0 lecture, 2 lab)

PE 144 MEN'S TEAM BASEBALL I

Introduction to the skills, knowledge, attitudes, and physical condition necessary for playing baseball. (2 credit, 0 lecture, 4 lab)

PE 145 WOMEN'S TEAM SOFTBALL I

An introduction to the rules, regulations, skills and physical conditioning necessary for playing softball. Includes theory, demonstration, and participation. (2 credit, 0 lecture, 4 lab)

PE 146 WOMEN'S TEAM SOFTBALL II

Group instruction in skills, techniques, rules, terminology, and scoring of softball. Emphasis on experience in playing the game. Laboratory participation is required. This course is intended for sophomore students on the softball team. Prerequisite: sophomore students on the softball team. (2 credit, 0 lecture, 4 lab)

PE 162 BASKETBALL

Introduction to the basic skills, knowledge, attitudes and physical conditioning necessary for playing basketball. Emphasis on recreational values. May be repeated once. (.5 credit, 0 lecture, 1 lab)

PE 164 WOMEN'S TEAM BASKETBALL I

Individual skills and team techniques are covered as students gain knowledge and an understanding of basketball. Laboratory participation is required. This course is intended for freshman students on the women's basketball team. Prerequisite: freshman students on the women's basketball team. (2 credit, 0 lecture, 4 lab)

PE 165 WOMEN'S TEAM BASKETBALL II

A continuation of PE 164 with emphasis on developing the skills in basketball. Laboratory participation is required. This course is intended for sophomore students on the women's basketball team. Prerequisite: sophomore students on the women's basketball team. (2 credit, 0 lecture, 4 lab)

PE 168 BASIC ARCHERY

Introduction to the basic techniques and skills required for archery, with an emphasis in target shooting. (1 credit, 0 lecture, 2 lab)

PE 169 FITNESS THROUGH WALKING

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . (.5 credit, 0 lecture, 1 lab)

PE 170

INTERMEDIATE ARCHERY

Introduction to the intermediate techniques and skills required for archery, with an emphasis in target shooting. (1 credit, 0 lecture, 2 lab)

PE 171

ADVANCED ARCHERY

Introduction to the advanced techniques and skills required for archery, with an emphasis in competitive target shooting. (1 credit, 0 lecture, 2 lab)

PE 172 MIND AND MATTER IN COMPETITION

The course is designed to promote physical and mental fitness and teach a series of physical and mental exercises to improve the success of competitive teams. Topics have been chosen to take the students methodically from proper technique and form to developing a mindset in which one becomes completely focused on his or her objective, thus achieving, improving, and maintaining athletic prowess. Exercise and fitness rules, principles, and techniques taught in the course have proven to be effective in the fields of both amateur and professional competition and include human movement research and motivation studies. Safety and injury prevention will be stressed. (1credit, 1 lecture, 0 lab)

PE 173 PRO-AM COMPETITION ARCHERY

Introduction to the advanced techniques and skills required for professional and amateur (Pro-Am) competition archery. (1 credit, 0 lecture, 2 lab)

PE 176 USBC RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of the US Bowling Congress (USBC). The course will give students a working knowledge of the organization, management, and administration of USBC and will familiarize students with USBC athletic event promotion, scheduling, and related services. Facilities management and program development for competitive bowling programs and teams within USBC and the development of skills in public relations will be stressed. Adopting the USBC code of conduct for its members will be required. (1 credit, 1 lecture, 0 lab)

PE 183 AEROBIC FITNESS EXERCISE

Individualized exercise program which uses multi-station exercise equipment utilizing submaximal weights with multiple repetitions. Course is intended to improve cardiovascular efficienc, strength, endurance, flexibility and all-around fitness. May be repeated thre times. Prerequisite: Doctor's permission for individuals with a history of health problems. (3 credit, 0 lecture, 2 lab)

PE 184 AEROBIC FITNESS EXERCISE II

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. Prerequisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 185 AEROBIC FITNESS EXERCISE III

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. This course is a continuation of Aerobic Fitness Exercise II. PRE-REQUISITES: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 186 AEROBIC FITNESS EXERCISE IV

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. (1 credit, 0 lecture, 2 lab)

PE 189 FITNESS THROUGH WALKING II

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

PE 209

FITNESS THROUGH WALKING III

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

PE 219 FITNESS THROUGH WALKING IV

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be



used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

PE 220 THEORY OF COACHING

Theory, techniques, and principles of coaching selected team or individual sports. (3 credit, 3 lecture, 0 lab)

PE 221

MEN'S TEAM BASKETBALL I

Individual skills and team techniques are covered as students gain knowledge and an understanding of basketball. Laboratory participation is required. This course is intended for freshman students on the men's basketball team. Prerequisite: freshman students on the men's basketball team. (2 credit, 0 lecture, 4 lab)

PE 222 MEN'S TEAM BASKETBALL II

A continuation of PE 221 with emphasis on developing the skills in basketball. Laboratory participation is required. This course is intended for sophomore students on the men's basketball team. Prerequisite: PE 221 Men's Team Basketball I or consent of instructor (2 credit, 0 lecture, 4 lab)

PE 244 MEN'S TEAM BASEBALL II

Development of advanced skills of batting, fielding, and playing all positions; strategies of offense and defense; methods of conducting team practices; training and conditioning; review of rules and scouting techniques. Prerequisite: PE 144 or Instructor consent. (2 credit, 0 lecture, 4 lab)

[PHIL] PHILOSOPHY

PHIL 121 INTRO TO PHILOSOPHY

Acquaints the students with the categories and methods of philosophical inquiry, and surveys some major systems of philosophical thought from classical to contemporary times. (IAI H4 900) (3 credit, 3 lecture, 0 lab)

PHIL 122 FUNDAMENTALS OF LOGIC

Designed to develop a knowledge and understanding of the methods and principles used in distinguishing correct from incorrect reasoning. Three major areas will be stressed: (1) the uses of language and fallacies, (2) deduction, and (3) induction. No prerequisite: may be taken concurrently with PHIL 121. (IAI H4 906) (3 credit, 3 lecture, 0 lab)

PHIL 221 FUNDAMENTALS OF ETHICS

Designed to investigate the nature of normal action, the meaning of right and good, the principal ethical theories, and the organization of individual and social values from a philosophical perspective. Prerequisite: PHIL 121 or Instructor consent. (IAI H4 904) (3 credit, 3 lecture, 0 lab)

PHIL 224 COMPARATIVE RELIGIONS

Comparison and investigation of contemporary and historical major Eastern and Western religions such as Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Jainism, Judaism, Christianity, and Islam. Examines philosophical, historical, social and political aspects. (IAI H5 904N) (3 credit, 3 lecture, 0 lab)

PHIL 280 SELECTED TOPICS IN PHILOSOPHY

An in-depth study of selected problems or topics in philosophy. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation and may be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[PHYS] PHYSICS

PHYS 121 BASIC PHYSICS

Topics include: the concepts and methods of physics; mechanics, heat and thermodynamics, electricity and magnetism, and modern physics. Laboratory required. Prerequisite: MATH 109. (IAI P1 900L) (4 credit, 3 lecture, 2 lab)

PHYS 221 GENERAL PHYSICS I

Topics include: mechanics (kinematics; Newton's Laws; work and energy; impulse and momentum; rotational dynamics; gravitation and Kepler's Laws; and harmonic motion) and fluids (fluid statics an dynamics). Laboratory required. Prerequisite: MATH 162. (IAI P2 900L) (5 credit, 4 lecture, 2 lab)

PHYS 222 GENERAL PHYSICS II

Topics include: Electricity and magnetism (charge; electric field and potential; current, resistance, capacitance, dielectrics and inductance; electromotive force; direct current circuits, alternating current circuits, RLC circuits, laws of Gauss, Ampere and Faraday; and magnetic properties) Maxwell's equations; electromagnetic waves; optics, interference, diffraction. Laboratory required. (IAI Major PHY 912) (5 credit, 4 lecture, 2 lab)

PHYS 224 MODERN PHYSICS

Topics include special relativity; time dilation, length contraction, and mass-energy equivalence. General relativity; equivalence principle, gravity wells, cosmology. Quantum mechanics; free particle, particle in a box, harmonic oscillator, and the hydrogen atom. Atomic and nuclear physics; atomic spectra, MNR. Laboratory required. Prerequisites: PHYS 221 General Physics I, PHYS 222 General Physics II, and MATH 222 Calculus & Analytic Geometry III (5 credit, 4 lecture, 2 lab)

PHYS 241 STATICS

Topics include: equilibrium of particles and rigid bodies; analysis of force in trusses, frames, beams, and cables; determination of centroids and moments of inertia; friction and virtual work. Prerequisites: PHYS 221 and MATH 221. (IAI Major EGR 942) (3 credit, 3 lecture, 0 lab)

PHYS 242 DYNAMICS

Topics include: kinematics of particles in rectilinear and curvilinear motions; Newton's second law, energy and momentum applied to a particle or system of particles; kinematics of rigid body motion; application of Newton's second law, energy and momentum to the motion of a rigid body; mechanical vibrations. Prerequisite: PHYS 241. (IAI Major EGR 943) (3 credit, 3 lecture, 0 lab)

[PR] PUBLIC RELATIONS

PR 111

PUBLIC RELATIONS SKILLS

Prepares individuals to perform the techniques of direct consumer persuasion, public relations, recruitment, marketing, leadership skills, organizational skills, presentations, customer service, legal/ ethical issues, and interpersonal skills. This course may be offered for variable credit and repeatable three times. (4 credit, 1 lecture, 6 lab)

[PSYC] PSYCHOLOGY

PSYC 121 INTRO PSYCHOLOGY

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. (IAI S6 900) (3 credit, 3 lecture, 0 lab)

PSYC 131 HUMAN RELATIONS

Helps occupational program students apply basic principles of psychology in everyday relations with co-workers and customers. Studies group sociology and inter-group relationships within the work organization. Credit toward graduation will not be given for both Human Relations 131 and Introduction to Psychology 121. Not applicable toward A.A. or A.S. degrees (3 credit, 3 lecture, 0 lab)

PSYC 221 CHILD PSYCHOLOGY

Introduction to theory and research on the biological, physical, social, and cognitive development of the human child from conception to adolescence. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, cultural influences, and aspects of abnormal development. Focused observations will be conducted in a variety of settings. (IAI S6 903) (3 credit, 3 lecture, 0 lab)

PSYC 244 HUMAN GROWTH & DEVELOPMENT-LIFESPAN

A study of growth and development of the individual from conception through adulthood. Emphasis on social, emotional, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. Includes research methods and developmental theories. (3 credit, 3 lecture, 0 lab)



PSYC 246 SOCIAL PSYCHOLOGY

Exploration of social behavior and connections between group experience and psychology of the individual. Includes introduction to scientific methods, social roles, eme gence of personality in social interactions, analysis of attitudes, and group structure and process. Integration of theory and empirical research as they relate to: research methods; attitude formation and change; social cognition; interpersonal relations; group processes; and social influence. (3 credit, 3 lecture, 0 lab)

PSYC 260 ABNORMAL PSYCHOLOGY

Integration of theory and empirical research as they relate to: research methods; definition, assessment and categorization of abnormal behavior; biological, psychosocial, and sociocultural origins of abnormal behavior; and treatment and prevention. Prerequisite: PSYC 121. (IAI Major PSY 905) (3 credit, 3 lecture, 0 lab)

PSYC 280 SELECTED TOPICS IN PSYCHOLOGY

An in-depth study of selected problems or topics in psychology. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered for variable credit. (3 credit, 3 lecture, 0 lab)

[PTR] PERSONAL TRAINER

PTR 115 ACE TRAINING PREP

This course is designed to give students an introduction to effective personal training techniques, weight training and lifting theory, and the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become e fective personal trainers. (4 credit, 3 lecture, 2 lab)

PTR 117 INTERNSHIP FOR PERSONAL TRAINERS

This course is designed to give students a practical knowledge of Personal Training through real world experience in the fitness industry. This course may be offered as variable credit and repeated three times. (3 credit, 0 lecture, 25 lab)

[READ] READING

READ 106 INTRODUCTORY READING

Designed for the student who needs to increase college-level vocabulary, improve comprehension, and learn reading skills necessary for completing research. Students practice with computers to improve their reading rates. (3 credit, 3 lecture, 0 lab)

READ 108 COLLEGE READING

Designed to sharpen students' reading skills in order to read collegelevel material with greater speed and comprehension. Emphasized improving reading skills needed to complete successful research. Students enrolled in classes with extensive reading requirements and research papers will find the class beneficial (2 credit, 2 lecture, 0 lab)

[SAFE] SAFETY

SAFE 131

OSHA GEN IND SAFETY AWARENESS TRNG

Ideas and methods for preventing personal injury and property damage in a variety of general industry workplaces are discussed. Examples of topics to be covered include but are not limited to: Scaffolding Safety, Forklift Operations, Fall Prevention, Fire Protection, Back Injury Prevention, Machine Guarding, Material Handling and Storage, Personal Protective Equipment, Trenching and Excavating, Work Zone Safety, and General Safety and Health. This course is variable credit (.5 to 4 hours) and repeatable 3 times. (4 credit, 4 lecture, 0 lab)

SAFE 132 OSHA CONST IND SAFETY AWARENESS TRN

Ideas and methods for preventing personal injury and property damage in a variety of construction workplaces are discussed. Examples of topics to be covered include but are not limited to: Scaffolding Safety, Forklift Operations, Fall prevention, Fire Protection, Back Injury Prevention, Machine Guarding, Material Handling and Storage, Personal Protective Equipment, Trenching and Excavating, Work Zone Safety, and General Safety and Health. This course is variable credit (.5 to 4 hours) and repeatable 3 times. (4 credit, 4 lecture, 0 lab)

SAFE 133 SAFELANDUSA TRAINING

Ideas and methods for preventing personal injury and property damage specific to the oil and gas industry are discussed. Provides instruction in safety, ethics and responsibilities for entry level personnel. This course may be offered as variable credit (.5 hours to 3 hours) and repeatable 3 times. (3 credit, 3 lecture, 0 lab)

SAFE 150 THEATER SAFETY

Covers the unique problems that threaten the health and safety in the theater and their solutions. Includes: Current safety laws and how they apply to theaters; general safety practices; chemical hazards and personal protection equipment; costume shop safety; and scene and prop shop safety. Intended to meet the training requirements of the "right-to-know" laws which apply to theaters and shops. (.5 credit, .5 lecture, 0 lab)

SAFE 171 INTRO TO BASIC HANDGUN SHOOTING

Introduction to the basics of handgun shooting, to include classroom instruction and practical application on supervised range facilities. Prerequisites: Minimum 18 years of age; completion of all additionally required forms; possession of Illinois FOID card. (2 credit, 2 lecture, 0 lab)



SAFE 173 NRA BASIC PISTOL SHOOTING

The goal of this course is to teach the basic knowledge, skills and attitude necessary for owning and using a pistol safely. Includes classroom instruction and practical application on supervised range facilities. This class may be offered as variable credit and repeated three times. (2 credit, 2 lecture, 0 lab)

SAFE 290 SELECTED TOPICS IN FIREARMS

An in-depth study of problems, special projects or topics in the firearms and/or hunting. Topics may include but are not limited to the following: firearms, firearms simulation training, safe, ethics, and responsibilities of gun ownership. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. This course may be offered as variable credit and repeated three times. PRE-REQUISITES: If the selected topic requires hands on use with firearms, participants must possess a valid Illinois FOID Card. (3 credit, 3 lecture, 0 lab)

[SOC] SOCIOLOGY

SOC 121 INTRODUCTORY SOCIOLOGY

A study of society, including the rules, interactions, and cultural patterns that organize everyday life. Analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification, and interactions among diverse groups of people. (IAI S7 900) (3 credit, 3 lecture, 0 lab)

SOC 221

THE FAMILY IN SOCIETY

Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. (IAI S7 902) (3 credit, 3 lecture, 0 lab)

SOC 280 SELECTED TOPICS IN SOCIOLOGY

An in-depth study of selected problems or topics in sociology. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[SPAN] SPANISH

SOC 121 INTRODUCTORY SOCIOLOGY

A study of society, including the rules, interactions, and cultural patterns that organize everyday life. Analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification, and interactions among diverse groups of people. (IAI S7 900) (3 credit, 3 lecture, 0 lab)

SOC 221 THE FAMILY IN SOCIETY

Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. (IAI S7 902) (3 credit, 3 lecture, 0 lab)

SOC 280 SELECTED TOPICS IN SOCIOLOGY

An in-depth study of selected problems or topics in sociology. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[THTR] THEATER

THTR 121 INTRODUCTION TO THEATER

An introductory survey of theater/drama as a performing art form. Includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. (IAI F1 907) (3 credit, 3 lecture, 0 lab)

THTR 122 PRINCIPLES OF ACTING

Through exercises, improvisation, and scene study, the student learns the importance of relaxation, concentration, involvement, contact, sense memory, visualization, and the development of the actor's sense of truthful behavior in imaginary circumstances. Prerequisite: THTR 121 or Instructor consent. (IAI Major TA 914) (3 credit, 3 lecture, 0 lab)

THTR 123 STAGECRAFT AND TECHNICAL THEATER

Introduces students to the fundamentals of basic scene design and set construction, along with shop safety, tool use, and painting in conjunction with lighting design and special effects. Principles, procedures and practice of these technical considerations are covered. (IAI Major TA 911) (3 credit, 2 lecture, 3 lab)

THTR 125 STAGE MAKE-UP

It is the responsibility of each performer to learn the craft of makeup, that final dressing of the character which will enable him/her to perform his/her role as fully and effectively as possible. This course is designed to teach this craft to those who would be actors, makeup artists, or simply have an interest in learning more about this theatrical art form. We will focus on the theory and techniques of effectively applying various types of make-up and stress the practical application of the make-up to the actor's own face. Prerequisite: THTR 122 Principles of Acting (3 credit, 3 lecture, 0 lab)

THTR 126 THEATER PRACTICUM

This course provides students with practical experience in acting, writing, directing, scene design and building, lighting and performance unity. Educational objectives are determined by a contract between the instructor and student. Prerequisite: THTR 121 or 122, or ART 121, or MUS 121 or Instructor consent. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)

THTR 127 TECHNICAL THEATRE DIRECTION

Advanced study and practical application of the principles of scenery design/construction, scene painting, technical drafting, costume design/construction, theatre sound design, lighting design and installation, planning and budgeting. (IAI TA 911) (3 credit, 2, lecture, 2 lab)

THTR 140 BALLET

Designed for students participating in theatre to enhance dancing abilities. The course will examine the history of ballet, basic barre and center floor combinations, ballet vocabulary and steps, and elementary combinations of ballet technique for the beginning student. (2 credit, 1 lecture, 2 lab)

THTR 141 JAZZ DANCE

This course is designed to cover Jazz Dance Technique. This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibilit, strengthen muscles, and increase endurance. The course also meets the needs of students with a variety of interests including dance as fitness, Musical Theatre movement, or as a refresher course for more experienced dancers. (2 credit, 1 lecture, 2 lab)

THTR 142 TAP DANCE

This course is designed to cover Tap Dance Technique. This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibilit, strengthen muscles, and increase endurance. The course also meets the needs of students with a variety of interests including dance as fitness, Musical Theatre movement, or as a refresher course for more experienced dancers. (2 credit, 1 lecture, 2 lab)

THTR 143 PRIVATE APPLIED DANC

Private study of Ballet, Jazz and/or Tap under the supervision of a college-approved instructor. A laboratory fee of \$95 per credit will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

THTR 220 CHILDREN'S LITERATURE IN PERFORMANC

Focuses on literary forms that can be used not only as a means of enjoyment, but also as a learning tool for children. Script analysis, directing concerns, design issues, children'ts literature, and performance are stressed. Prerequisite: ENG 122, COM 121, THTR 121, THTR 122 or Instructor consent. (3 credit, 3 lecture, 0 lab)

THTR 223 STAGE THEORY & DESIGN

Allows the student to work with advanced materials and techniques of stagecraft. The course will emphasize design elements and allow the student to work on analysis and design of a main stage production. Design possibilities will include lighting, sound and scenery. Prerequisite: THTR 123 or Instructor consent. (3 credit, 3 lecture, 0 lab)

THTR 243 INTRODUCTION TO DRAMA

Designed to develop the student's understanding and appreciation of dramatic literature, this course includes a study of the historical development, the various modes, and the basic elements of drama. Analysis and interpretation of dramatic literature, as well as visual recreation of drama, are stressed. PREREQUISITE: ENG 121 and ENG 122 or consent of instructor. (3 credit, 3 lecture, 0 lab)

THTR 280 SELECTED TOPICS IN THEATRE

This course will examine the theory and application of various elements necessary for the creation of living theatre. An in-depth study of selected problems or topics in theatre arts. The exact content and instructional methodology will vary from semester to semester depending on the theatrical discipline to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 3 lecture, 0 lab)

[TRUK] TRUCK DRIVING

TRUK 112

TRACTOR TRAILER DRIVER REFRESHER

Review of techniques used to operate a semi-tractor trailer. PRE-REQUISITES: Valid Illinois class A CDL driver's license or equivalent license from another state or instruction permit; current DOT physical examination; completion of a drug test; completion of TRUK 150 or equivalent knowledge and experience as determined by the instructor (.5 credit, 0 lecture, 1 lab)

TRUK 131 FORKLIFT OPERATION & SAFETY

Intended to prevent accidents, injuries and fatalities that may be caused by the improper and unsafe use of forklifts. Explains the requirements of the OSHA standard, 1910.178 Powered Industrial Trucks. (.5 credit, .5 lecture, 0 lab)

TRUK 150 TRUCK DRIVING

Instruction is provided in basic and advanced driving techniques of semi-tractor trailers. Students will be prepared for both the written portion of the Illinois CDL exam and the Illinois Class "A" CDL Skills and Road Test. Instructional emphasis will also be given to job attainment and career development skills. This course may be repeated three times and offered as variable credit. (11 credit, 6 lecture, 10 lab)



TRUK 199 TRUCK DRIVING EXTERNSHIP

Provides experience with a truck-driving agency that brings the knowledge learned in the classroom to the field. This course may be offered as variable credit and repeatable three times. Prerequisites: TRUK 150. (4 credit, 0 lecture, 20 lab)

TRUK 290 SELECTED TOPICS IN TRANSPORTATION

An in-depth study of topics in the transportation technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Prerequisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

[VET] VETERINARY TECHNOLOGY

VET 110

SMALL ANIMAL NURSING I

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on obtaining medical history, record keeping, bathing, administering medicine. Obtaining blood, urine, and fecal specimens, providing client information and preventive health. (3 credit, 1 lecture, 4 lab)

VET 114 ANIMAL GROOMING

This course provides basic knowledge of animal grooming Basic canine anatomy, coat and skin disorders, animal behavior, safe handling and restraining, and grooming tools and techniques will be included. Grooming standards for specific breeds as well as grooming and clipping techniques for thinning, cutting, and styling each one is covered, as well as creative grooming for mixed breeds. (3 credit, 2 lecture, 2 lab)

VET 115

ANIMAL FACILITIES MANAGEMENT

This course is designed to introduce the principles and processes involved with housing and caring for animals as part of a business model. In addition, students will be familiarized with other aspects of owning and operating a variety of animal related businesses, including grooming salons, retail businesses, boarding facilities, and shelters. Areas to be addressed include location, zoning, licensure, interior and exterior design, pricing, hiring, equipment and client relations. (3 credit, 3 lecture, 0 lab)

VET 118

VETERINARY PRACTICE MANAGEMENT

Office practices used in a veterinary hospital including OSH regulation, invoices, inventory, estimate preparation, recording keeping, legal issues, grief management, and customer relations. (2 credit, 2 lecture, 0 lab)

VET 133 ANIMAL SURGICAL TECHNOLOGY 1

Methods of surgery preparation with emphasis on surgery packs, instruments, autoclanes, sterile technique, surgical preps, and suture material. An introduction to intubation and anesthesia. Prerequisite: VET 110, 112, 117 and 118. (3 credit, 1 lecture, 4 lab)

VET 231 VET TECH INTERNSHIP I

Skill and proficiency development through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab and other clinical sites. Rotations include: equine, food animal, surgery, small animal radiology, necropsy, clinical pathology, wildlife, and exotic animals. (3 credit, 0 lecture, 25 lab)

[VOL] VOLUNTEER SERVICES

VOL 121 VOLUNTEER SERVICE

A service learning experience to encourage the personal, academic and professional development of the individual. Student selection and placement within the college or with an agency, community-based organization, business or institution based upon the student's interest, knowledge and skills. Service opportunities may include, but are not limited to, tutoring, literacy training, neighborhood improvement, youth activities, environmental safety, animal shelter care, elderly and disabled assistance, hospital or mental health care. Student may enroll one time each semester for up to three semesters. As an elective, the course is offered on a "Pass/Fail" basis, and is not calculated as part of the overall grade point average. (1 credit, 0 lecture, 2 lab)

[WELD] WELDING

WELD 111 BASIC WELDING

Provides skills in electric arc welding, Oxy-Acetylene welding, and cutting. Metallurgy of welding as well as all positions of welding will be explored. Variable credit and may be repeated three times. (3 credit, 1 lecture, 4 lab)

WELD 112 METALLURGY/BLUEPRINT READING

Fundamental characteristics and properties of industrial metals, along with Basic Blueprint and Shop Drawing Interpretation. (4 credit, 4 lecture, 0 lab)

WELD 113 METALLURGY

Fundamental characteristics and properties of industrial metals. (2 credit, 2 lecture, 0 lab)

WELD 114 BLUEPRINT READING

Basic blueprint and shop drawing interpretation. (2 credit, 2 lecture, 0 lab)

WELD 131 ARC WELDING I

A study of shielded metal arc welding procedures used by industries concentrating on metallic arc welding in flat, horizontal, overhead and vertical positions. (3 credit, 1 lecture, 4 lab)



WELD 132 GAS WELDING AND CUTTING

A study of the techniques, procedures, and uses of oxyacetylene welding and cutting equipment in flat, horizontal and vertical positions. (3 credit, 1 lecture, 4 lab)

WELD 133 LOW HYDROGEN I

A continuation of WELD 131, emphasizing shielded metal arc welding in flat, horizontal, vertical and overhead positions. Prerequisite: WELD 131 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 134 LOW HYDROGEN II

A continuation of WELD 133 using the low hydrogen electrode. Concentrates on bend testing in vertical (up-hill) and overhead positions using multi-pass vee groove welds. Prerequisite: WELD 131 or Instructor consent. (3 credit, 2 lecture, 2 lab)

WELD 135 ADVANCED GAS WELDING

A continuation of WELD 132. Horizontal, vertical, and overhead welding are emphasized. Also brazing and soldering techniques. Prerequisite: WELD 132 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 137 PIPE WELDING

Designed to introduce the student to pipe welding (fixed position) and basic pipe layout. Prerequisite: WELD 131, 133 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 138

INDUSTRIAL WELDING

An advanced skill development course concerning the repair of thick metals and casting as found on track machines, agri-implements, mining and earth moving equipment. Emphasis on hard facing, i.e., wear-points, track blocks, and dozer blades. Prerequisites: WELD 131-134, MACS 115. (6 credit, 1 lecture, 10 lab)

WELD 139 TIG WELDING

Concentrates on the processes of Gas Tungsten Arc welding. Emphasis on aluminum, stainless and low carbon steel in flat, horizontal, and vertical positions. Prerequisite: WELD132 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 151 MIG WELDING

Concentrates on processes of gas metal arc welding. Studies flat, horizontal, and vertical welding. Prerequisite: WELD133 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 192 EXTENDED WELDING CERTIFICATION

Preparation for American Welding Society certification exams under the AWS code D1.1 and AWS B2.1 welder performance testing. Prepares students for multiple AWS certifications. Variable credit and may be repeated three times. Prerequisite: Completion of Welding Technology Certificate or instructor consent.

(3 credit, 1 lecture, 4 lab)

WELD 290 SPECIAL TOPICS IN WELDING

An in-depth study of selected problems or topics in Welding. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be offered as variable credit and repeated if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 3 lecture, 0 lab)

WELD 291 AWS CERTIFICATION TEST PREP

Preparation for American Welding Society certification exams. PREREQUISITES: Two years previous work experience or previous enrollment in this area of study. Repeatable three times. (.5 credit, .5 lecture, 0 lab)







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Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

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Document Summary: A PDF copy of the 2018-2019 student handbook, The Talon

SOUTHEASTERN Illinois College

2018-2019

STUDENT HANDBOOK

This handbook belongs to:

Name	
Address	
City/StateZip	
Phone	
E-mail	



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President's Welcome

Welcome to Southeastern Illinois College! This is an exciting time of career exploration, self-discovery and personal growth for you. SIC is here to provide you with the support you need to reach your education goals so that you can move on to a rewarding career. We know that you benefit from our "student-first" philosophy of accountability, accessibility and affordability, as well as our award- winning competitive teams and clubs.

As for accessibility, our instructors and staff can help guide you on the path you need to take. We make it easy for you to get an education because of our convenient scheduling. Many of our students reduce their number of trips to campus each week by taking hybrid and online courses and streamlining their schedules. Work with our staff to create a schedule that works for you.

Affordability is another great reason to come to SIC. As higher education costs skyrocket at other places, Southeastern has made a promise to keep tuition among the lowest in the state and region. Southeastern continues to remain one of the most affordable colleges throughout the Midwest, and university tuition can be up to five times our cost – not even counting room and board! You can literally save tens of thousands of dollars by attending Southeastern.

When it comes to accountability, our graduates outperform other students when they transfer, and our career and technical graduates receive high marks from employers. We have one of the best graduation rates among peers in the Midwest, and our students graduate at a rate twice as fast as most other places. You will also get to learn from some of the most qualified faculty you can find anywhere.

While you're here, we urge you to take advantage of our many student clubs, activities and competitive teams. Southeastern's clubs offer a variety of interests, opportunities to give back to the community, travel opportunities and tons of fun. SIC also has some of the top teams in the nation in speech, archery, and shooting, as well as one of the top teams in the state for Model Illinois Government and finalists in cosmetology competitions. This kind of award-winning success is due to our dedicated staff and talented students, just like you!

You've made a great choice with Southeastern, and we look forward to helping you succeed in your goals.

Jonah Rice, Ph.D., President Southeastern Illinois College

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COLLEGE CALENDAR

Fall 2018

•	New Student Orientation- 1 p.m3:30 p.m., PDR
August 10	• •
August 13	
-	Last Day to Drop with a Full Refund
	Last day to use Book Vouchers
_	Labor Day – College Closed
September 11	Patriot Day
-	.Back to School Bash – 11:30 a.m1 p.m., Student Center/Lawn
September 19	Student Government Elections-9 a.m1 p.mB Hallway
October 1	.First Day Students may Apply for 2017-18 FAFSA
October 4	.PTK Blood Drive – 10 a.m3 p.m., Theatre Lobby
October 5	Mid-Term
October 5	Staff Development Day- Classes Dismissed at 11:30am
October 7	Cultural Art Series Coffee Concert-2 p.m., VPAC Lower Lobby
October 8	Columbus Day – College Closed
October 12-13	.Young Frankenstein-7 p.m Theatre
October 14	.Young Frankenstein 2 p.mTheatre
October 14	Art Reception-Janet Bixler Art Show-1p.m., VPAC Upper Lobby
October 17	Health Fair-9 a.m12 p.mStudent Center
October 17	Blood Drive (Phi Theta Kappa)-10 a.m3 p.m., VPAC Lower Lobby
October 22	.Spring Registration Begins
October 23	Illinois Regional College Fair – 9-11 a.m., Deaton Gym
November 3	Heritage Festival – 9 a.m4 p.m.
November 4	Heritage Festival – 10 a.m4 p.m.
November 6	.General Election Day
November 12	.Veterans Day – College Closed
November 26	Last Day to Withdraw from Classes
November 21-23	Thanksgiving Holiday – College Closed
November 30-December 1	Narnia-7 p.m., Theatre
December 2	Narnia-2 p.m., Theatre
December 1	Breakfast with Santa-9 a.m11 a.m., Cafeteria
December 2	Art Reception-EMS Art Show-1 p.m., Upper Theatre Lobby
December 6C	hristmas Choir Concert-2 p.m., VPAC Theatre Lobby
December 12,13,14S	emester Final Exams
December 14	End of Fall Semester
December 210	Offices Close at 4:30 p.m.
December 24-31	Vinter Break – College Closed

Spring 2019

<u>Spring 2019</u>
January 1New Year's Day - College Closed
January 2Offices Open at 8:00 am
January 4Faculty/Staff Development Day
January 7Instruction Begins
January 18 Last Day to Drop with a Full Refund
January 18 Last Day to use Book Vouchers
January 21Martin Luther King, Jr.'s Birthday – College Closed
January 27Cultural Arts Series Concert- 2 p.m., VPAC Theatre Lobby
February 8-9Boys Next Door – 7 p.m., Theatre
February 18President's Day – College Closed
February 24Art Reception-Senior Art Show- 2 p.m., Upper VPAC Lobby
February 28Scholarship Applications Due
March 4Mid-Term
March 10Regional High School Art Show-1 p.m., Upper VPAC Lobby
March 11-15Spring Break – College Closed
March 25Summer/Fall Registration Begins
April 2Illinois Primary Election Day
April 11Art Reception-MJOCCS Art Show-4p.m6p.m., Upper VPAC Lobby
April 19College Holiday
April 22 Last Day to Withdraw from Classes
April 26-27Aida-7 p.m., Theatre
April 28Aida-2 p.m., Theatre
May 1Grill'n & Chill'n – 11:30 a.m1 p.m., Student Center
May 5Art Reception-SIC Student Portfolio Show- 1 p.m., Upper VPAC Lobby
May 5Community Choir/Concert Choir Concert-2 p.m., Theatre
May 7,8,9Finals
May 10Nurse Pinning Ceremony – 4 p.m.
May 10Commencement – 7 p.m. (Fall, Spring & Summer Grads), Deaton Gym
May 13Summer Office Hours begin MTWR 8 a.m4:30 p.m.

SUMMER 2019

May 27	Memorial Day – College Closed
June 3	Summer Semester Begins
June 7	Last Day to Drop with a Full Refund
June 7	Last Day to use Book Vouchers
June 27	Mid-Term
July 4	Independence Day – College Closed
July 18	Last Day to Withdraw from Classes
July 25	End of Summer Session
August 5	Resume Regular Office Hours: MTWRF 8 a.m4:30 p.m

DIRECTORY 618-252-5400 + ext.

We welcome and encourage students to meet and talk with our staff personally. Regular office hours are Monday-Friday, 8 a.m. to 4:30 p.m. Summer office hours are Monday-Thursday, 8:000 a.m. to 4:30 p.m.

Local: 618-252-5400

Toll-free: 866-338-2742 Fax: 618-252-3062

Administrative Offices Academic Affairs –Vice President's Office	Extension 2201
Academic Services – Executive Dean's Office	2251
Business Affairs – Executive Dean's Office	2510
President's Office	2101
Student Services- Executive Dean's Office	2401

Department	Extensio	n Email
Academic Advising	4130	advising@sic.edu
ACT Testing	2431	act@sic.edu
Admissions	4120	registrar@sic.edu
Athletics	2424	athletics@sic.edu
Billing/ Payment Assistance	2501	payment@sic.edu
Bookstore	2530	bookstore@sic.edu
Box Office (Theatre)	2486, 2487	boxoffice@sic.edu
Cafeteria/ Catering – Falcon Point Bistro	2540	catering@sic.edu
Child Study Center (Mary Jo Oldham Center)	3410	childcare@sic.edu
Coal Mining Technology Office	2360	coalmining@sic.edu
Community Education	2210, 2800	community.ed@sic.edu
Cosmetology Clinic	2213	cosmetology@sic.edu
Disability Support Services (ADA Coordinator)	2430	ada@sic.edu
Distance Learning Office/Assistance	2265	online@sic.edu
Early College/ Dual Credit	2245	dualcredit@sic.edu
Enrollment Services Fax #	618-252-3062	
Facilities	2572	facilities@sic.edu
Financial Aid/ Scholarships	4110	fao@sic.edu
Fitness Center	3205	fitness@sic.edu
Foundation/ Scholarship Office	2104	scholarships@sic.edu
Graduation Information	2453	graduate@sic.edu
Human Resources	2482	2 <u>humanresources@sic.edu</u>
IT Technical Support	15	l <u>www.sic.edu/support</u>
Job Placement Assistance	232:	5 <u>jobs@sic.edu</u>
Library	226	l <u>library@sic.edu</u>
Marketing Office	2130	0 <u>marketing@sic.edu</u>
Media Center	3506, 226	5 <u>media@sic.edu</u>
Nursing and Allied Health Programs Office	233	l <u>nursing@sic.edu</u>

Nursing & Allied Health Programs Admission Testin	g 2442 <u>testing@sic.edu</u>
Online Course Technical Support	2265, 2124 online@sic.edu
Recruitment	2245, 2325 recruiters@sic.edu
Registration	4120registrar@sic.edu
Room Reservations	2486 <u>reservations@sic.edu</u>
Security	2911security@sic.edu
Student Activities	2486studentactivities@sic.edu
Student Success Center	2383 student successcenter@sic.edu
Student Worker Positions	2452 <u>studentwork@sic.edu</u>
Testing	2442 <u>testing@sic.edu</u>
Theatre (George T. Dennis Visual & Performing Art 2486	ts Center) <u>theatre@sic.edu</u>
Transcripts	2453 transcripts@sic.edu
Tutoring	2383 tutor@sic.edu
TRIO/Student Support Services Program	2435 <u>trio@sic.edu</u>
Tuition Payment	2501 payment@sic.edu
Veterans' Benefits	2450veterans@sic.edu
White County Center, Carmi (David L. Stanley Cent 382-8869	er) 618- <u>carmi@sic.edu</u>
Workforce Investment Act (WIA)	2383 wia@sic.edu
Workforce & IL Small Business Dev. Center 61	_

For full personnel directory, visit www.sic.edu/directory

CAMPUS RESOURCES & SERVICES

ACADEMIC ADVISEMENT

E Building Lower Level 252-5400 advising@sic.edu

Tyler Billman Veterans & International Advisor - ext. 2430

Jeremy Irlbeck Academic Advisor & Athletic Specialist ext. 2424

Angie Dunk TRIO Advisor - ext. 2433

Maggie Calcaterra Academic Advisor & Transfer Specialist - ext. 2431

Regular Hours: Monday - Friday 8 a.m. - 4:30 p.m.

Summer Hours: Monday - Thursday 8 a.m. - 4:30 p.m.

The Academic Advisement Center assists new and continuing students with general college information, vocational, career and transfer advisement and registration. Call 252-5400 ext. 4130 to make an appointment. To see an Academic Advisor on a walk-in basis, please visit the Registration window at the Enrollment Services Desk.

ADMISSIONS

The Admissions Office, which is a part of Enrollment Services, assists students with being admitted to the college, enrolling in courses and changing their schedules. Admissions also processes anything related to name changes, establishing residency, inquiries about grades, including academic probation and suspension, the graduation application and student transcripts. To speak to a staff member, call 252-5400, ext. 4120 or stop by the E building, room 102.

Regular Hours:

Monday - Friday, 8 a.m. - 4:30 p.m. Summer Hours:

Monday - Thursday, 8 a.m. - 4:30 p.m.

BOOKSTORE

Room B123, Ext. 2530 Stacy Moore, Director of Auxiliary Services 252-5400 ext. 2535, bookstore@sic.edu www.sicbookstore.com

Regular Hours: Monday – Friday 8 a.m. - 4 p.m. **Summer Hours:** Monday-Thursday 8 a.m.- 4 p.m. Extended hours during the first week of each semester. The Southeastern Illinois College Bookstore carries new, used, and rental textbooks for all SIC classes. A variety of school supplies that are required in every major are kept in stock for your convenience. In addition, the SIC Bookstore also carries software, backpacks, gift items, and a large assortment of SIC apparel and souvenirs. Falcon Pointe Bistro meal cards, RIDES bus passes and SIC parking permits are also available. Books can be viewed and purchased online with a credit card at www.sicbookstore.com. Students may sell textbooks back to the bookstore during the last two weeks of every semester.

The Southeastern Illinois College Bookstore also includes a coffee bar and lounge area for students to study and relax between classes. The coffee bar serves Starbucks coffee, lattes, mocha, smoothies and more. Open during Bookstore hours.

BULLETIN BOARDS

Kellye Whitler, Student Activities Coordinator 252-5400 ext. 2486, kellye.whitler@sic.edu

Bulletin boards are located throughout the College campus. Anyone wishing to post notices on these boards must secure approval from the Student Activities Coordinator or the Executive Dean for Student Services. Student Ambassadors will post approved material on the bulletin boards. Postings are not allowed on windows, doors or brick surfaces.

CAREER CENTER

E Building Lower Floor Regular Hours: Monday-Friday 8 a.m.- 4:30 p.m. Summer Hours: Monday – Thursday 8 a.m. - 4:30 p.m.

Academic Advisors assist with Career Services to provide:

- Planning for the career you want, which includes helping you choose a major, apply for scholarships and prepare transfer college applications with the help from academic advisors.
- A library of career-related publications, including resume building tools and transfer information on universities.
- Information about job fairs, workshops and other career-related events.

CHILD CARE - MARY JO OLDHAM CENTER FOR CHILD STUDY

Building D

Caroline McSparin, Coordinator 252-5400 ext. 3400, Carolyn.mcsparin@sic.edu

Regular Hours: Monday – Friday 6:30 a.m. – 6 p.m. Summer Hours: Monday – Friday 6:30 a.m. – 6 p.m.

The Mary Jo Oldham Center for Child Study offers all-day and part-day care for children age 15 weeks through 6 years of age. The Center provides qualified staff, nutritious breakfast, lunch and snack, planned programs, and an attractive environment. Third party payments are welcomed.

COLLEGE CATALOG

www.sic.edu/catalog

Each student should acquire a current copy of the official College Catalog, which outlines all College policies, procedures and degree requirements. It is each student's responsibility to know policies and requirements. Catalogs are available in the Enrollment Services Office. The most current College Catalog is available on the College website at www.sic.edu/catalog.

CLASS CANCELLATIONS

In the event that an ongoing class must be cancelled due to instructor illness, etc., call 618-252-5400, select option 2, and listen to the announcement. Students may also be notified via their student email accounts or by text alerts (txtSIC). Class cancellation notifications will also be listed on the SIC homepage under Class Notices.

COSMETOLOGY – FALCON SALON AND DAY SPA

Southeastern's comprehensive Cosmetology and Nail Technology Programs offer a full range of salon and spa services to students and the general public. Cosmetology students provide cuts, perms, highlights, lowlights, and permanent hair color. Nail Technology students offer spa manicures, pedicures, and full sets of acrylic nails. All work is exclusively done by students under the supervision of highly qualified instructors.

See <u>www.sic.edu/salonandspa</u> for hours of operation and current pricing. Call 618-252-5400 ext. 2213 to make an appointment.

DINING SERVICES - FALCON POINTE BISTRO

The Falcon Pointe Bistro is open 7:30 a.m. -2:00 p.m., during fall and spring semesters, with limited hours during the summer. The menu includes breakfast, sandwiches, salad bar, pizza, hot meal specials, nachos and more. Special occasion catering is available. Please contact catering@sic.edu or (618) 252-5400 ext. 2540.

DISTANCE LEARNING

Online Learning and Educational Technology, Room A 124

Karla Lewis Coordinator of Online Learning and Educational Technology karla.lewis@sic.edu 252-5400 ext. 2265

Debbie Suh Educational Technology Specialist debbie.suh@sic.edu 252-5400 ext. 2124

Randy Daniels Media Technician randy.daniels@sic.edu 252-5400 ext. 3506

Regular Hours: Monday – Friday, 8:00 a.m.- 4:30 p.m. Summer Hours: Monday – Thursday 8:00 a.m. – 4:30 p.m.

Online Courses and Degrees

There are a large number of courses and some Associate degrees at Southeastern that are offered online. An online class involves taking a course via a computer. Online courses do not require fixed-schedule visits to the campus. Instead, regularly scheduled classroom sessions are replaced by activities completed and managed online. Both students and instructors communicate using their computers.

The syllabus, assignments, class lectures, discussions, quizzes/exams, and other course materials are provided on the computer. However, most online classes do require the purchase of a textbook, just as face-to-face classes do. There are typically deadlines for completing assignments and tests, but not scheduled times to take them. However, science labs and speeches require time on campus to complete lab work.

Students who wish to take online classes must have access to a reliable computer with a dependable Internet connection. A computer at home will give the student the most flexibility. However, there are various computer labs on the SIC campus which can be used to complete online coursework. A number of orientation sessions are offered at the beginning of each semester for those who are new to online learning. For more information on orientation sessions, visit <u>www.sic.edu/oso</u>. For technical issues with your online class, you may email at <u>online@sic.edu</u> or call 252-5400, ext. 2124 or ext. 2265. Students may also come to Media Services - A124 for personal assistance.

EMAIL AND STUDENT TECHNOLOGY SERVICES

ACCOUNT SETUP

Students can activate their online student services accounts using the Setup Instructions located at www.sic.edu/setup.

HELP DESK

If you need technical assistance with your accounts, submit a support request using the Support link at the top of SIC homepage near the Search bar –choose Student Support option. EMAIL - FALCON MAIL Falcon Mail is an SIC provided email account for students. Every student is assigned a Falcon Mail account, but you must activate it. Your Falcon Mail account is used by your instructors and other college officials to notify you of assignments, important dates, events, and information. Critical dates such as registration, tuition due dates, class drop deadlines, book buyback periods, financial aid information, and graduation deadlines will be sent to your account. Access your Falcon Mail using the links at the top of the SIC homepage at: www.sic.edu .

MySIC STUDENT PORTAL

MySIC provides students access to your online classes and service functions. Some of the features of MySIC are listed below:

Access your online classes

- Register for classes
- Print your class schedule
- View your financial aid and account information
- Sign up for a payment plan
- · Get your final grades
- Print an unofficial transcript

Access MySIC using the links at the top of the SIC homepage at: www.sic.edu.

TEXT NOTIFICATIONS - txtSIC

TxtSIC is an opt-in text messaging service to notify students of campus clo- sures for weather and other emergencies. Additionally, students may choose to receive text alerts for instructor class cancellations. While there is no charge for this service, there may be a per text message charge from your cell phone provider. For additional information please visit <u>www.sic.edu/txtsic</u>.

WIRELESS INTERNET ACCESS

Wireless access is available in the interior of all campus buildings. The SICopen wireless network is for students, faculty, and staff on their personal devices. SICFalcon is an internal wireless network for faculty and staff use on SIC owned devices.

FREE MICROSOFT OFFICE

Enrolled students have free access to Microsoft Office on up to five devices as part through the Falcon Mail suite of services. One Drive for storage and other free applications are provided.

FINANCIAL ASSISTANCE

E Building Lower Level fao@sic.edu 252-5400 ext. 4110

Regular Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Summer Hours: Monday - Thursday 8:00 a.m. - 4:30

How To Apply For Financial Aid

Students who seek federal, state, or institutional assistance should apply for assistance using the Free Application for Federal Student Aid (FAFSA). Completing the FAFSA:

- Determine your dependency status. Students who are over the age of 24, married, have a child or dependent, have veteran status or actively serving in the U.S. military, have been in legal guardianship, or have been deemed homeless do not have to report parent information on the FAFSA. Simply not living with your parents does not make you independent.
- Gather your and your parents' (if applicable) 2016 income and tax information. Students are strongly encouraged to use the IRS Data Retrieval Tool to import their and/or parents' (if applicable) 2016 tax information.
- Apply for an FSA ID at *fsaid.ed.gov* for you and your parent (if applicable).
- Go to the official FAFSA website at <u>www.fafsa.ed.gov</u> to apply for federal and state grants. Be sure to use SIC's federal school code, 001757.
- Submit your application.

Once you submit the application, the U.S. Department of Education system will process your application and submit to the schools with the federal school code(s) the student listed on the FAFSA within two to three days. After the school receives a student's FAFSA, the Financial Aid Office will evaluate and determine if and what financial aid assistance the student is eligible to receive. It is common for the Financial Aid Office to request more information from students/parents in order to clarify information submitted on the FAFSA. To expedite this process, students with access should continually check their

SIC email and log onto their MySIC portal, and look under the financial aid documents section. If you need assistance with completing the application or feel that you may qualify for a special circumstance, please contact our office. Appointments are not required but appreciated to provide optimal service.

Veterans' Education Benefits

Southeastern Illinois College maintains a certifying official in the financial aid office to assist veterans and their dependents with educational benefits. Those who feel they may be eligible should contact the Financial Aid Office.

Common veteran educational programs at Southeastern include the following:

- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)
- Dependents' Educational Assistance Program (DEA)
- Montgomery GI Bill for Active Duty and Selective Reserve

- Post 9/11 GI Bill
- Vocational Rehabilitation

More information regarding veterans' education benefits is available at www.benefits.va.gov/gibill

Types Of Financial Aid Available

Program	Type of Aid	Program Detail	Annual Amount
Federal Pell Grant	Grant: does not have to be repaid	Available almost exclusively to under- graduates; student may receive up to 2 consecutive maximum awards in a year if attending school year-round.	Up to \$6,095
Federal	Grant: does	For undergraduates with exceptional fi-	\$100-
Supplemental Educational Opportu-	not have to be repaid	nancial need; Federal Pell Grant recipients take priority; funds depend on availability at school.	\$4,000
nity Grant (FSEOG)		ur sensor.	
Iraq and Afghanistan Service Grant	Grant: does not have to be repaid	For students who are not Pell-eligible; whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part- time at an institution of higher education.	Same as Pell maximum; payment adjusted for less than- full- time study
Federal Work-Study	Money earned while attending school; does not have to be repaid	For undergraduate and graduate students; jobs can be on campus or off campus; students are paid at least federal minimum wage.	No annual minimum or maximum amounts
Illinois Monetary Awar Program (MAP	Grant: does not have to) be repaid	Eligibility for a MAP grant is tracked by the equivalent number of semester credit hours of MAP benefits paid on your behalf. This is called MAP Paid Credit Hours. Payment for each term is made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of 3 and a maximum of 15 MAP Paid Credit Hours.	Up to \$1,664

Southeastern Illinois College Program Scholarships

The college offers an extensive list of academic-based, performance-based, athletic-based, and private scholarships to area students. Common scholarships offered include the following:

- Art Welding and Diesel
- Theatre
 Nursing, Allied Health, Cosmetology

- Music
 Business Management and Education
- Speech Athletic

Numerous privately sponsored scholarships are provided by the SIC Foundation and its donors. Additional scholarship information along with the application can be found on the financial assistance section of the SIC website or at <u>www.sic.edu/scholarships</u>.

C. HARRY BRAMLET FITNESS CENTER

The C. Harry Bramlet Fitness Center is an aerobic super-circuit facility located on the 2nd floor in Deaton Gymnasium (C Building). The super-circuit combines aerobics with resistance exercises. In order to use the Fitness Center, you must register for a physical education class. Veterans may use the facilities at no cost. Contact the Fitness Center at 252-5400, ext. 3452 for further information about the Center or contact the Enrollment Services Office at 252-5400, ext. 4130 to register for the class. Hours are posted outside the Center.

ID CARDS

All students are required to obtain an ID card. Photo IDs are available at the circulation desk in the Melba Patton Library, A Building, Room 126A. A copy of your schedule is required.

INSTRUCTOR CONFERENCE HOURS

A staff directory with office locations is located on the College's website on the Human Resources page. Fulltime faculty members schedule at least five hours per week for student conferences. These hours are available in the Office of Academic Affairs and on the door of each instructor's office. All students are encouraged to use these available office hours to meet with instructors as needed.

LIBRARY - Melba A. Patton Library

A Building www.sic.edu/library

Gary Jones, Librarian 252-5400 ext. 2260 gary.jones@sic.edu

Rhonda Smith, Library Paraprofessional 252-5400 ext. 2261

Fall & Spring Semester Hours:

Monday - Thursday 8:00 a.m. – 6:00 p.m. Friday 8:00 a.m. - 4:30 p.m. Closed on Saturday & Sunday.

Summer Semester Hours: Monday - Thursday 8:00 a.m. – 4:30 p.m. Closed Friday, Saturday and Sunday.

The Melba Patton Library supports the curriculum by offering over 95,000 print and non-print items, along with access to a variety of electronic data- bases consisting of over 18,000 full text journals, 25,000 downloadable

eBooks, and 3,900 downloadable audio books. The Library is a member of I-Share, which includes the collections of 82 member libraries. The I-Share database contains over 11.5 million unique bibliographic records and more than 36 million item records.

Library cards and ID cards may be obtained by all students free of charge at the circulation desk. Cards are valid as long as you reside in Southeastern's district. The library staff assists students with research, both online and in print. The library also provides open access computers, printing, wireless laptops, and study rooms. Visit the library webpage at https://sic.edu/library

SECURITY

The Security Office is located in Room A 152B. To contact Campus Security call 252-5400, ext. 2911, 618-9264986 (day), or 618-926-5403 (evening). Campus security officers regularly patrol the campus, parking lots, and roadways. The Campus Security Office is also the location for lost and found objects.

STARFISH RETENTION SYSTEM

Southeastern utilizes Starfish Early Alert, an early identification and intervention system designed to enable academic success, retention, and graduation. When academic indicators suggest a student may be experiencing difficulties that may negatively impact academic success, an instructor may raise an alert or referral flag that:

- 1. Notifies the student of the concern through an email to the student's Falcon Mail account.
- 2. Requests an Academic Advisor contact the student to discuss and follow-up on the issue.
- 3. Encourages student to discuss the matter with the instructor.

If you receive an email notification of an early alert or referral in any of your courses, you are encouraged to contact the instructor as soon as possible to discuss the issue. The purpose of the discussion is to determine the severity of the issue, accurately assess its potential impact on your academic success, and to plan and put into action steps to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact the Office of the Executive Dean for Student Services at extension 2401.

STUDENT CENTER – HARRY L. CRISP CONFERENCE CENTER (STUDENT CENTER & PRIVATE DINING ROOM)

Food service, beverage and snack machines are located here. Breakfast and lunch will be served Monday through Friday in the Falcon Point Bistro when classes are in session and a limited menu is available Monday -Thursday during summer session.

Regulations:

- Gambling is not permitted at any time.
- Students responsible for spilling drinks in the cafeteria need to make sure a custodian is contacted immediately.
- Furniture cannot rearranged except during cleaning.
- Tables should be used only for their intended purpose.

Students in violation of the listed regulations are subject to disciplinary action up to and including temporary or permanent suspension, as stated in the Standards of Conduct.

STUDENT SUCCESS CENTER

Cathie Mieldezis, Student Success Center &Testing Coordinator 252-5400 ext. 2383 cathie.mieldezis@sic.edu Tutoring, placement testing, alternative testing, and special help are available in the Student Success Center. Open access computers are available. The Center tries to accommodate walk-in placement testing. However, due to some testing requirements and staffing, students are encouraged to make appointments for placement and make-up tests. Tests administered in the Testing Center are: Accuplacer placement test, HOAE (Health Occupations Aptitude Exam), Work Keys (Teacher's Aide), CLEP (College- Level Evaluation Program), Illinois/United States Constitution, TEAS (Nurse Entrance Test) for LPN (Licensed Practical Nurse) and ADN (Associate's Degree in Nursing), CNA (Certified Nurse Assistant) testing and ISP(Illinois State Police Applicant Testing).

STUDENT SUPPORT SERVICES - TRIO

Lolita L. Mack, TRIO/SSS Program Director 252-5400 ext. 2432 lolita.mack@sic.edu

Angie Dunk Program Counselor 252-5400-2433 angie.dunk@sic.edu Anita Lowery, TRIO/SSS Education/ Technology Coordinator 252-5400 ext. 2473 anita.lowery@sic.edu

The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their post-secondary education.

The Students may be eligible for the Student Support Services Program under the following criteria:

- 1. First-generation college student (neither parent has a bachelor's degree); and/or
- 2. Low-income (based on federal income guidelines); and/or
- 3. Student with disabilities (verification required through SIC ADA office);
- 4. U.S. citizen and/or legal/permanent resident.

SSS Program Services

- · Tutoring services: Student Success Center and online
- Academic and personal counseling
- · Advice and assistance in post-secondary course selection
- Basic skills courses-reading, writing, math, study skills
- EMP 112, student skills development
- EMP 114, job/life skills development-financial literacy
- Career Counseling Center
- SSS computer lab & printing
- Traditional and online workshops
- Assistance in applying for admission to and obtaining financial aid for enrollment in a four-year program
- · Field trips to area universities
- Cultural enrichment trips/activities
- · Free tickets to on-campus shows & theater presentations
- · Supplemental financial assistance to qualifying students
- Peer and faculty mentors
- Assistance with information on the full range of student financial aid programs, benefits and resources, both public and private
- · Assistance in completing financial aid applications
- Education and counseling services designed to improve the financial and economic literacy of our students

THEATRE - GEORGE T. DENNIS VISUAL & PERFORMING ARTS CENTER (VPAC)

The George T. Dennis Visual & Performing Art Center (VPAC), located in F building, is named in honor of longtime humanities instructor George T. Dennis. The Center serves as the artistic home of the Department of Theatre and features a wide variety of productions ranging from traditional drama to children's theatre and Broadway musicals. This state-of-the-art facility offers theatre participants a unique opportunity to experience all aspects of theatre first-hand. For VPAC information call 618-252-5400 ext. 2486 or 2487.

VOTER REGISTRATION

Mail-in voter registration applications are available at the College front desk located on the lower level of E building (E 102) and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.

WHITE COUNTY CENTER – DAVID L. STANLEY CENTER

1700 College Avenue, Carmi, Illinois 62821

Holly Healy, Director Phone: 618-382-8869 Fax: 618-382-5412

Southeastern's extension center in Carmi offers baccalaureate, vocational, general studies, and community education.

The David L. Stanley White County Center is a receiving as well as broadcasting site for distance learning classes. A computer lab is also available. A complete range of services, including registration and placement testing, are offered to assist students. Regular hours of operation for the David L. Stanley White County Center are Monday through Thursday, 9 a.m. -4 p.m.

CAMPUS INVOLVEMENT

COMPETITIVE TEAMS

Archery

The co-ed archery team competes in outdoor 3D archery. Southeastern is a member of the U.S. Collegiate Archery Association (USCA), the governing body of intercollegiate archery competition.

Athletics

Southeastern is a member of the National Junior College Athletic Association and the Great Rivers Athletic Conference. As a member of the conference, Southeastern competes with member teams in men's and women's basketball, baseball and softball.

Forensic Falcons

Forensic Falcons compete nationally in public speaking, oral interpretation and reader's theatre. Although high school forensic experience helps, Southeastern coaches work closely with novice competitors.

Model Illinois Government

Each spring, students from Southeastern join over 300 students from 19 colleges across the state to participate in the Model Illinois Government Simulation (MIG). The simulation is structured for a legislative simulation as well as a moot court competition in the actual House and Senate

chambers in your State's Capital in Springfield. Students choose various simulation roles including: legislator, lobbyist, journalist, attorney, judge, and numerous positions of party, committee and chamber leadership.

Phi Beta Lambda

The Mission of Phi Beta Lambda is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Member benefits:

- Leadership and training
- Conference & Competitive Events
- Scholarship Opportunities
- Networking
- · Apply what you learn through business-related activities
- Field Trips

Phi Theta Kappa

Phi Theta Kappa, the community college equivalent to Phi Beta Kappa, is the national honorary scholastic fraternity for community colleges. Mu Psi is the Southeastern chapter. Academic excellence it the primary hallmark of Phi Theta Kappa. Membership is extended by invitation only and students must meet several enrollment and academic requirements. Members compete in the annual Hallmark Competition.

Shotgun Team

The team is comprised of members shooting six disciplines consisting of International Trap, International Skeet, Five Stand and Sporting Clays

STUDENT ORGANIZATIONS

Kellye Whitler, Student Activities Coordinator 252-5400 ext. 2486, kellye.whitler@sic.edu

The Art Club

The Art Club promotes the visual arts on campus and in the community. Students do not have to be enrolled in art courses and membership is open to any student with an interest in the visual arts. Activities include participation in seminars and special events, gallery and museum visits, organizing events and workshops, and community service.

Brothers and Sisters in Christ (B.A.S.I.C)

B.A.S.I.C. is a religious organization affiliated with BCM/B.A.S.I.C. Campus Student Groups all over the United States in response to providing Christian fellowship and growth for college students. All students are invited to attend. Membership is based on participation in the organization. Everyone is welcome.

Circle K

Circle K is a college-level service organization sponsored by Kiwanis International. Circle K provides students with opportunities to participate in organized volunteer activities, providing needed service to individuals, families, agencies, and communities. The club also works with the local Kiwanis club on joint service projects, where students can interact with professionals in the community. Results of joining together to perform service in a club include fellowship and the opportunity to develop leadership skills. There are clubs on more than 550 college and university campuses worldwide, with more than 13,000 student members. Interested students should contact 618-252-5400 ext.2486 or 2232.

Computer Club

The SIC Computer Club is an organization intended to promote the educational and recreational use of computers and related devices amongst interested SIC students. The club meets several times each month to build projects and discuss topics of interest to its participants. Members also get together from time to time for LAN gaming like Call of Duty 4, League of Legends, Team Fortress 2, and many other games. Search SIC Information Technology Program & Computer Club on Facebook.

Cosmetology Club

Members participate in activities and special events including hair show conferences and other professional development activities within the Cosmetology industry. Membership is open to students enrolled in the Cosmetology program.

Diesel Technology Club

The Diesel Technology Club was established to provide extra-curricular activities related to diesel/auto mechanics for those students enrolled in diesel technology. The club is a sound organization of student diesel technicians coming together as a working team to establish career-oriented goals and promote quality work, while learning from one another through leadership. The club sponsors several fund-raising activities. Members also participate in special events and annual field trips.

Early Childhood Education Student Club

The SIC Student Group is a chapter of the National Association for the Education of Young Children (NAEYC) and a local affiliate of the Southern Illinois Association for the Education of Young Children (SIAEYC). Students have opportunities to attend professional events, network with other ECE majors, participate in on and off campus educational and social activities. Students gain skills in program planning, outreach, implementation and evaluation, as well as confidence in themselves as leaders. Students may engage with others in the Student Interest Forum at www.naeyc.org – to share ideas with other student groups around the country. This club is open to all Early Childhood Education majors.

Education Club – Future Teachers

The Illinois Education Association Student Program is a pre-professional organization of undergraduate and graduate students preparing for careers in education. As a member of the IEA Student Program, students are also a part of the larger Illinois Education Association, an educational professional organization representing over 130,000 members in the state. IEA Student Program members are also part of the National Education Association, a network of state associations that has over two million members and is a major force in shaping the nation's education agenda. Students have opportunities to attend state conferences, network with other Education majors, participate in on and off campus educational and social activities. This club is open to Early Childhood, Elementary, Secondary and Special Education majors.

Math & Science Club

The Math and Science Club provides students with opportunities to learn outside of the classroom. To promote and develop sound scholarship, members are expected to demonstrate academic integrity and maintain good academic standing in all coursework. The club promotes the enjoyment of life, physical and mathematical sciences, while emphasizing social camaraderie between members. Members are required to participate in community service activities, social activities, and fundraising activities in order to be eligible to participate in educational field trips each year. Participation in the annual trip is not a requirement to be a member of the club. Membership is open to students pursuing math, science, engineering, and pre-professional majors. Others who are genuinely interested in math and/or science may join with the permission of the club sponsors. Membership is restricted to a maximum of three years.

Nursing Club

The Nursing Club, sponsored by the Division of Nursing and Allied Health, is open to all nursing students. Students learn how to be professionally and socially active in the community. Members participate in a variety of community service and fundraising activities. The club's mission is to promote and expand visibility and growth of the nursing profession, as well as to promote high personal standards among nursing students. Leadership and fellowship are also encouraged while cultivating, promoting, and sustaining the art and science of nursing. Visit our Facebook page: Southeastern Illinois College Nursing Program.

StrategIC

StrategIC is an organization of Southeastern Illinois College focused on strategic board, card and miniature games such as Settlers of Catan, Dominion, Legendary and many others. Students and community members are welcome. StrategIC normally meets the first Monday evening of each month at 6 PM in room G120. Search StrategIC on Facebook.

Student Ambassadors

Student Ambassadors act as liaisons between the College, the community, and prospective and current students. Ten Student Ambassador Scholarships are allocated yearly, with the objective of awarding at least one from each high school in the college district. Ambassadors give campus tours, help host a variety of on-campus events and participate in numerous community events.

Student Government

The Southeastern Illinois College Student Government is the only recognized representative body for the student community. It has a number of different functions from helping fund many student-run organizations, to addressing student issues and concerns, to proposing resolutions that bring about change in the academic and social life of our campus. The student body elects members of the Student Government. Students interested in serving must complete a petition with one faculty and 25 student signatures. Meetings are held twice each month and are open to anyone interested.

Theta Sigma Phi

Students are welcome to participate in theatre productions regardless of major. Any Southeastern Illinois College student with an interest in theatre is eligible to join the Theta Sigma Phi Cast of Delta Psi Omega. The purpose of this club is to prepare students for their participation in theatre activities -- as a member of the cast, crew or audience -- as well as expand their theatre knowledge by taking field trips to see professional productions and "Learning on Location" opportunities in Chicago and New York.

POLICIES & PROCEDURES

Students should refer to Southeastern's website (www.sic.edu/policies) for the official policies due to the fact that policies may be revised or new policies added at any time by action of the Board of Trustees. Any revisions or additions will be posted on the web as of their effective date.

ACADEMIC POLICIES

ACADEMIC AMNESTY

Southeastern has an amnesty policy for students who need a second chance to pursue their academic goals. See the college catalog or the website at <u>www.sic.edu/policies</u> for details.

ACADEMIC GRIEVANCE

The Academic Grievance Procedure is established for student grievances relating to grades. In matters relating to grades, the instructor's judgment is normally deemed final and conclusive. For instance, an instructor's judgment that a grade should be a "B" and not an "A" is final and binding, and will not be reviewed by grievance procedures. Students may not appeal the professional judgment exercised by an instructor in assigning a grade except under the following circumstances:

Academic Grievance Procedure

Students may initiate an appeal if the student believes that one or more of the following has occurred:

- Inconsistent grading standards were used to grade students of the same class.
- The instructor altered the grading procedure as defined in the course outline without advising the class of the change.
- The instructor deviated from his/her established grading policy.
- A student's assignment is graded and an instructor does not provide an explanation of the method for determining the grade.
- A final grade is lowered because a student missed an examination for a College function and was not permitted to make up the exam.
- The student's grade was improperly computed.

• The instructor alleges that a student has been involved in academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research.

A student may initiate the Academic Grievance process by:

- Step 1: Within 15 calendar days of the official end of the term, the student may request a meeting with the instructor to discuss a course grade. Instructor shall meet with student within 7 calendar days to discuss the grade.
- Step 2: If a student is dissatisfied with instructor's response, he/she may appeal to the appropriate division chairperson in writing within 15 calendar days of the meeting with his/her instructor and must clearly identify and explain the basis for the appeal. The division chairperson will render a written decision within 10 calendar days of the appeal. If the division chairperson is the faculty member involved, then the student may appeal to the appropriate dean/vice president.

ACADEMIC PROBATION

Students enrolled at Southeastern Illinois College are required to maintain satisfactory academic progress. Satisfactory academic process is measured in terms of grades earned. Students not making satisfactory progress will be placed on academic probation if after completing six or more credit hours, they fail to achieve the following minimum cumulative grade point average:

Graded Semester Hours	0 - 16	17 - 32	33-47	48+
Minimum cumulative GPA Required for Good Standing	1.60	1.70	1.85	2.00

To be taken off probation, students must meet the minimum cumulative grade point average for good standing at the end of the probationary semester. Students will remain on probation when they do not meet the cumulative grade point average at the end of the probationary semester, but do attain a 2.1 semester grade point average. In each successive semester that the grade point average for that semester is 2.0 or greater, students will continue on academic probation until they meet the minimum cumulative grade point average for good standing. If their semester grade point average falls below 2.0, they are subject to academic suspension. Some programs have academic progress standards that are higher than the institutional standards. In such cases, the program standards take precedence. A student who is on probation may not enroll in more than 12 credit hours without the written approval of the Executive Dean of Student Services.

ACADEMIC SUSPENSION

Students who, during their probationary semester, do not raise their cumulative grade point average to the minimum requirement or attain a 2.0 semester grade point average will be placed on academic suspension. Academic suspension will result in the involuntary separation of the student from the institution for a period of one 16-week semester. While on academic suspension, students may enroll in noncredit, adult/continuing education courses. The Registrar must clear students who petition to re-enroll after being placed on academic suspension. They then will be placed on academic probation and will follow the guidelines as stated above. Students transferring to Southeastern Illinois College from another college or university will be admitted in good standing without regard for their past academic status. Some programs have academic progress standards that are higher than the institutional standards. In such cases, the program standards take precedence. A student dismissed from a program for failing to meet that program's standards may still remain a student at Southeastern if he/she continues to meet the general academic progress standards. Students may appeal their academic status by submitting a written appeal and supporting documentation to the Registrar.

CLASS ATTENDANCE

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are

excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college sanctioned activities; however, there will be no punitive impact on students' grades. Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

- Arrive to class on time and remain in class until dismissed.
- Come to class prepared.
- Participate in classroom activities.
- Complete all assignments.

GRADING SYSTEM AND COURSE CREDITS

Accessing Grades

Grades are available online and can be accessed through MySIC. Grades are posted throughout the semester as classes end. Students may print grades for each semester of attendance.

Computing Grade Point Average

To compute the grade point average the student should:

- 1. Determine the numerical equivalent for the letter grade of each course (A equals 4, B equals 3, etc.)
- 2. Multiply the numerical grade for each course by semester hours for each course.Add the number or points for all classes.
- 3. Divide the total points by the total number of semester hours in which the student is enrolled.

In computing grade point averages, the student should remember that the grade "W" carries no weight.

Credit Hours

Course credits are recorded in semester credit hours. The number of semester hours of credit in each course is shown in the course description in the College Catalog. A normal student load is fifteen (15) semester hours per semester. However, a full-time student may take between twelve (12) and nineteen (19) hours per semester. A student enrolled in eleven (11) semester hours is considered part-time. A student wishing to take more than nineteen (19) hours per semester may do so only with permission of the Executive Dean of Student Services.

Grading System

An alphabetical grading system is used in Associate Degree and most certificate courses at Southeastern Illinois College. The meaning of each letter grade is indicated:

A - Outstanding (4 points)	E - Failure
B - Very Good (3 points)	P - Pass
C - Satisfactory (2 points)	S - Satisfactory D - Passing, but below average (1
point)	RC - Recycle

Other abbreviations often assigned to course work:

AU - Audit

- I Incomplete
- WA Administrative Withdrawal, including unofficial withdrawals by instructors for lack of attendance
- W Official withdrawal
- PR Proficiency, credit only, no grade given

- R Course was repeated. The course with the lowest grade is marked with an "R" grade.
- @ Identifies developmental courses, not calculated into GPA through Fall 1996 Semester. As of Spring 1996, developmental course grades are calculated into the GPA and not marked.

Incomplete Grade

An incomplete grade may be requested by a student and may be given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory or shop work is involved, has been satisfactorily completed in the judgment of the instructor, whose decision is final. Examples of such missing work include a test or final examination, a paper, or term project that might be completed without further class attendance.

The following conditions apply: • An "I" may not be

assigned at midterm.

- In requesting an "I" grade, the student automatically waives the right to request to receive a "W" grade at a later date.
- Incomplete academic work must be completed during the first 16-week semester following the initial awarding of the "I" grade. The student may NOT re-enroll in the course during this period of time and it is the student's responsibility to arrange with the instructor for completion of unfinished work.
- If the unfinished work is not completed during the next 16-week semester, the "I" will become final and will remain permanently on the record. In the event that the "I" becomes "permanent," a student may receive credit for the course only by re-enrolling in the course (at full tuition payment), and by fulfilling all course requirements.

"WA" Grade

A "WA" grade signifies an unofficial withdrawal from class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class.

The following conditions apply:

• "WA" grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine

when a "WA" grade may be issued. A "WA" grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports. For classes that meet less than the full semester, the non-participation time for a "WA" will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.

• The "WA" grade is non-punitive for SIC grade point average calculations. However, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Studentsshould also be aware that "WA" grades count as attempted hours for the purposes of financial aid satisfactory academic progress.

- Instructors will file a "WA" drop form for students being assigned the "WA" grade. The "WA" grade may also be issued as a midterm grade, to indicate nonattendance/nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.
- Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.
- If an instructor should accept a student back into class after assigning a "WA" grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.
- "WA" grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.
- A student wishing to challenge the" WA" grade will have due process. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal should be submitted to the Executive Dean of Student Services for review.
- The "WA" grade may be used to administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, the Associate Dean of Workforce and Community Education, or the Vice President for Academic Affairs.

Pass-fail

A pass-fail (P/E) grading system is an option available to students pursuing an Associate's Degree. The conditions are as follows:

- A student must be in good academic standing to elect pass fail (P/E) option. This includes first semester students.
- A student will be allowed a maximum of 12 semester hours of the pass- fail option toward an Associate's Degree, with the provision that no 2 courses of a sequential nature are taken pass-fail.
- A student taking courses on a pass-fail basis that result in an "A" or "B" grade will receive the "A" or "B". However, the course will be counted against the pass-fail limit of 12 semester hours.
- Students taking courses on a pass-fail basis that result in a "C" or "D" grade will receive a "P" for "Pass". The "P" grade is not calculated into the overall grade point average (OGPA).
- Students taking courses on a pass/fail basis that result in an "E" grade will have the "E" recorded on the official transcript and calculated into the OGPA.
- Students will be allowed a maximum of two courses of pass fail option per semester, provided the maximum of 12 hours is not exceeded.
- Students must designate at the time of registration their desire for pass- fail grading in a course.
- No course identified as a major course (if major is declared) may be taken as pass-fail.
- Instructors will not be informed by Student Affairs which students are taking courses on a pass-fail basis.

Proficiency Credit and Transfer Credit

See the College Catalog or website at www.sic.edu on the Academics page for more details about these options.

GRADUATION

An application for graduation must be completed and returned to the Enrollment Services Office one semester prior to the semester of graduation. A graduation ceremony is held in May of each year for fall, spring or summer student graduates. Diplomas are issued after the semester that graduation requirements are met. There is a \$20 graduation fee that covers the cost of the diploma cover, cap and gown. Caps and gowns should be ordered

before spring break at the Enrollment Services Office. Students exempt from the \$20 fee are those earning certificates of 12 hours or less or those who have taken the NOCTI Exam. Students must apply for graduation and pay the \$20 fee whether they plan to attend the graduation ceremony or not. Students must complete at least 12 semester hours of credit from Southeastern Illinois College to be awarded a degree or certificate from SIC. Students must also have at least a 2.00 GPA (on a 4.00 scale) in order to graduate.

PRESIDENT'S and VICE PRESIDENT'S LIST

Any full-time student (12 hours or more college level course work) who has a semester grade point average of 4.00 is placed on the President's Honor List for the semester. Full-time students (12 hours or more) who have a semester grade point average of 3.25 or higher are placed on the Vice President's Honor List for the semester. Developmental courses DO NOT count as part of the 12 hours for either honors list. Both President's List and Vice President's List honors are noted on a student's academic transcript.

REPEAT CREDIT

A student may repeat a class under certain conditions. In instances where a student repeats a given course that is not specifically designated as "repeatable," the grade previously received will be recorded as an "R" grade and will not count in the computations of the student's overall grade-point average. The highest grade received will be recorded on the transcript and will count in the computation of the GPA. If in an extraordinary situation a student must take a course a third time, the student will be required to pay out-of-state tuition.

Financial aid will pay for a previously passed course once. If a student fails or withdraws from a course, financial aid will pay for the repeated course until the student successfully passes the course. All courses on a student's academic record are included in the calculation of hours attempted for Satisfactory Academic Progress.

TRANSCRIPTS

A transcript of the student's official educational record at Southeastern Illinois College is issued, sent, or released by the Enrollment Services Office only upon receipt of a WRITTEN REQUEST FROM THE STUDENT AND PAYMENT OF A \$5 FEE. A written request with the student's signature must be submitted at least two working days before the transcript is needed. Transcripts issued directly to students will have the statement "Issued to Student" stamped on the face of the transcript. Students may also print an unofficial transcript of grades from MySIC. Students should be advised that most colleges and universities accept only transcripts mailed or sent secure electronically to the receiving institution by the college issuing the transcripts.

A transcript request should include the student's name (including maiden name and any other previous last names), Social Security number, dates of attendance, address to which the transcript should be sent, signature and date. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the institution. Students may discuss the resolution of their indebtedness with the Business Office.

Satisfactory Academic Progress Policy

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, parttime or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

1. Overall Grade Point Average (GPA)

2. Completion Rate

3. 150% Maximum Program Completion Time

Failure to meet these requirements results in a financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern.

Programs Governed By This Policy

<u>Federal Student Aid Programs:</u> Federal Pell Grant Supplemental Educational Opportunity Grant (SEOG) Federal Work Study

Illinois Grant Programs: Monetary Award Program (MAP) Illinois Veterans Grant (IVG) Illinois National Guard (ING) MIA/POW Scholarship

<u>Southeastern Programs:</u> Varies by division or department

<u>Third Party or Private Donor Programs:</u> Varies by donor's requirements

<u>Veterans Benefits:</u> Chapter 30, 31, 32, 33, 35, 1606

OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and will not be eligible for financial aid.

COMPLETION RATE

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in suspension status and will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (parttime, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid. All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the college. Students should provide the Director of Financial Aid with specific details that fully explain the extenuating circumstance (ie. Death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted case-by-case. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Executive Dean of Enrollment and Student Services. Decisions made by the dean are final.

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and dean must meet the minimum cumulative completion rate and/or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and dean will remain on permanent financial aid suspension. Neither the director nor dean will accept any further appeals.

FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

- 1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth this policy; or
- 2. The student must submit an appeal that is approved by the Director of Financial Aid or Executive Dean of Enrollment and Student Services in which the student is granted financial aid probation.

REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

STUDENT RESPONSIBILITIES

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.

RETURN TO TITLE IV POLICY

The Department of Education (ED) states a school must determine the amount of Title IV program assistance earned once a student withdraws from school. The Title IV programs governed by this law include: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When a student withdraws during the period of enrollment the amount of Title IV program assistance that the student earned up to that point is determined by a specific formula. If the student received more assistance than the amount earned, the student must return the excess funds. The amount of assistance a student earned is determined on a prorate basis. For example, if a student completed 30% of the period of enrollment, the student earned 30% of the assistance scheduled to receive. Once the student completes more than 60% of the period of enrollment, the Department of Education indicates the student earned 100% of the scheduled assistance for that period.

Students enrolled in module courses (ie. courses that do not span the entire length of the period of enrollment) and withdraw before the second module course(s) begins, must provide written confirmation of intent to attend the second module. Regardless if the student completes the first module but does not attend the second module, the student will be considered a Return to Title IV student and must return a portion of their Title IV aid.

The withdrawal date is determined by the date the student officially withdrew from the class or unofficially withdraws, which is the last date of academic related activity determined by the instructor. For information on how to formally withdraw from a class, see Enrollment Services' Withdrawal and WA Grade Policies.

If the student did not receive all the funds earned, a student may be due a Post-withdrawal disbursement. Any grant funds disbursed for Post-withdrawal will pay any outstanding balances owed (tuition, fees, books, fines, etc.).

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds the student received or is scheduled to receive. The Financial Aid Office notifies students in writing if they must return any unearned grant funds to the Department of Education. Student must make arrangements with the Financial Aid Office to return unearned grant funds. The student has 45 days to repay any overpayments. After 45 days, the student must contact the Department of Education. Students may not receive any subsequent financial aid until overpayment is resolved.

The order funds must be returned are as follows:

- 1. Federal Pell Grants
- 2. Federal Supplemental Educational Opportunity Grants (FSEOG)

If the student (or school) received excess Title IV program funds that must be returned, Southeastern will return within 45 days the excess equal to the lesser of:

- 1. The institutional charges multiplied by the unearned percentage of received funds, or
- 2. The entire amount of excess funds.

Southeastern requires students to pay the college the funds which were returned. If a student owes the college after funds are returned, the Financial Aid Office will charge the student's account for the amount owed. The Financial Aid Office, in writing, notifies students if they owe any grant funds to the college. Students must make repayment arrangements with the Business Office. Unresolved balances prohibit the student from registering for subsequent semesters or receiving transcripts. Students may also be sent to a debt collection agency.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy established by Enrollment Services. Therefore, a student may still owe funds to Southeastern to cover unpaid institutional charges. Southeastern's withdrawal policies and refund policy are located on the website.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and

health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on the official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Another exception that permits disclosure, without consent, is to protect the health or safety of students or other individuals. Education records may be released to appropriate law enforcement officials, public health officials and trained medical personnel, where there is an articulable and significant threat. Educational agencies must record the disclosure and to whom the information was disclosed within a reasonable time period of a threat.

• The right to file complaints with the U.S. Department of Education alleged failures by Southeastern Illinois College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA complaints: Family Policy Compliance Office US Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

The College has designated as directory information the following student information:

- Student name
- Local/home address, e-mail address
- Telephone number
- Current term hours carried
- Major field of study
- Classification (freshman, sophomore)
- Academic unit
- Dates of attendance
- Degrees/honors earned and dates
- The most previous educational agency or institution attended prior to enrollment at Southeastern Illinois College
- Participation in officially recognized activity or sport
- Weight, height and pictures of members of athletic teams
- Picture
- Enrollment status (full-time, part-time, etc.)

Students who do not wish to have released any or all of the information listed above should complete a Request to Restrict Student Directory Information Form in the Enrollment Services Office. The restriction on the release of student information is valid for one school year and must be renewed annually each fall semester.

STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH ACT

The Student Optional Disclosure of Private Mental Health Act affords students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person. The document authorizing permission of disclosure of private mental health is located in the Enrollment Services Office on the first floor of E Building.

EMERGENCY CONDITIONS

In emergency situations the campus will respond under guidelines established in the Campus Emergency Operations Plan (CEOP.) Additionally, please observe the following:

TORNADO

Warning given by a continuous blast of outside weather sirens. Warning will be displayed on the audio-visual monitors.

Buildings A (Learning Center), Building B (Harry L. Crisp Conference Center), Building C (Sports Complex), Building E (Harry Abell Administration), Building F (George T. Dennis Visual & Performing Art Center)

- 1. Move to an interior wall of the lowest level of the building in which you are located.
- 2. Sit with head down or covered, facing away from windows.
- 3. Wait for instructions from a College official.

Building D (Mary Jo Oldham Center for Child Study)

- 1. MJOCCS relocates to corridors across form the library- alternate location C109 women's locker room.
- 2. Move to the interior hallway.
- 3. Sit with head down or covered, facing away from windows.
- 4. Wait for instructions from a College official.

Building T

- 1. Move to the lowest level corridor in front of the men's and women's restroom.
- 2. Sit with head down or covered, facing away from windows.
- 3. Wait for instructions from a College official.

Buildings G & W

- 1. Move to the lower level north corridors near restrooms.
- 2. Sit with head down or covered, facing away from windows.
- 3 Wait for instructions from a College official.

FIRE

Warning given by a pulsating blast of the fire alarm system and flashing strobe lights. Warning will be displayed on the audio-visual monitors.

- 1. Evacuate the building in an orderly manner via the nearest exits, which are marked and lighted (Do not use the elevator). Instructors should help in this process.
- 2. Once outside, move to the nearest safe parking lot (not MJOCCS lot).
- 3. College officials will specify when the buildings may be re-entered.

EARTHQUAKE

Follow directions given by your instructor or other official—No warning signal will be given. Instructions will be displayed on the audio-visual monitors.

If INSIDE the building when an earthquake occurs:

- 1. Move away from windows, file cabinets, or other potential hazards.
- 2. Get under desk, table, or other shelter or against an inside wall.
- 3. Assume drop position (drop to knees with back to windows, head down toward knees, hands clasped behind neck, arms against ears, eyes closed). If the shelter moves, move with it and stay under it.
- 4. Remain in that position until tremors end and then follow instructor's directions or those of any college official.

If OUTSIDE the building when an earthquake occurs:

- 1. Get clear of all buildings, trees, light poles, exposed wires, or hazards that may fall. The safest place is in the open.
- 2. Assume the drop position until quake is over.

- 3. If in a moving vehicle the driver should pull over to the side of the road as quickly as is safely possible and stop. Never stop on a bridge.
- 4. If traveling in a vehicle such as a school van or bus get under seats or in the aisles.

After an Earthquake:

- Do not use the elevator.
- Do not smoke/light matches, even if outside (possible gas leaks).
- Do not stand in doorways.
- While evacuating be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

HEALTH RELATED EMERGENCY

Call Campus Security (Dial 2911). Give your name, location and nature of the emergency.

If unable to reach Campus Security, contact an administrator or sponsor on duty concerning the emergency.

The College does not provide medical treatment for emergency health needs. However, College security and/or staff will assist individuals in contacting emergency medical responders and if requested, will stay with individuals until such responders arrive on campus.

HEIGHTENED AWARENESS OF SURROUNDINGS

Heightened awareness is a mind-set that leads you to notice unusual or suspicious behavior/circumstances and reporting your observations to authorities in a logical, rational and timely manner. People should go about their normal business while paying particular attention to their surroundings.

Be aware of/ report to Security (Ext. 2911 or 926-4986 or 926-5403)

Suspicious Behavior/ Circumstances:

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings, or entrances.
- Unauthorized people in restricted, sensitive, or private areas.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather, etc.)
- Abandoned parcels or items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above actions.

Be Alert to:

- Abandoned vehicles.
- Vehicles parked near buildings or public and common areas.
- Unexpected/unfamiliar delivery trucks.
- Unfamiliar vehicles parked for long periods.
- Vehicles containing unusual/ suspicious parcels or material.
- Vehicles arriving and being left behind at odd hours.
- Substances leaking or spilling from vehicles.

Building/Office Security:

- Don't prop open doors or windows. Rectify situations when observed.
- Account for/secure keys. Don't leave unattended or give to unauthorized persons.
- Ensure all mechanical rooms remain locked.
- Report lost keys to the Security Office.
- Account for/secure all sensitive material information when not able to attend to it.
- Account for/secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.

- Be aware of unfamiliar persons in, or visitors to your office/lab etc.
- Protect access codes, combinations and cards; change codes regularly.
- Report compromised codes to the persons in charge of area.
- Be prepared: Take time out to familiarize yourself with building evacuation plans/routes.
- Report suspicious tempering with physical security (doors, locks, etc.)
- Talk with co-workers; know what is out-of-place (unclaimed items, etc.)

INCLEMENT WEATHER PROCEDURES

Classes will meet and the College will be open and operative during bad weather unless the President or his/her designee officially cancels classes. The geographic size of the College district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the College is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time.

Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- · Southeastern Illinois College Homepage (www.sic.edu)
- Text message to cell phones (Sign up at <u>www.sic.edu/txtsic</u>)
- · Facebook (www.facebook.com/southeastern.illinois.college)
- · Twitter (twitter.com/SIC EDU)
- · Instagram.com/SoutheasternIllinoisCollege
- · SIC Switchboard (618-252-5400)
- Some local media may also be notified

ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY AND ELECTRONIC RESOURCES

For the most recent version of the Acceptable Use Policy 4019 visit: www.sic.edu/aupolicy

Southeastern Illinois College (the "College") provides electronic information resources and other computer-based resources to support the College's educational mission. Students, faculty, staff and others who use the College's computer-based resources are required to adhere to this policy.

This policy applies to all computer hardware and software owned or operated by the College, College electronic mail, College websites, and College on-line services and bulletin board systems. "Use" of the College network shall include use of or obtaining access to the wired or wireless network from any electronic device whether or not owned or operated by the College.

Acceptable Use

The use of electronic information resources, other computer-based resources and media (the "System") must be consistent with the mission of the College. You are expected to act responsibly and follow all College policies, procedures and guidelines when using the System. College owned electronic equipment and resources should be restricted to educational and business use. System users have no expectation of privacy in connection with the use of the College's System.

Privileges

Access to the System is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the System may result in loss of privileges or other disciplinary actions as the College deems appropriate.

Security of System and Responsibilities of System Users

Security must be a high priority for all users. System users shall not disclose their personal login ID or password/PIN to anyone, including another college employee, or attempt to log into the System as another person.

Users are prohibited from transmitting social security numbers or credit card information through email or other insecure means unless reasonable precautions are taken to encrypt or password protect the information. All System users are required to maintain the confidentiality of student and personnel records.

Users are required to act responsibly in regards to the content and maintenance of their electronic mailbox. This includes but is not limited to general maintenance, not engaging in activities that would encourage inappropriate or illegal content, and not engaging in activities compromising System data, integrity, security, or performance.

The College provides email systems to students and employees and evaluates the integrity, risk, and compliance aspects of each email system. Because email accounts are assigned based on student and employee personally identifiable information, use of College email systems is the only manner in which the College and others can reasonably assume that it is communicating with the correct individual.

Students and employees who communicate via email to conduct College related business must utilize their College provided email accounts upon enrollment or employment. Prospective students or employees may temporarily use personal email accounts during the application for enrollment or employment process. Personal email accounts may also be used on a limited basis for password resets when other information is provided to identify the individual. For their own personal protection, faculty and staff are discouraged from using their College email account for personal use.

Efficient Use of Resources

Users must accept limitations or restrictions on computing resources, such as storage space, time limits or amounts of resources consumed. Users should not engage in any activity detrimentally affecting other users of the System.

User Identification

Concealing or misrepresenting one's identity is a violation of college policies, and is subject to disciplinary action.

Vandalism

Any type of vandalism or attempted vandalism (physical or electronic) to any part of the System, a College computer, computer peripherals, the College network, or files of others is prohibited and may result in disciplinary action. Vandalism includes, but is not limited to, malicious destruction or deletion of college information, downloading, uploading, or creation of computer viruses or malware.

Specific Prohibited Uses

In addition to the other prohibitions contained in this policy, the following activities which are unacceptable and may result in disciplinary action, include, but are not limited to:

- 1. Accessing, retrieve, view or disseminate obscene, indecent, sexually explicit or vulgar materials or messages unrelated to the educational mission of the college.
- 2. Retrieving, view or disseminate any material in violation of any federal or state regulation/law or College policy. This includes, but is not limited to, improper use of copyrighted material or intellectual property.
- 3. Intentionally manipulate information on any sensitive applications such as accounting, student, employee, and business records, or tamper and/or attempt to gain unwarranted access to student or employee personal network files. Sensitive files should be stored in a secure place.
- 4. Engaging in for-profit commercial activities, including advertising or sales for personal gain.

- 5. Sending of a chain letter.
- 6. Soliciting money for religious or political causes unless it is an approved fundraising activity for a student organization.
- 7. Harassing, threatening, intimidating, or demeaning any person or group of people for any reason, including but not limited to race, color, religion, gender, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military status, sexual orientation, disability, source of income, housing status, or any other category protected by law.
- 8. Disrupting the educational process or interfere with the rights of others.
- 9. Disrupting information network traffic or interfere with the network or connected systems.
- 10. Circumventing or attempt to circumvent system security measures through the use of software or other measures.
- 11. Gaining access without permission to the files of others, or vandalize another user's data or files.
- 12. Gaining unauthorized access to College electronic resources or other entities using a College computer and/or network.
- 13. Improperly forge or alter electronic mail messages, or use an account owned by another user.
- 14. Invading another person's privacy. This includes, but is not limited to, improperly disclosing personally identifiable information such as name, social security number, address, or phone number.
- 15. Using the System or any system resources to send unsolicited commercial email.
- 16. Violating any software license agreement.
- 17. Downloading, copying, printing or otherwise storing or possessing any data, in violation of these rules and/or College policy.
- 18. Engaging in any unlawful use of the system.

Additional Policy Guidelines for College Employees

Employees are required to maintain a 15+ character password. Employees are required to store passwords in a secure manner.

Employees with any device, including but not limited to cell phones, College owned or personally owned, that access College information without additional authentication/login, are required to protect that information through the use of a password or pin before that information may be accessed.

Employees are required to store college data and mission critical files on the College network. "Cloud" off-premise storage may only be used to store personal student and employee information where an approved contract or agreement exists between the College and the provider. A copy of the contract or agreement must be on file with both Information Technology and the Business Office. Files stored on a local computer should be temporary and personal or sensitive data limited.

Employees are discouraged from using any portable media or device to store personal or private information. When use is completely unavoidable, reasonable protection of encryption and password protection of that information is required. Any data loss or misuse of personal or private information is a serious matter and the employee(s) involved may be subject to disciplinary or additional action.

Sanctions and Discipline

If an individual engages in any of the prohibited acts listed in this policy, or violates this policy and s/he may be subject to College disciplinary actions including, but not limited to, the following:

- 1. Suspension or revocation of System privileges;
- 2. Suspension or termination of employment;
- 3. Academic suspension or expulsion;
- 4. Referral to legal authorities for prosecution; and
- 5. Other sanctions, discipline or action the College deems warranted.

Anyone receiving disciplinary action has the right to an appeal through the College's Disciplinary Grievance Procedures. Repeated violation of this policy will be grounds for escalated disciplinary action and/or appropriate legal action.

Disclaimer

The College makes no warranties, whether expressed or implied, for the System. The College is not responsible for any damages suffered, including the loss of data, resulting from delays, non-deliveries, deliveries, or service interruptions. Use of information obtained via the System is at the user's own risk. The College assumes no responsibility for the accuracy or quality of information obtained through the System. This policy and all its provisions are subordinate to local, state, and federal statutes.

Cell Phone and Other Electronic Devices

Cell phones should be put on vibrate/silent mode when entering the classroom, labs, Learning Resource Center, or any other instructional area. The use or observation of personal pagers, cell phones, and other electronic communication devices is prohibited during class/lab instructional time. In the case of emergencies, students should indicate to the instructor that they have an emergency situation and leave the class to address the situation. The use of other electronic communication and entertainment devices, including laptops, and electronic devices with photographic capabilities, is prohibited during instructional time and should be turned off and put away upon entering the classroom/lab. Students with legitimate reasons for using this equipment during class/lab can do so only after receiving explicit consent of the instructor/ supervisor.

Devices with photographic capabilities may not be used to take photographs of instructional materials (i.e. exams, etc.), or for photographing individuals against their will or knowledge. While Southeastern Illinois College is a public institution, it is not a public place, and therefore, taking photographic images of people, places, etc. requires prior approval of the administration. Instructors have the authority to impose more stringent rules for use of all electronic equipment in the classroom based on the specific circumstances of any class/lab they are teaching. Non-compliance will result in disciplinary action as outlined in the Standards of Conduct.

STUDENT CONDUCT POLICIES

STANDARDS OF CONDUCT

To provide a safe environment Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the College community are engaged. Students enrolling in the College are expected to conduct themselves in a manner compatible to the College's function as an educational institution. Misconduct for which students are subject to discipline include but are not limited to the following:

1. Academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research.

- 2. Furnishing false information to Southeastern Illinois College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud.
- 3. Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards. Assault, or threatening in a menacing manner, striking or wounding another person.
- 4. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby.
- 5. Destruction of, damage or injury to, or unauthorized use of property not one's own.
- 7. Theft, burglary, or breaking and entering.
- 8. Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material.
- 9. Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College.
- 10. Possession, use, furnishing on the campus or at any college-owned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law.
- 11. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises.
- 12. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic.
- 13. Unauthorized entry into any premises owned or controlled by Southeastern Illinois College.
- 14. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties.
- 15. Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conduct would be deemed illegal harassment under State or Federal law.
- 16. Possession of stolen goods.
- 17. Gambling on Southeastern Illinois College-owned or supervised property.
- 18. Participation in hazing as defined by Illinois State Statutes.
- 19. Failure to comply with Southeastern Illinois College Board of Trustees policy and/or State regulations regarding the use of intoxicating liquor while on the campus or at any Southeastern Illinois College supervised activity, as indicated under Board Policy 9010.
- 20. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication.
- 21. Use of any obscene, abusive, or threatening gestures or language toward another person.
- 22. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or educational environment. Gross disobedience and /or misconduct.

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension.

All students and college employees have a duty to report any incidents or suspicious activities that they observe.

SANCTIONS

Sanctions are designed to provide Southeastern Illinois College students, employees and community members with a productive and safe educational environment. Sanctions are designed not only to punish a student for violation of the above Standards of Conduct, but also to correct the behavioral conduct at issue. Possible sanctions that a student may face may include, but are not limited to, the following:

- 1. Not in Violation: A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.
- 2. Warning: A verbal or written directive to the student that the student is violating, or has violated, the Standards of Conduct.
- 3. Probation: A verbal or written notification that the student is violating, or has violated, the Standards of Conduct and further violation will result in more severe sanctions.
- 4. Loss of Privilege: Denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study, facilities, services or offices, or participation in clubs, organizations, or College-sponsored events.
- 5. Restitution: Direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.

- 6. Withdrawal from Class: Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
- 7. Limited Access: Administrative restriction to selected parts/locations of campus buildings.
- 8. Counseling or Education Seminars: Required participation in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
- 9. Suspension: Denial of any participation in an academic or College related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study. Suspension becomes a part of the student's permanent records.
- 10. Expulsion/ Permanent Suspension: Permanent denial of any participation in an academic or College related activity, or to be on College premises, with consequent loss of tuition and fees of the student from the College. Expulsion becomes a part of the student's permanent records.
- 11. Immediate Temporary Suspension: In cases of serious misconduct, which has or may result in significant disruption to the College and/or serious safety concerns for staff and students, a student may be temporarily suspended by the Executive Dean for Student Services and Enrollment, prior to any hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/ charges with the Dean prior to imposition of the suspension. Any hearing on the charge/ notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified.
- 12. Other Sanctions which the College administration may deem appropriate given the conduct at issue.

DISCIPLINARY GRIEVANCES

The Disciplinary Grievance Procedure is established for student grievances relating to the conduct and behavior of students.

Disciplinary Grievance Procedure:

Any current student or member of the College community may initiate a complaint for alleged violations of the prescribed code of student conduct.

Step 1: Within five business days all reports of alleged nonacademic student Standards of Conduct violations must be submitted to the Executive Dean for Student Services and Enrollment, E 129, or designee. The complaint should be a brief written statement providing a summary of the facts deemed to constitute a violation.

Step 2: The Executive Dean for Student Services and Enrollment, or designee, within five business days will notify the student of the grievance.

Step 3: The Executive Dean for Student Services and Enrollment, or designee, shall review any reported student misconduct and shall give the student the opportunity to present his or her personal version of the incident or occurrence before determining a resolution or imposing discipline. The Dean shall state the resolution in writing. If the student fails to schedule and/or attend the conference with the Executive Dean for Student Services and Enrollment, or designee, the Dean will proceed with the deposition based on the review of the available information.

Step 4: If the student desires to appeal the findings and/or decision of the Executive Dean for Student Services and Enrollment, a written request for a hearing before the Disciplinary Review Panel must be filed by the student in the Office of the Executive Dean of Student Services and Enrollment within five business days after the original decision was mailed.

Step 5: Upon receiving a request for a hearing from the Executive Dean of Student Services and Enrollment, the Moderator within five business days will call a Disciplinary Review Panel. The Disciplinary Panel will be selected by the Moderator and will consist of one student, two faculty members, one administrator, and the Moderator as chair. The Disciplinary Review Panel will decide whether or not a case warrants a hearing and will either accept an appeal and set a hearing date or dismiss it without a hearing. The Disciplinary Review Panel will make this determination on the basis of review of the student's appeal letter and of the written records of the internal

procedures of the College. Grievances will be dismissed without a hearing if the Disciplinary Review Panel finds them to be frivolous, inconsequential or otherwise without merit, or if grievances have not followed the proper preliminary steps. Should a hearing be necessary, it will be scheduled by the Moderator within seven working days. Those attending the hearing will be members of the Disciplinary Review Panel, the plaintiff, and the defendant. The decision of the Disciplinary Review Panel is final and will be communicated in writing to all parties involved.

PRESERVATION OF RECORDS

Dependent upon the type of action taken, disciplinary records are maintained on file in the office of the Executive Dean for Student Services and Enrollment for specific periods of time.

- 1. Not in Violation: One calendar year, unless involved in additional violations within the one calendar year period.
- 2. Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars: One calendar year, unless the student has engaged in additional violations within the one calendar year period.
- 3. Probation: Two calendar years after the date of the last action taken.
- 4. Suspension: Permanently.
- 5. Expulsion: Permanently.
- 6. Alcohol or drug-related violations: Three years following the academic year of violation.

STUDENT GRIEVANCE PROCEDURES

Southeastern Illinois College is committed to providing a prompt and equitable means of resolving student complaints against actions and decisions taken by the College and its employees. Southeastern believes communication and open dialogue are hallmarks of the educational process, and are essential to student success.

Scope

For specific complaints or grievances, please refer to the appropriate policies:

Nature of Complaint	Applicable Policy/Procedure	
Sexual Harassment Complaint	Sexual Harassment, Anti-Harassment, & Non-Retaliation Policy (9016)	
Discrimination	Sexual Harassment, Anti-Harassment, & Non-	Retaliation Policy (9016)
Grade Appeals	Academic Grievance Policy	
Out of State Academic Student	Online Student Complaint Procedure	
Complaint	Online Student Complaint Procedure	
1		
Student Conduct Complaint	Standards of Conduct (9013)	
Denial to Selective Admission	Special and Selective Admissions	
Program	Appeal Procedures	
General Student Grievance Procedures		

A student may elect to pursue a grievance if they believe a college decision or action has adversely affected their status, rights, or privileges as a student. If a student has a grievance involving a College professor or staff member, they are to process such grievance through the College administrative structure.

An informal grievance may be addressed to any faculty or staff member, as appropriate to the concern. The student should first discuss any grievance thoroughly with the faculty or staff member. If the grievance is not resolved, the student may initiate a formal grievance by appealing to the supervisor of the faculty or staff member. Formal

grievances must be written and signed by the student. Any unresolved grievance can be processed through the College administrative structure up to the appropriate Dean/Vice President, if necessary.

The resolution of student grievance will be transmitted in writing to the student and through the administrative structure to all involved parties as necessary.

Procedure

- 1. The student must meet with and discuss the grievance thoroughly with the faculty or staff member in an attempt to reach a resolution immediately, but no later than 10 business days after the incident has occurred.
- 2. If resolution is not achieved and the student wishes to pursue the grievance further, a student may initiate a formal appeal to the faculty or staff member's direct supervisor or division chair. The appeal must be presented in writing to the supervisor. The appeal must be filed within 10 business days after the meeting with the faculty or staff member.
- 3. The supervisor receiving the grievance will do the following within 10 business days:
 - a. Inform the faculty or staff member of the receipt of the grievance/appeal.
 - b. Investigate the situation which may include but not be limited to requesting a statement of circumstances relevant to the grievance from the faculty or staff member, a conference with either or both parties, and additional documents and other information relevant to the situation.
 - c. Provide a decision in writing regarding the grievance within 10 business days after the requested documents are received and/or conferences concluded.
- 4. If the student wishes to appeal the supervisor's decision, the student must pursue the appeal through the College's administrative structure up to the appropriate Dean/Vice President by repeating steps 2 and 3.
- 5. Should the grievance/appeal reach the level of the appropriate Dean/Vice President, the decision of the

Dean/Vice President is final. Appeals

To ensure fairness and respect to all parties involved, an appeal of a grievance/decision should meet certain criteria. When appealing, a student should demonstrate that the investigation/decision meets at least one of the following criteria:

- 1. Due process was not provided or the appeal was not thoroughly considered/investigated
- 2. The result of the resolution/decision is not appropriate for the appeal
- 3. New information has become available that was not available at the time of the original resolution/decision

Should a student fail to demonstrate that the appeal meets one of the above criteria, the supervisor may elect to not consider the appeal and will notify the student in writing. At this point, the decision of the supervisor is final.

Record Keeping

In accordance with Higher Learning Commission (HLC) regulations, the College is required to maintain documentation on student complaints and their resolutions. In the event that a division chair, director, supervisor, administrator, etc., receive a formal, written grievance, the supervisor must document the grievance on the Complaint Record form, which details the grievance and resolution to the agreement. All Complaint Record forms will be forwarded to the office of the Executive Dean of Student Services for record keeping. Twice an academic year, the

President's Cabinet will review a summary of the grievances to inform the policy and procedure making process.

AFFIRMATIVE ACTION

Maggie Calcaterra, Academic Advisor, is the Title IX Affirmative Action Officer for students. Ms. Calcaterra is responsible for assuring students that the college does not tolerate discrimination of any type. Her office is located in E-Bldg, 1st floor, phone: 618-252-5400 x 2431. Regular Hours: Monday – Friday 8 a.m. - 4:30 p.m. Summer hours: Monday - Thursday 8:00 a.m.- 4:30 p.m. Please call for an appointment.

ALCOHOLIC BEVERAGES AND DRUGS

State and local ordinances, which prohibit the use and/or sale of alcohol, drugs, and tobacco, shall be observed. The local board policy at Southeastern prohibits the use of trafficking in alcoholic beverages or drugs in any activity sponsored by the College regardless of the location. This regulation is strictly enforced. Violators will be prosecuted.

AMERICANS WITH DISABILITIES ACT

Southeastern Illinois College adheres to the policy and practice as put forth in both the Federal Rehabilitation Act, Section 504, and the Americans with Disabilities Act, 1990. Southeastern Illinois College strives to make available its facilities, services, and educational programs to any individual with a disability. Southeastern Illinois College will provide any reasonable accommodations to qualified individuals with disabilities. Individuals requiring special accommodations must submit documentation to the ADA Advisor in Student Affairs, verifying the nature of the disability at the time of admission or at the time that a request for accommodation is made. Recommendations for auxiliary aids and services will be made on a case-by- case basis.

CAMPUS CRIME STATISTICS

In accordance with the provisions of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a paper copy of Southeastern's crime statistics is available upon request in the Office of the Executive Dean for Student Services and Enrollment, Room E 129 or at www.sic.edu/your-right-to-know.

Policy Statement Addressing Timely Warning

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief Student Services Officer/Executive Dean of Student Services or Chief Financial Officer/Executive Dean of Administrative Services, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' text messaging system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide electronic bulletin board on the College web site at: www.sic.edu, providing the College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone (618-252-5400 ext. 2911) or in person at A152 B.

Policy Statement Addressing Preparation of Disclosure of Crime Statistics

Policy for Reporting the Annual Disclosure of Crime Statistics

The office of the Chief Student Services Officer/Executive Dean of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is located on our web site at http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure. You will also be able to connect to our site via the SIC Home page at <u>www.sic.edu</u>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SIC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SIC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained in the office of the Chief Student Services Officer/Executive Dean of Student Services located in E128 or by calling (618) 252-5400 ext. 2400. All prospective employees may obtain a copy from Human Resources.

Policy Statement Addressing the Reporting of Criminal Offenses

To report a crime:

Contact Campus Security at 618-252-5400 ext. 2911 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building should be reported to the police department. In addition you may report a crime to the following individuals:

Title	Location (618) 252-5400
Director of Environmental Services	A152 A Ext. 2570
Environmental Services Secretary	A152 Ext. 2572
Chief Student Services Officer/Executive Dean of Student Services	E128 Ext. 2400
Administrative Assistant to the Chief Student Service Officer/Executive Dean of Student Services	
Chief Financial Officer/Executive Dean of	E245
Administrative Services Assistant to the Chief Financial Officer/Executive	Ext. 2500 E254
Dean of Administrative Services Campus Security	Ext. 2510 A 152B Ext.
Campus Safety Coordinator	2911 G132 Ext. 2312
Title IX Coordinator	E132 Ext. 2431

Policy Statement Addressing Voluntary Confidential Reporting

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or a designee of SIC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Policy Statement Addressing Limited Voluntary Confidential Reporting

CRIME REPORTING

Southeastern Illinois College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Please note, police reports are public records under state law. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SIC campus security authorities, as identified above.

Policy Statement Addressing Security and Access

Access Policy

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, etc. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Environmental Services, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

Policy Statement Addressing Campus Law Enforcement (For Institutions Whose Police Do Not Have Arrest Authority)

Southeastern Illinois College Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Southeastern Illinois College. Southeastern Illinois College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Southeastern Illinois College Campus Security Sheriff's Office, Harrisburg Police, and Eldorado Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Southeastern Illinois College Campus Security in a timely manner. This publication focuses on Southeastern Illinois College Campus Security because it patrols the majority of the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Southeastern Illinois College Campus Security at extension 2911 or, from outside the College phone system, (618)-252-5400 ext. 2911.

To report a crime or emergency on the Carmi-campus, call Carmi Police at (618) 382-4633.

All Southeastern Illinois College Campus Security incident reports are forwarded to the Chief Student Services Officer/Executive Dean of Student Services office for review and potential action by the Student Code of Conduct. Southeastern Illinois College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Chief Student Services Officer/Executive Dean of Student Services office.

If assistance is required from the Saline County Sheriff's Department or the Fire Department, Southeastern Illinois College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Southeastern Illinois College Campus Security, will offer the victim assistance and contact the Saline County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SIC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SIC.

Crimes should be reported to the Southeastern Illinois College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Statement Addressing Counselors (For Institutions Without Confidential Reporting Procedures)

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Threat Assessment Team for review. When a potentially dangerous threat to the College community arises, timely reports or warning will be

issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

Policy Statement Addressing Security Awareness Programs

Security Awareness Programs

During new student orientation students are provided information of services offered by the Southeastern Illinois College Campus Security and ways to maintain personal safety. Similar information is presented to new employees.

Periodically during the academic year the Threat Assessment Team, in cooperation with other College organizations and departments, may present crime prevention awareness information on sexual assault (rape and acquaintance rape), theft, vandalism, and personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition, information may be disseminated to students and employees through monthly educational emails, crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and a text messaging broadcasting system.

Policy Statement Addressing Crime Prevention Programs

Crime Prevention Programs

The Threat Assessment Team and Campus Security provide information on crime prevention and personal safety throughout the year. Information may be disseminated through email, informational fliers at new student and new employee orientations, or other means. Information includes educational strategies and tips on how individuals can protect themselves from sexual assault, theft and other crimes.

Policy Statement Addressing Criminal Activity Off-Campus (For Institutions Whose Police Do Not Monitor Off-Campus Activity)

The Student Services office maintains contact with recognized student organizations and competitive teams. Southeastern Illinois College Campus Security do not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority. Student Services and Campus Security members enjoy a close working relationship with the Saline County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

Policy Statement Addressing Substance Abuse Education

ALCOHOL AND SUBSTANCE ABUSE INFORMATION

PREVENTION PROGRAMS

The College has developed a policy and program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

Legal Sanctions - Laws Governing Alcohol

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.

Notice of Availability of Annual Security Report

A copy of Southeastern Illinois College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Southeastern Illinois College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Chief Student Services Officer/Executive Dean of Student Services office or by accessing the following web site: http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure

Statement on the State Sex Offender Registry

Information regarding the state of Illinois Sex Offender Information can be obtained at the following website: <u>http://www.isp.state.il.us/sor/</u>

Procedures Implementing Southeastern Illinois College's Prohibition of Sexual Discrimination, Harassment, and Misconduct

I. <u>Purpose</u>

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the College's Sexual Discrimination, Harassment and Misconduct Policies, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which requires timely warning to the community of certain immediate threats; and the Illinois Preventing Sexual Violence in Higher Education Act.

The College has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment and/or misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

II. Jurisdiction

The College's Sexual Discrimination, Harassment and Misconduct Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. On College property; or
- **B.** Off College property if:
 - 1. The conduct was in connection with a College or College-recognized program or activity; or
 - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

III. <u>Scope</u>

A. Students

Sections I-II, III(A), and IV-XIV governs sexual discrimination, harassment and/or misconduct involving students, such as:

- 1. A student victim and/or complainant and a student respondent;
- 2. A student victim and/or complainant and an employee or third-party respondent;
- 3. An employee victim and/or complainant and a student respondent; and
- 4. A third-party victim and/or complainant and a student respondent.

B. Non-Students

The following Sections govern sexual discrimination, harassment and/or misconduct which <u>solely</u> involve employees and/or third parties:

- Section I, Purpose
- Section II, Jurisdiction
- Section III(B), Scope
- Section IV, Definitions
- Section V(B), Administration
- Section VI, Options for Assistance Following an Incident of Sexual Discrimination, Harassment and/or Misconduct
- Section IX, Interim Measures
- Section X, Miscellaneous
- Section XIV, Training
- Section XV, Procedures Governing Complaints Solely Involving Employees and/or Third Parties

IV. Definitions

- A. Awareness Programming: institutional action designed to communicate the prevalence of sexual violence, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- **B.** Bystander Intervention: the act of challenging the social norms that support, condone, or permit sexual discrimination, harassment and/or misconduct. A bystander is anyone who observes an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance.
- **C. Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential advisors receive 40 hours of training on sexual violence before being designated as confidential advisors, and thereafter receive a minimum of six hours of annual training on issues related to sexual violence. Confidential advisors also receive period training on the College administrative process, interim protective measures and accommodations, and complaint resolution procedures. Confidential advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section VII(B), below, are not confidential advisors.
- **D. Consent:** Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity if that person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.
- **E. Dating Violence**: The term dating violence means violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the

existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **F. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- **G. Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- H. Hostile Environment Caused by Sexual Harassment: a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- I. Incapacitation: When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- **J. Intimidation:** To make timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures.
- **K. Preponderance of the Evidence:** when considering all the evidence in the case, the decision maker is persuaded that the allegations are more probably true than not true.
- L. Primary Prevention Programming: institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- M. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.

- **N.** Sexual Assault: Any type of sexual contact or behavior that occurs by force or coercion or without consent of the recipient of the unwanted sexual activity. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forced sexual intercourse, sodomy, child molestation, incest, fondling, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
 - "Non-consensual sexual contact" is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact is Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
 - "Non-consensual sexual intercourse" is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, and penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- **O.** Sex Discrimination: Discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.
- P. Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- **Q. Sexual Harassment**: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
 - Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
 - Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
 - Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature include:

• <u>Verbal</u>: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats.

- <u>Non-Verbal</u>: Sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- <u>Physical</u>: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
- **R. Sexual Misconduct**: Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- **S.** Sexual Violence: Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.
- **T.** Survivor: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.
- U. Survivor-Centered: a systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that: 1) ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; 2) ensures an understanding of how trauma affects survivor behavior; 3) maintains survivor safety, privacy, and, if possible, confidentiality; and 4) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.
- V. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety or others; or 2) suffer substantial emotional distress.
- **W.** Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
- X. Trauma-Informed Response: a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

V. Administration

A. Title IX Coordinator

The College has designated the Academic Advisor—Transfer Specialist as the Title IX Coordinator.

Academic Advisor—Transfer Specialist Southeastern Illinois College 3575 College Rd. Harrisburg, IL 62946 Room E132 Telephone: (618) 252-5400 ext. 2431 Email: <u>titleix@sic.edu</u>

Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
 - A Title IX complaint includes complaints alleging sexual discrimination, sexual harassment and/or sexual misconduct (as those terms are defined herein) which involve a College student as the victim and/or complainant or as the respondent.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Conducting Title IX investigations, including investigating facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Determining appropriate interim measures for a victim and/or complainant upon learning of a report or complaint of sexual violence.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, *Chicago Office* U.S. Department of Education Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544 Telephone: (312) 730-1560 Email: OCR.Chicago@ed.gov

B. Department of Human Resources

The Department of Human Resources will partner with the Chief Student Services Officer and/or the Title IX Coordinator with respect to any Title IX complaints which involve a College employee as the victim and/or complainant or as the respondent.

The Department of Human Resources will oversee the College's response to all complaints of sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties.

VI. <u>Options for Assistance Following an Incident of Sexual Discrimination, Harassment or</u> <u>Misconduct</u>

A. Immediate Assistance

• <u>On- and Off-Campus Counselors and Advocates</u>. The following on- and off-campus counselors and advocates can provide an immediate confidential response in a crisis situation:

*The Women's Center 610 S. Thompson Street Carbondale, IL 62901 (800) 334-2094 or (618) 549-4807

*The Women's Center 1111 Anker Drive Marion, IL 62959 (800) 334-2094 or (618) 993-3178

*The Women's Center 540 N. Commercial Dr., Ste. 192 Harrisburg, IL 62946 (800) 334-2094 or (618) 294-8641

*Indicates Confidential Advisors as defined in Section IV(C), above.

• <u>Emergency Response</u>. Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

Campus Security Southeastern Illinois College (618) 252-5400 ext. 2911

Saline Co. Sherriff's Department (618) 252-8661 or (618) 252-8662

• <u>On- and Off-Campus Health Care Options</u>. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the following for health care options:

*Harrisburg Medical Center 100 Dr. Warren Tuttle Drive Harrisburg, IL 62946 (618) 253-7671

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

B. Ongoing Assistance for Students

1. On- and Off-Campus Counseling, Advocacy and Support.

*The Women's Center 610 S. Thompson Street Carbondale, IL 62901 (800) 334-2094 or (618) 549-4807

*The Women's Center 1111 Anker Drive Marion, IL 62959 (800) 334-2094 or (618) 993-3178

*The Women's Center 540 N. Commercial Dr., Ste. 192 Harrisburg, IL 62946 (800) 334-2094 or (618) 294-8641

Egyptian Health Department 1412 U.S. 45 North Eldorado, IL 62930 (618) 273-3326

*Indicates Confidential Advisors as defined in Section IV(C), above.

2. Academic Accommodations and Interim Measures.

See Section X(C), below.

C. Ongoing Assistance for Employees

Human Resources Manager E236 (618) 252-5400 ext. 2101

VII. <u>Student Reporting and Confidentially Disclosing Sexual Discrimination, Harassment and/or</u> <u>Misconduct</u>

The College encourages student victims of sexual discrimination, harassment and/or misconduct, including sexual violence, to talk to somebody about what happened so that victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality:

- Some employees are required to maintain near complete confidentiality.
- Some employees may talk to a student victim in confidence and generally only report to the College that an incident occurred without revealing any personally identifying information.
- Some employees are required to report all the details of an incident (including identities of the student victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees,

called "Responsible Employees", constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below. Regardless of to whom a report is made, the College is obligated to provide the student victim with concise information, written in plain language, concerning the student victim's rights and options pursuant to this procedure.

<u>Immunity for Good Faith Reporting</u>: students who in good faith report an alleged violation of the College's prohibition of sexual discrimination, harassment and misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (for example, underage drinking) revealed in the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

A. Student Privileged and Confidential Communications

1. <u>Mental-Health Counselors</u>. Professional, licensed counselors who provide mental-health counseling to students (including those counselors who act in that role under the supervision of a licensed counselor) are <u>not</u> required to report any information about an incident to the Title IX Coordinator without a student victim's permission.

Contact information for such mental-health counselors is as follows:

Egyptian Health Department 1412 U.S. 45 North Eldorado, IL 62930 (618) 273-3326

2. <u>Non-Mental-Health Counselors and Advocates</u>. Individuals who work or volunteer in the oncampus Student Affairs offices, including front desk staff and students, can generally talk to a student victim without revealing any personally identifying information about an incident to the College. A student victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the student victim's identity or that the student victim has disclosed the incident.

While maintaining a student victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Chief Student Services Officer and/or the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual discrimination, harassment and misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Contact information for such non-mental-health counselors and advocates is as follows:

The Women's Center 610 S. Thompson Street Carbondale, IL 62901 (800) 334-2094 or (618) 549-4807

The Women's Center 1111 Anker Drive Marion, IL 62959 (800) 334-2094 or (618) 993-3178

The Women's Center 540 N. Commercial Dr., Ste. 192 Harrisburg, IL 62946 (800) 334-2094 or (618) 294-8641

Mental-health counselors and non-mental-health counselors and advocates are Confidential Advisors as defined in Section IV(C), above. A student victim who speaks to a mental-health or non-mental-health counselor or advocate must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these counselors and advocates will still assist the student victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors and advocates will provide the student victim with assistance if the student victim wishes to do so.

<u>Note</u>: While these counselors and advocates may maintain a student victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

<u>Also Note</u>: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

B. Student Reporting to "Responsible Employees"

A College employee who has the authority to redress sexual discrimination, harassment or misconduct, who has the duty to report incidents of such or other student misconduct, or who a student could reasonably believe has this authority or duty is a Responsible Employee. When a student victim tells a Responsible Employee about an incident of sexual discrimination, harassment or misconduct, the student victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Chief Student Services Officer and/or the Title IX Coordinator all relevant details about the alleged sexual violence shared by the student victim and that the College will need to determine what happened – including the names of the student victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report.

The following categories of employees are the College's Responsible Employees:

- College Administrators
- Title IX Coordinator
- Supervisors and Managerial Staff
- Faculty
- Campus Security
- Coaches

<u>Before</u> a student victim reveals any information to Responsible Employee, the employee should ensure that the student victim understands the employee's reporting obligations - and, if the student victim wants to maintain confidentiality, direct the student victim to the confidential resources listed above.

If the student victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student victim's request for confidentiality.

C. Student Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond

If a student victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the student victim.

If the College honors the request for confidentiality, a student victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Although rare, there are times when the College may not be able to honor a student victim's request in order to provide a safe, non-discriminatory environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Chief Student Services Officer
- Chief Financial Officer
- Human Resources Manager
- Title IX Coordinator

When weighing a student victim's request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual discrimination, harassment or misconduct, such as:
 - Whether there have been other sexual discrimination complaints about the same alleged perpetrator;
 - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct or violence;
 - Whether the alleged perpetrator threatened further sexual discrimination or violence against the student victim or others;

- Whether the sexual discrimination was committed by multiple perpetrators;
- Whether the sexual discrimination, harassment or misconduct was perpetrated with a weapon;
- Whether the student victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual discrimination, harassment or misconduct (e.g., security cameras or physical evidence); and
- Whether the student victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the student victim's request for confidentiality.

If the College determines that it cannot maintain a student victim's confidentiality, the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a student victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student victim.

If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, harassment and/or misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to:

- Providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred;
- Providing training and education materials for students and employees;
- Revising and publicizing the College's policies regarding sexual discrimination, harassment and misconduct; and
- Conducting climate surveys regarding sexual misconduct.

VIII. <u>Employee Reporting and Disclosing Sexual Discrimination</u>, Harassment and/or Misconduct of <u>a Student</u>

In addition to the reporting requirements for Responsible Employees (see Section VII(B), above), all College employees who have information regarding sexual discrimination, harassment and/or misconduct of a student are encouraged to report it to the Chief Student Services Officer and/or Title IX Coordinator or any Responsible Employee.

IX. Interim Measures

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding against a student.

Because the College is under a continuing obligation to address the issue of sexual discrimination, harassment and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

X. Miscellaneous

- A. Take Back the Night and Other Public Awareness Events. Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.
- **B.** Electronic and/or Anonymous Reporting. Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at https://www.sic.edu/emergency-security/anonymous-crime-report-form. Where a reporter chooses to provide his/her identity and contact information, the College shall respond to the reporter within 12 hours.
- **C. Off-Campus Counselors and Advocates.** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is as follows:

*The Women's Center 610 S. Thompson Street Carbondale, IL 62901 (800) 334-2094 or (618) 549-4807 *The Women's Center 1111 Anker Drive Marion, IL 62959 (800) 334-2094 or (618) 993-3178

*The Women's Center 540 N. Commercial Dr., Ste. 192 Harrisburg, IL 62946 (800) 334-2094 or (618) 294-8641

Egyptian Health Department 1412 U.S. 45 North Eldorado, IL 62930 (618) 273-3326

*Indicates Confidential Advisors as defined in Section IV(C), above.

<u>Note</u>: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

D. Clery Act Reporting Obligations. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U.S.C. 1092(f)), the College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

XI. <u>Title IX Complaint Investigation Procedures</u>

A. Investigation Procedures

 Initiation of Investigation by the Chief Student Services Officer and/or the Title IX <u>Coordinator</u>: Upon receipt of a Title IX complaint of sexual discrimination, harassment and/or misconduct, including sexual violence, the Chief Student Services Officer and/or the_Title IX Coordinator will initiate a prompt, fair and thorough investigation. The investigation will be conducted by the Chief Student Services Officer and/or the Title IX Coordinator or his/her designee, and the College will conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process, an extension may be granted. The Standards of Conduct outlines the investigative process.

With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Chief Student Services Officer and/or the_Title IX Coordinator will partner with the Department of Human Resources in investigating the complaint. In cases involving a College employee Respondent, the Department of Human Resources will recommend appropriate sanctions against the College employee respondent. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

2. <u>Interim Measures Provided</u>: During the investigation, the <u>Chief Student Services Officer and/or</u> <u>the</u> Title IX Coordinator will ensure the victim and/or complainant receive written notice of and the opportunity to obtain Interim Measures as set forth in Section IX, above, and will advise the victim and/or complainant of the right to file a complaint with Campus Police or law enforcement agencies.

3. Notice to Respondent:

- a. Within 10 business days of receipt of a complaint, the respondent will be given written notice of the charges against him/her.
- b. The respondent will be advised of the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
- 4. Due Process Rights of Victim and/or Complainant and Respondent
 - a. The victim and/or complainant and student respondent will each be notified of the individual(s) with authority to make a finding or impose a sanction in their proceeding before the individual(s) initiate contact with either party. Both parties will have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.
 - b. The victim and/or complainant and student respondent will each be afforded the right to present information and witnesses relevant to his or her case.
 - c. When the victim and/or complainant or student respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative; it does not include legal counsel or an attorney at law. The advisor must comply with any rules in the College's complaint resolution procedure regarding the advisor's role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.
 - d. If the respondent is a College employee, then any employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.
- 5. <u>Evidence Considered</u>: Investigators will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent or preclude a finding of sexual violence.
- 6. <u>Preservation of Evidence</u>: The Chief Student Services Officer and/or the Title IX Coordinator will provide the victim and/or complainant with information regarding the importance of preserving physical evidence of sexual violence and the availability of medical forensic services on at no charge pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70). Any physical evidence gathered by the investigator will be preserved by Campus Security.

- 7. <u>Concurrent Criminal Investigation</u>: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation. It is understood that during an ongoing criminal investigation, information relevant to the pending case or prosecution may not be permitted to be shared with the College until the criminal investigation is closed.
- 8. <u>Report of Investigation</u>: At the conclusion of the investigation, the investigator will prepare a thorough report outlining the: complaint, investigation conducted and all relevant evidence obtained; investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Chief Student Services Officer and/or the Title IX Coordinator, Department of Human Resources and/or both, as appropriate.

B. Determination

- 1. <u>Determination Based Upon Preponderance of the Evidence</u>: The Chief Student Services Officer and/or the Title IX Coordinator shall review the investigator's report and all evidence gathered to determine whether the respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated. The Standards of Conduct outlines the investigative process.
- 2. <u>Notice to Respondent</u>: For student respondents, within seven (7) days after receipt of the investigator's report, the Chief Student Services Officer and/or the Title IX Coordinator will notify the student respondent via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the student respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the student respondent of:
 - a. Disciplinary sanctions; and
 - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section VIII, below.

For employee respondents, the Department of Human Resources will follow its obligation under any applicable College Policies and collective bargaining agreements in providing notice. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

- 3. <u>Notice to Victim and/or Complainant</u>: Concurrently with the notice provided to respondent, the Chief Student Services Officer and/or the Title IX Coordinator will notify the victim and/or complainant via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the victim and/or complainant of:
 - a. Any individual remedies offered or provided to the victim and/or complainant;

- b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant;
- c. In sexual violence cases only, any disciplinary sanctions imposed on the respondent;
- d. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section XII, below; and
- e. If the College determines that a hostile environment exists, it will inform the victim and/or complainant of steps it has taken to eliminate the hostile environment and to prevent recurrence.

C. Sanctions, Protective Actions, and Remedies

1. <u>Sanctions</u>. Student respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to any sanctions set forth in the College's Standards of Conduct, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct will be subject to disciplinary action up to and including termination, consistent with any applicable employee guidebooks and/or collective bargaining agreement obligations.

- 2. <u>Protective Actions</u>. The College may take protective measures as appropriate, including nocontact orders, trespass notices, or other protective measures. Campus Security will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent of the law.
- 3. <u>Remedies</u>. The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes and activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Providing counseling services;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Developing materials on sexual discrimination, harassment and misconduct for campuswide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination, harassment and misconduct at the College.

XII. <u>Title IX Appeal Procedures for Victims and/or Complainants and Student Respondents</u>

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Chief Student Services Officer and/or the Title IX Coordinator at the conclusion of a formal investigation must submit a written request for appeal per the Standards of Conduct.

The appeal request must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

- 1. Procedural error was committed.
- 2. The finding of facts contained in the decision included inaccurate information.
- 3. Specific evidence considered during the investigation is objectionable.
- 4. New evidence not offered during the investigation that would substantially change the outcome of the finding is now available. In such cases, the new evidence must be described.
- 5. The sanction imposed is lenient, excessive or otherwise disproportionate with the violation.

In the event a victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Chief Student Services Officer and/or the Title IX Coordinator will be final.

If the respondent is a College employee, then any employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

XIII. <u>Prevention and Education for Students</u>

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

XIV. <u>Training</u>

The Chief Student Services Officer, Title IX Coordinator, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment and misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who resolve complaints receive at least 8-10 hours of annual training on issues related to sexual violence, domestic violence, dating violence, and stalking and how to conduct the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

All confidential advisors receive 40 hours of training on sexual violence before being designated a confidential advisor. Annually thereafter, confidential advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

XV. Procedures Governing Complaints Solely Involving Employees and/or Third Parties

An employee or third party should notify the Human Resources Manager if he or she believes that the College, its employees or agents have engaged in sexual discrimination, harassment or misconduct of an employee or third party in violation of Board Policy 9016. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

DRUG-FREE WORKPLACE POLICY

Southeastern Illinois College will provide a drug and alcohol free environment and workplace as defined by the Drug Free Workplace Act of 1988 (41 U.S.C. §701et seq.) and the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C §7101 et seq.). Southeastern has adopted this Policy in an effort to prevent alcohol and drug abuse while providing a safe working and learning environment.

The College prohibits the possession, use, distribution, dispensing, and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity.

The use of alcohol within the workplace is prohibited except when authorized by the Board of Trustees or its designee, for approved College functions.

Employees convicted of a violation of a criminal drug statute occurring in the workplace must notify the College (Human Resources Director) within five (5) days of their conviction. Southeastern Illinois College will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the work place. Southeastern Illinois College may impose disciplinary action and/or require the participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Any employee or student who violates this policy may be subject to disciplinary action, including termination from employment or expulsion from the institution.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 et seq.), the College will not discriminate against a person based solely on their status as a registered qualifying patient. No College employee may report to work or engage in any College-related work while under the influence of illegal drugs, including medical marijuana. No student may use or possess marijuana, including medical marijuana, on campus.

The College President or designee shall establish a program and rules to implement this Policy. The procedures will be delineated in the employee guidebooks, the Student Handbook, and other appropriate publications. Amended January 21, 2014

EQUAL OPPORTUNITY/ NON-DISCRIMINATION

Southeastern Illinois College is committed to providing equal opportunity through its employment practices and educational programs and through the many services it provides to the community. The Board of Trustees of Community College District No. 533 will make all personnel decisions without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law. Furthermore, the Board of Trustees is committed to expanding equality of employment opportunity. The Board of Trustees will develop and maintain educational programs and services that are sensitive to the emerging needs of members of minority groups and women. And finally, the Board of Trustees will initiate programs that will increase, on the part of all personnel, sensitivity to the interests and needs of those who have historically been discriminated against.

Maintaining a Work Environment Free From Discrimination

It is the policy of the Board of Trustees of Community College District No. 533 to maintain a working environment free from discrimination and harassment on the basis of race, color, religion, gender, age, national origin, citizenship status, military discharge status, parental status, pregnancy, family status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law.

Any employee who believes that they have been discriminated against should immediately notify an appropriate Vice President, Dean, supervisor or the Executive Assistant to the President. If the President is alleged to have made the discriminatory decision, an employee may complain of the discrimination to the Chairman of the Board of Trustees. All reports or complaints of discrimination will be promptly, fully and fairly investigated. Appropriate and prompt remedial action will be taken to resolve the discrimination, and the results of the investigation will be communicated to the complaining person.

FIREARMS AND WEAPONS

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of firearms will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances.

The possession, use and transportation of firearms is strictly prohibited on all college property with the exception of Competitive Shooting Teams and special events that may be specifically authorized by the Board of Trustees. Such use will be restricted to that part of campus designated specifically for the program or authorized event. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive shooting team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport firearms on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive shooting.

If a special event is approved by the Board of Trustees which allows others to possess, use and transport firearms exclusively for the event, the college's instructions for the possession, usage and transportation of such firearms will be made known in writing to all participants prior to entering the college's property. Firearms transported by these students, instructors, coaches and authorized event participants will be unloaded and cased at all times until arrival at the designated parking area for the program or event. A firearm may be used at a designated program or active event area only in strict adherence to the rules, regulations and instructions for said program or active event including but not limited to gun safety requirements.

Only individuals authorized to possess, use and transport firearms under the conditions set forth in this policy will be allowed to transport a firearm by vehicle on college property. The transportation will be allowed only to the designated parking area for the program activity or approved event. Such vehicular transportation must be done in accordance with all applicable Federal, State and local ordinances/laws. This policy is enforceable by instructors, coaches, administrators and the security department of the college.

Archery Policy 6017.1

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of bows and arrows will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of bows and arrows are strictly prohibited on all college property with the exception of compound, recurve, and long bows used as part of lab activities and special events associated with the Southeastern Illinois College Archery Program. Arrows shall be restricted to using field tip points. The use of broadhead points is prohibited. Targets shall be positioned no farther than 55 yards from the point of arrow release. Uncased bows and arrows are allowed on campus only in the gated restricted area east of the main campus buildings known as the SIC Archery Team Practice Range and Indoor Archery Range and only during times when duly authorized college personnel are on site. All local, State, and Federal laws and regulations apply when transporting bows and arrows in vehicles and when transferring bows and arrows from vehicles to the practice range, during which times bows and arrows must remain cased. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive archery team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport bows and arrows on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive events.

If a special event is approved by the Board of Trustees which allows others to possess, use and transport bows and arrows exclusively for the event, the college's instructions for the possession, usage and transportation of such items will be made known in writing to all participants prior to entering the college's property. This policy is enforceable by instructors, coaches, administrators and the security department of the college. Students, employees and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary sanctions.

Concealed Carry Policy 6023

(Following are excerpts from Southeastern's Concealed Carry Policy (6023). For the complete policy, see <u>www.sic.edu/ccpolicy.</u>

This Policy applies to all employees, students, and other individuals on College property. Southeastern Illinois

College establishes this Concealed Carry Policy pursuant to the 2013 Firearm Concealed Carry Act, 430 ILCS 66/5 et seq. The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry concealed firearms on the College campus in accordance with the College's authority under the Act to promulgate rules and regulations.

Except as provided in this Policy, or in Firearms Policy 6017, no individual shall possess, carry, or have control of a firearm either on his or her person or in his or her vehicle on any property owned or otherwise controlled by the College. This prohibition includes, without limitation, the following areas: A. The College's main campus in Harrisburg.

- B. The David L. Stanley White County Center.
- C. Any building owned, leased, or otherwise under the control of the College.
- D. Anywhere on the grounds of the College.
- E. Anywhere on the College's parking areas, sidewalks, and common areas.
- F. Any vehicle owned, leased, or controlled by the College.

Exceptions

The provisions of this Policy do not apply to the possession of firearms in College vehicles, College buildings, or on College grounds if the use or possession of the firearm falls within one of the following exceptions:

A. Subject to Board approval, firearm use or possession may be permitted where such use or possession is part of a College approved course or curriculum. Such use will be restricted to that part of campus designated specifically for the course or program. For College approved courses, students will not be permitted to bring their firearms into the classrooms or College buildings. Students will only bring firearms to the shooting

range at specific times designated by the instructor. Firearms must be unloaded when taken to the range and be approved by the instructor. Ammunition should be brought to the range separate from the firearm. No student is ever allowed on the range at any time other than during class time under the supervision of the approved College instructor.

B. The firearm is carried by a full-time law enforcement officer required to carry a firearm as a condition of his or her employment, or by an enforcement officer from an external agency conducting official business at the College. This exception does not apply to off-duty law enforcement officers on campus, including off-duty law enforcement officers attending classes as students.

A firearm may be transported into a College parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle.

Penalties for Violation

- A. Any student who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the student should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or expulsion from the College.
- B. Any College employee who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the employee should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or termination of employment.
- C. Any individual visiting or conducting business on College property who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the individual should have known that he or she was in possession of a firearm, may be banned from the College for a period of time to be determined by the College's Administration.
- D. In addition to the above sanctions and penalties, any individual who violates this Policy may be subject to arrest and criminal prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

Clear and Present Danger Reporting

Pursuant to the Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Executive Dean of Student Services and Enrollment or in his/her absence, the Director of Environmental Services, shall be the College President's designee responsible for this reporting requirement.

PARKING & TRAFFIC REGULATIONS AND CAMPUS SECURITY

Parking permits are required for students, faculty, and staff of Southeastern and may be obtained in the Bookstore or Business Office, E254, for a \$5 fee. Student permits expire every summer.

Posted signs regulating parking, traffic flow, speed, and movement must be obeyed. Unless posted otherwise, speed limit on campus is 15 m.p.h. Southeastern assumes no responsibility or liability for:

- Loss or damage to any vehicle or its contents.
- Loss or damage in connection with its roadway or parking program.

Southeastern reserves the right to tow or disable any vehicle in violation or abandoned.

Handicap Accessible Parking spaces are posted. Authorization from the State of Illinois is required. Students and employees must obtain an accessible permit from the Security Office, at no charge.

Visitor Parking - Designated visitor parking is available in most lots and is not intended for student or employee use.

No Parking - You may not park:

- On any sidewalk or grassy area.
- In front of or in a manner that restricts access to a fire hydrant.
- In a manner that blocks, restricts, or impedes full exit and/or entry of any door.
- On any athletic field or area designated for athletic events only.
- In a manner that blocks or restricts use of wheelchair ramps.
- During an emergency, in any manner or area that restricts or impedes use of movement of emergency equipment or vehicles.
- In any manner or area not designated as an authorized parking space.
- Along the access road to the Robert I. Gregg Technology Building. See Campus map for student parking locations.

Citations, Fines, & Collections

Citations and written warnings are issued to violators as official notifications of violations. The registered operators (for vehicles with campus permits) or the registered owners (for vehicles without campus permits) will be the responsible parties for violations. Each parking and moving violation is assessed a \$15 fine.

Payment of Fine

Fines are payable by mail or in person at the College Tuition Payment window located in E Building on the 1st floor or in the Business Office, 2nd floor. Please provide a copy of ticket upon payment.

Non-payment of Fines

Unpaid fines will result in the withholding of college services such as transcript requests, releasing of final grades and, where applicable, paychecks may be withheld.

Appeals of Traffic Citations

Citations are issued for violations of the Illinois Vehicle Code and/or

Southeastern Illinois College Traffic and Parking Regulations. The recipient of a ticket may seek an appeal if he/she believes that:

- The citation received is not a violation of the Illinois or SIC Regulations.
- Sufficient mitigating or extenuating circumstances existed at the time of the violation to warrant a review of the issuing officer's decision.

To initiate an appeal, the recipient of the citation must submit a written request along with a copy of the citation within 5 days from the date the citation was issued to the Security Office, located in Room A 152, in the Learning Center.

The Parking and Traffic Safety Committee will consider the circumstances and all of the available information from the appellant and the issuing officer. The appellant will be notified of the decision of the Committee. The decision of the Parking and Traffic Safety Committee is final.

SEXUAL HARASSMENT, ANTI-HARASSMENT AND NONRETALIATION POLICY

Sexual and other types of harassment of, or by, students or employees participating in college-sponsored functions is prohibited by Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, the Illinois Human Rights Act, other federal, state and local laws prohibiting discrimination and harassment, and College Board policy 6002.

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College will not tolerate sexual or any other type of harassment of, or by, any of its students, employees, vendors, officiens, officials, board members, volunteers or agents. Actions, words, jokes or comments based on an individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law, will not be tolerated.

Definitions of Harassment

Sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching, brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

- 1. Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
- 2. Submission to, or rejection of, such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
- 3. Such conduct has the purpose, or effect, of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment.

Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

1. A pattern of conduct that a reasonable person would find intimidating, hostile, or offensive, i.e., gestures, facial expressions, speech, or physical conduct of a sexual nature;

- 2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- 3. Statements, comments, jokes, questions, or anecdotes of a sexual nature that a reasonable person would find intimidating, hostile or offensive.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/ her friends, relatives, associates, because of race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, pregnancy, family status, military discharge status, sexual orientation, gender identity

or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, housing status, or any other category protected by law and that: (1) has the purpose or effect of unreasonably interfering with the individual's educational or work performance or experience; (2) has the purpose or effect of creating an intimidating, hostile or offensive environment; or (3) otherwise adversely affects an individual's educational or employment opportunities or working conditions.

Harassing conduct includes but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by this policy is unacceptable on campus and in any College-related setting or event that is off-campus, such as during trips, conferences, meetings and College-related social events. Any person who, in good faith, brings forth a complaint of sexual or other harassment will not be subject to retaliation. The College absolutely prohibits retaliation against any individual who reports discrimination or harassment, participates in an

investigation of such a report, or engages in any other protected activity. Any student, employee or other person who retaliates against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for engaging in any other form of protected activity, like an employee who engages in harassment or discrimination, will be subject to disciplinary action. The College will take all necessary steps to protect the rights of both the complainant and the alleged harasser. The College will annually advise students, faculty, administrators, staff, and other members of the College community of its policy prohibiting sexual and other harassment.

INVESTIGATION PROCEDURE FOR SEXUAL AND OTHER HARASSMENT

Any student who believes that he or she has been harassed, should report such incidents to the Executive Dean for Student Services and Enrollment, any other Dean, or any senior administrator. All reports or complaints will be promptly, fully and fairly investigated by the Executive Dean for Student Services and Enrollment, or, if the Executive Dean for Student Services and Enrollment, or, if the Executive Dean for Student Services and Enrollment is the alleged harasser, by another senior administrator. Appropriate and prompt remedial action will be taken to resolve the harassment. The Executive Dean for Student Services and Enrollment will issue findings within twenty-one (21) days from receipt of a report or charge of sexual or other harassment. Substantiated charges of harassment will result in appropriate disciplinary and corrective action up to and including expulsion of the offending party.

Appeals

If either the complaining or offending party disagrees with the decision of the Executive Dean for Student Services and Enrollment, they may request a hearing before the Disciplinary Review Panel, as described in step 4 of the Disciplinary Grievance Procedure outlined in the Student Handbook.

Reporting Discrimination, Investigation Procedures, and Corrective Measures

The College strongly urges the reporting of all incidents of discrimination, harassment and retaliation. Any student or employee who believes that he or she has been discriminated against or harassed, should report such incidents to the appropriate Vice President, the Executive Dean for Student Services and Enrollment, any other Dean, supervisor, or the Executive Assistant to the President. All reports or complaints will be promptly, fully and fairly investigated. Appropriate and prompt remedial action will be taken to resolve the discrimination and harassment, and the results of the investigation will be communicated to the complaining person.

Responsibility of Supervisors and Witnesses

Any Vice President, Dean, supervisor or manager who becomes aware of any possible sexual or other harassment or discrimination of or by an employee should immediately advise the Human Resources Assistant or the Director, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment and discrimination, regardless of the identity or position of the offender, or whether or not the reporting employee was the intended victim.

Bad Faith Complaints

Given the possibility of serious consequences for an individual of harassment, complaints made in bad faith or otherwise false and frivolous complaints are considered severe misconduct and may result in disciplinary action, up to and including termination.

Policy Dissemination

The College will regularly advise employees, students, and other members of the College community of this policy prohibiting discrimination, harassment and retaliation.

SMOKING - NO SMOKING/TOBACCO PRODUCTS POLICY

Effective July 1, 2015, smoking is prohibited at all property, grounds, and facilities owned or operated by Southeastern Illinois College.

In accordance with the Smoke-Free Campus Act (the "Act"), which prohibits smoking at any public university or community college; smoking is prohibited at Southeastern Illinois College. Pursuant to the Act, smoking is prohibited on all College property, including buildings, grounds, parking lots, and vehicles that are owned or operated by the College. This policy includes all smoking and smoking tobacco substitutes including e-cigarettes. No tobacco products may be sold or given out as complimentary items on Campus. Signs will be posted at all main entrances clearly indicating that smoking is not allowed on College property or in College-owned vehicles.

This policy covers students, employees, and guests of the College. The College may refer students who violate this Policy to the Executive Dean for Student Services and Enrollment for disciplinary procedures pursuant to the Student Handbook, and College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Other disciplinary actions may follow up to and including discharge.

SOCIAL MEDIA/ ONLINE NETWORKING POLICY SOCIAL MEDIA POLICY (4023)

(Following are excerpts from Southeastern's Social Media Policy 4023. For the complete policy, see : <u>www.sic.edu/smpolicy</u>)

While the College recognizes the benefits and strengths of social media, it recognizes that the use of social media at or concerning the College is governed by the same laws, policies and rules of conduct that apply to all other activities at or concerning the College.

Scope

• Definition: Social media is defined, for purpose of this Policy, as tools and platforms that enable individuals to communicate, participate, share and network through websites and online media, such as Facebook, Twitter, Linkedln, YouTube, etc.

The guidelines set forth in the College's Social Media Policy are broad in nature and designed to accommodate any differences in online venues while maintaining a universal code of conduct. This policy focuses on the safe use of social media to support learning and other activities consistent with the college mission.

• This Policy applies to all use of social media by College students, faculty and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use

involves the College's network or other computer resources. Personal use of social media on personal time is not governed by this Policy. However, individuals must take care not to engage in conduct that violates college policy or state and federal laws.

Expectations for Appropriate Use of Social Media

- Use good judgment about social media content, respect privacy laws and exercise discretion in posting content that could reflect negatively onusers or the College. Online posts should be treated as permanent and not recallable.
- Users shall not post any content onto social media which discloses confidential or propriety information of the College.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the College name to promote anything that is inconsistent with the approved activity or the College Mission..
- Only whole-group posts and messages should be sent to students through Social Media Sites. Messages to individual students must be sent from a college email account to the student's email account through the regular college email services or through the course management site.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- The College has the right to remove any content for any reason, including but not limited to, content that it deems threatening, demeaning, malicious, obscene, a violation of intellectual property rights or privacy laws, harassing in nature, or otherwise injurious or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- Users shall not post content on social media sites which violates any laws of the United States, State of Illinois, including but not limited to HIPAA and FERPA.

Additional Considerations

- Violations, complaints or questions regarding this Policy should be directed to the appropriate supervisor or dean
- Violators of this Policy may be subject to disciplinary action, up to and including dismissal from the College or termination of employment.

TUITION, DROPS, WITHDRAWALS, REFUNDS

TUITION RATES

Tuition rates are \$106 per credit hour for in-district students. Southeastern

Illinois College District #533 includes residents of Gallatin, Hardin, Pope, and Saline Counties with portions of Hamilton, Johnson, Williamson, and White Counties. Distance learning and online courses (regardless of residency), are \$106 per credit hour. Tuition is FREE for Southeastern district residents 62 and older. Non-district Illinois residents pay \$172 per credit hour; out-of-state residents pay \$180 per credit hour; and, international students pay \$188 per credit hour. Special out-of-state tuition rates for the Indiana border counties of Posey and Vanderburgh and the Kentucky border counties of Henderson, Webster, Union, Crittenden, and Livingston are \$128 per credit hour. Tuition and fees are set according to a formula determined by the Illinois Community College Board. These amounts are subject to change.

STUDENT FEES

A \$2 per credit hour activity fee, a \$8 per credit hour technology fee and a \$10 per credit hour facility fee are assessed on all credit bearing courses.

COOPERATIVE AGREEMENTS/CHARGEBACKS

The College participates in the state cooperative plan with other community college districts in the state of Illinois for the purpose of increasing student access to instructional services. Illinois residents who reside in other community college districts and wish to attend a program at Southeastern Illinois College which is not available at their home community college may do so under the *State Cooperative Agreement*. Students should contact their home community college to receive authorization to participate in the *State Cooperative Agreement*.

Should a student's home community college NOT participate in the *State Cooperative Agreement* then the student should apply for a chargeback. The chargeback, if approved, permits the student to attend SIC at the indistrict tuition rate. Generally, chargebacks are reserved for programs unavailable to students at their home community college. Students should contact their home community college for an authorization letter and/or additional information.

DROPS/ WITHDRAWALS

It is sometimes necessary for students to drop/ withdraw from a class. How a drop affects your academic transcript or student account depends upon the official date of withdrawal and the length of the class. Official withdrawals may be made by:

- Completing a drop form in person with the Enrollment Services Office.
- Completing a drop form in person or via phone at Carmi Center (382 8869).
- Phone at 252-5400 ext 4120 (866-338-2742 toll free).
- Email admissions@sic.edu from your SIC (Falconmail) account, please include SIC ID number.

Note: Any other attempts to withdraw are not considered official and will not be honored. Refund requests based on non-attendance or non-awareness of refund procedures are not considered justifiable. Full refund of tuition and fees is granted if the college cancels a class.

WITHDRAWAL AND/ OR NO PASSING GRADES

If you withdraw or have no passing grades from SIC, you may owe a repayment of financial aid based on the date of withdrawal or last date of attendance. Contact the Financial Aid Office to obtain more information.

Refund/Withdrawal Schedule For Credit Classes

Class Length	100% Refund	No Refund*	Last Day to Drop Without Grade Penalty (W Grade)**		
13-16 weeks (regular semester)	Through the first 2 weeks of class	After the first 2 weeks of class	2 weeks prior to finals		
8-12 weeks	Through the first week of class	After the first week of class	One week prior to end of class		

3 to 7 weeks	Through the first 2 days of the class	After the second day of class	2 days prior to end of class
Less than 3 weeks	Before first day of class	After class begins	Depends on class - call for information

*The refund period on a class is set according to the official beginning date and not the first day that the student actually attends the class. To find the official begin and end dates of your classes, see the printed schedules or go to www.sic.edu. Classes dropped during the 100% refund period are not listed on students' transcripts.

** Classes dropped after the 100% refund period but before the grade penalty date receive a 'W' grade (a nonpunitive grade) on the transcript. No refunds are issued during this period. Financial Aid status may be affected by drops during this period. Classes cannot be dropped after this period except under extenuating circumstances.

It is the policy of the College to deduct from a student's tuition refund outstanding obligations when the refund is processed. Obligations include past due tuition, bad checks, student loans, traffic fines, library fines, and/or any other overdue obligations.

Students wishing to add a class should see an academic advisor. The course will be added to the student's schedule by the advisor or registration staff at Enrollment Services.

STUDENTS CALLED TO ACTIVE DUTY

Tuition Refund

Any active student who is required to withdraw from classes during his/ her regular semester, intersession, or summer term due to active military obligations will be entitled to a full refund of tuition (unless paid by a State/ federal agency) upon proper evidence and notification to the College within the semester, session, or term of withdrawal. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Readmissions Requirements for Service members

The College will not deny readmission to a service member of the uniformed services for reasons relating to their service. In addition, a student who is readmitted to the College will be readmitted with the same academic status as the student had when he/she last attended the College. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days. Any student whose absence from the College is necessitated by reason of service in the uniformed services is entitled to readmission if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at the College.
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years.
- Except as otherwise provided in this section, the student submits a

notification of intent to reenroll in the College.

No advanced notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student's absence from the College.

When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- That is required, beyond five years, to complete an initial period of obligated service.
- During which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student.
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is:
- Ordered to or retained on active duty.
- Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress.
- Ordered to active duty (other than for training) in support of an operational mission for which personnel have been ordered to active duty ordered to active duty in support of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve).
- Called into Federal service as a member of the National Guard.

An affected service member must, upon the completion of a period of service in the uniformed services, notify the institution of his or her intent to return to the institution no later than three years after the completion of the

period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the institution of his or her intent to return to the institution no later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission to the institution, but is subject to the institution's established leave of absence policy and general practices.

A student who submits an application for readmission to an institution must provide to the institution documentation to establish that:

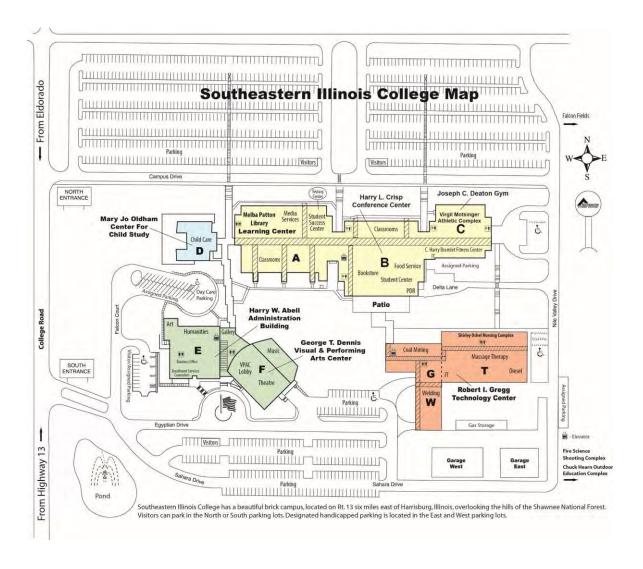
- The student has not exceeded the specified service limitations; and
- The student's eligibility for readmission has not been terminated.

The College may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission to an institution under this section by reason of such student's service in the uniformed services terminates upon the separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge.

Southeastern Illinois College follows the policies and procedures set forth by the Department of Defense, Department of Education, and HEA. Source: HEA section 484C, HEAO Section 487

> SOUTHEASTERN ILLINOIS COLLEGE MAIN CAMPUS 3575 College Road Harrisburg, Illinois 62946 618-252-5400 Toll free: 866-338-2742



NOTICE: All College activities may be taped and photographed for College purposes. Entry into campus grounds and buildings constitutes consent to be photographed or videotaped for College purposes.



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

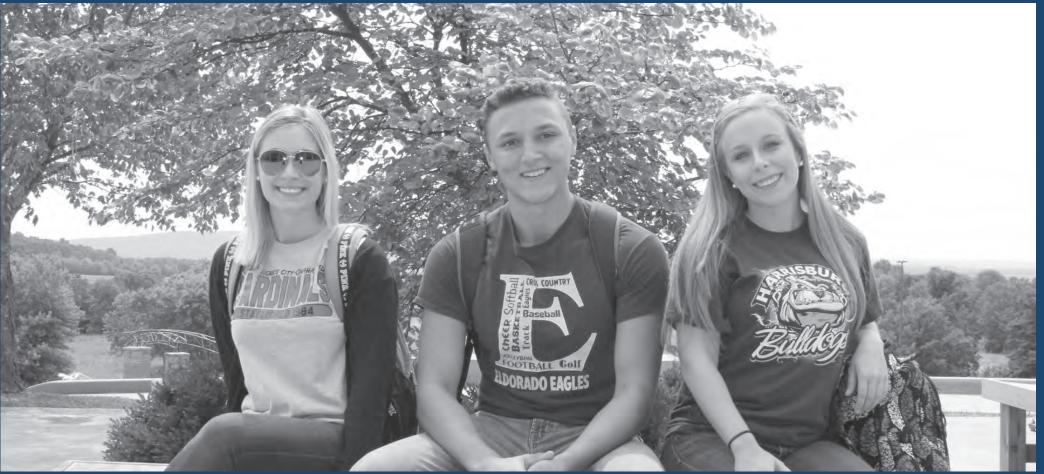
Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: SIC schedule for Fall 2018

Office of Origin: Academic Affairs

Document Summary: A copy of the course schedule for fall 2018 semester

SOUTHEASTERN ILLINOIS COLLEGE CLASS SCHEDULE **FALL SEMESTER 2018**









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We welcome and encourage students to meet and talk with our staff personally. **Regular office hours** Monday-Friday, 8 a.m. to 4:30 p.m. Summer office hours Monday-Thursday, 8:00 a.m. to 4:30 p.m.

All College activities may be recorded and photographed for College purposes. Entry into campus grounds and buildings constitutes consent to be photographed or recorded for College purposes.

Southeastern Illinois College is accredited by the Higher Learning Commission located at 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1413 (800-621-7440). Southeastern Illinois College does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in the recruitment and admission of students and adheres to a policy of equal opportunity/affirmative action in employment, educational programs, and activities. The College adheres to federal regulations such as the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. All College facilities are accessible to persons with disabilities.

The printed schedule is current as of March 3, 2018. For an up-to-date schedule go to www.sic.edu.

Spring 2018 PAGE

Spring 2018
April 3 Kids Fair – 4-6pm, Deaton Gym
April 20-21The Producers – 7 pm, VPAC Theatre
April 22 The Producers – 2pm, VPAC Theatre
April 23Last Day to Withdraw from Classes
April 24 Honors Night - 7pm, VPAC Theatre
April 25Job Fair - 9 am - 12:00 pm, Deaton Gym
May 2Grill'n, Thrill'n & Chill'n – 11:30am, Student Center
May 3-17Book Buyback, SIC Bookstore
May 8, 9, 10 Finals
May 11Nurse Pinning Ceremony – 4pm, VPAC Theatre
May 11 Commencement – 7pm, Deaton Gym
May 14 Summer Office Hours begin
Summer 2018
May 28 Memorial Day – College Closed
June 4Summer Semester Begins
June 28 Mid-Term
July 4 Independence Day – College Closed
July 18Last Day to Withdraw from Classes
July 26 End of Summer Semester
August 6Resume regular office hours
Fall 2018
August 10 Faculty/Staff Workshop
August 13Instruction Begins
September 3 Labor Day Holiday – College Closed
October 5
Ocotober 5 Staff Development Day Classes
Dismissed at 11:30
October 8 Columbus Day Holiday – College Closed
October 15Spring Registration Begins
November 12Veterans' Day (Observed) – College Closed
November 21-23
November 26Last Day to Withdraw from Classes
December 12, 13, 14 Semester Final Exams
December 14End of Fall Semester
December 21 Offices Close at 4:30pm
December 24-31 Offices Closed
Go to www.sic.edu.for.up.to-date calendar events

Go to www.sic.edu for up-to-date calendar events. SOUTHEASTERN ILLINOIS COLLEGE 3575 COLLEGE ROAD HARRISBURG, ILLINOIS 62946 Telephone: 618-252-5400 Toll-free: 866-338-2742 www.sic.edu

NDECTODY

Financial Aid/Scholarshins

Graduation Information .

Help Desk for Students ...

Illinois WorkNet Center.

Job Placement Assistance

Human Resources ...

Marketing Offic

Media Services

Room Reservations ..

Student Activities ..

Student Success Center.

Student Worker Positions ..

Recruitment

Registration.

Security

Testing.

Transcripts.

Tuition Payment

Veterans' Benefit

course-schedule.

Tutoring.

Foundation/ Scholarship Offic

High School Equivalency Test Prep Classes ...

Nursing and Allied Health Programs Offic ...

TRIO/Student Support Services Program.

Workforce & IL Small Business Dev. Center

Workforce Investment Act (WIA) ...

Online Course Technical Support ...

Nursing & Allied Health Programs Admission Testing.

Theatre (George T. Dennis Visual & Performing Arts Center) 2486 .

For full personnel directory, visit www.sic.edu/directory

White County Center, Carmi (David L. Stanley Center) ... 618-382-8869.

Fitness Center..

GED Testing

Library ...

General Information		
Toll Free White County Center	••••••	
·	al 252-5400 plus extensio	
We welcome and encourage students t Regular office hours a e Monday-Frid Summer office hours a e Monday-Thu	o meet and talk with our staff per ay, 8 a.m. to 4:30 p.m. ırsday, 8:00 a.m. to 4:30 p.m.	rsonally.
Local: 618-252-5400	Toll-free: 866-338-2742	Fax: 618-252-3062
Administrative Office	offic 's Offic Offic	2201 2251 2510 2101
Department	Extension	
Academic Advisement		
Admissions		admissions@sic.edu
Adult Education/High School Equivalen	cy2300	ged@sic.edu
Athletics		athletics@sic.edu
Billing/Payment Assistance		
Bookstore		
Box Office (Theatre		
Cafeteria - Falcon Point Bistro		
Child Study Center (Mary Jo Oldham Ce		
Coal Mining Technology Offic		
Community Education		
Cosmetology Clinic		
Disability Support Services (ADA Coord		
Distance Learning Office/Assistanc		
Early College / Dual Credit		
Enrollment Services Fax #		
Facilities		facilities@sic.edu

4110

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.2431.

.2301

The printed schedule is current as of February 27, 2018. For an up-to-date schedule go to www.sic.edu/

3506, 2265

2265 2124

fao@sic.edu

. fitness@sic.edu

.....ged@sic.edu

...ged@sic.edu

.....618-252-6020

..library@sic.edu

. online@sic.edu

nursing@sic.edu

..testing@sic.edu

online@sic.edu

.. recruiters@sic.edu

admissions@sic.edu

...security@sic.edu

...testing@sic.edu

...theatre@sic.edu

...tutor@sic.edu

.. trio@sic.edu

.. transcripts@sic.edu

...payment@sic.edu

.. veterans@sic.edu

carmi@sic.edu

....wia@sic.edu

wsbdc@sic.edu

... reservations@sic.edu

..studentwork@sic.edu

.... studentactivities@sic.edu

.studentsuccesscenter@sic.edu

. marketing@sic.edu

..graduate@sic.edu

.scholarships@sic.edu

http://sic.edu/support

humanresources@sic.edu

.jobplacement@sic.edu

HOW TO ENROLL IN CLASSES AT SOUTHEASTERN *Follow these easy directions to enroll in credit classes at Southeastern Illinois College*

APPLY FOR ADMISSION

If you are a New or Re-Entering Student (not enrolled for a year), call 252-5400 ext. 4120 to request an admission packet. You may also apply for admission online at www.sic.edu/apply.

If you are a Continuing Student, skip to "Register For Classes."

PROVIDE PROOF OF RESIDENCY $\sqrt{}$

Provide a copy of your driver's license, voter registration, proof of occupancy, etc. to Enrollment Services to verify in-district residency.

REQUEST TRANSCRIPTS/ GED SCORE SHEET

Send an official copy of your high school transcript or GED scores and official college transcripts to the Enrollment Services Office, 3575 College Road, Harrisburg, IL 62946.

COMPLETE PLACEMENT TESTING

A placement test is required of all new degree-seeking students and must be taken prior to registering for classes. Part-time students must test prior to enrolling in English or math. Make an appointment to take the test by calling 252-5400 ext. 2442. There is no charge for the test. Students who have an ACT composite score of 20 or higher or an SAT composite score of 1020, or a minimum of 480 on the evidence-based reading and writing sections, are exempt from taking the English and reading placement exams. Students with an ACT composite score of 20 or above or an SAT composite score of 1020, or a minimum of 530 on the SAT Math section, are exempt from taking the math placement exam.

REGISTER FOR CLASSES $|\checkmark|$

Fall Semester

If you are a **Continuing Student**, you may register for Fall classes beginning March 26, 2018. If you are a New Student, when you have completed steps 1, 2, and 4, you may see an academic advisor for registration beginning March 26, 2018. Appointments are suggested. Walk-ins are welcome.

Fall Registration Dates & Times Online Registration Through MySIC:

March 26 - August 11, 2018

Regular Registration March 26, 2018 - August 13, 2018

Monday - Friday, 8:00 am - 4:30 p.m.

AFTER YOU REGISTER

APPLY FOR FINANCIAL AID $|\checkmark|$

Financial aid comes in many forms of grants, scholarships, and veterans' benefits. Apply online at www.fafsa.ed.gov. For assistance contact or visit the Financial Aid Office located on the lower level of building E or call 252-5400 ext. 4110.

PAY YOUR TUITION & FEES 🗸

You may pay in person or by mail. Visa, Mastercard, and Discover are accepted and may be used in person or over the phone. Pay online through *my.sic.edu*. You may choose the full payment or monthly payment options. Call 252-5400 ext. 2501 to make a payment or for more information.

BUY BOOKS & SUPPLIES

The SIC Bookstore accepts Mastercard, Visa, and Discover. New and used textbooks are for sale or rent. school supplies, software, art supplies, SIC clothing, backpacks, and gift items are available. Meal cards for Falcon Pointe Bistro and RIDES bus passes can be purchased at the beginning of each semester with Pell Grants. Books can also be purchased over the phone or online with a credit card and shipped UPS for a small fee or picked up in the store. Phone: 252-5400 ext. 2530. Please visit www.sicbookstore.com.

OBTAIN YOUR STUDENT ID CARD

Your student ID Card is required for identification on campus. Please visit the Library to obtain an ID Card.

SETUP YOUR ACCOUNTS

One business day after initial registration, setup your student email, access to online student services (grades, registration, payment, etc.), and classes. Please visit *http://www.sic.edu/setup* to set up your account.

GET YOUR PARKING PERMIT

All students are required to have a valid student parking permit. Please visit the SIC Bookstore or Business office to purchase your permit. Accessible parking is available per state regulations. Contact security for assistance.

Registration Options

ONLINE

Continuing students may register online for Fall semester through MySIC beginning March 26, 2018 at www.sic.edu.

IN PERSON

Registration will be held in the Academic Advisement Center and Enrollment Services area in lower level E Building.

You may also register at the SIC White County Center in Carmi during regular operating hours.

Registration will be accepted until the class fills o until instruction begins.

Questions about Registration or Enrollment? Call 618-252-5400 ext. 4120 or Toll Free from outside of Saline County 866-338-2742

TUITION & FEES

Tuition & Fees are subject to change.

\$106 SIC District Residents

Southeastern Illinois College District #533 includes Gallatin, Hardin, Pope, and Saline Counties with portions of Hamilton, Johnson, Williamson, and White Counties.

FREE tuition for SIC district residents 62 and older. Fees still apply.

\$172 Out-of-District Illinois

(except distance learning)

\$180 Out-of-State

\$188 International

\$106 Distance Learning Courses

(Online, Hybrid & Interactive Video) Regardless of residency all distance learning courses are charged the in-district tuition rate. In-District Fee - \$25 Out-of-District Fee - \$45

Students from Crittenden, Henderson, Livingston, Marshall, McCracken, Union, and Webster Counties in Kentucky, and Posey and Vanderburgh Counties in Indiana will receive a tuition discount from the outof-state-rate. They will pay \$106 per credit hour tuition for classes taken at the main campus or the Carmi campus.

There is a \$2.00 student activity fee, \$10.00 technology fee, and a \$12.00 facility fee added for each credit hour.

TUITION DUE DATES Fall 2018 Tuition Payment

If you register for Fall classes you must do ONE of the following by **JULY 27**

- Pay in full by cash, check, or credit card (Visa, Mastercard, Discover).
- Have financial aid/scholarship for full tuition/fee payment confirmed (not just an application in process).
- Enroll in *ECashier* Monthly Payment Plan.

If you register for Fall on or after **JULY 28** you must do ONE of the following at the time of registration:

- Pay in full.
- Have financial aid/ scholarship for full tuition/fee payment confirmed
- (not just an application in process).
- Enroll in *ECashier* Monthly Payment Plan.

Students who do not meet payment requirements may be dropped from classes.

Fall Drop Date For Non-Payment is AUGUST 3.

ECashier Tuition Payment Plan FOLLOW THESE SIMPLE STEPS TO **ECashier Enrollment Deadlines ENROLL IN THE PAYMENT PLAN:** for FALL Semester 2018 1. Enroll in classes at SIC. 2. Go to my.sic.edu on the internet. Enroll Required Number Months of 3. Click on Current Students. before: Down of **Payments** 4. Click on Bill and Payment. Payment **Payments** 5. Click Student Payments -July 23 10% 4 Aug - Nov Setup Automatic Payment Plan. 6. Click on e-Cashier & 3 August 20 20% Sept - Nov follow instructions. 7. Set up automatic payment plan. August 20 30% 2 Oct - Nov **BE SURE TO ENROLL EARLY FOR SMALLER MONTHLY PAYMENTS. Truck Driving Program** Call 252-5400 ext. 2501 and ask about our truck driving program monthly payment plan. Make a down payment of \$1,000 and spread the monthly payments out for 6 months.

FINANCIAL ASSISTANCE

The Financial Aid Office at Southeastern strives to provide the financial assistance students and their families nee to achieve their educational goals. Financial aid is available in the form of grants, scholarships, loans, student employment, and veterans' educational benefits. Grants are need-based and generally do not have to be repaid. It is important to apply early and every year. Southeastern also offers over 150 academic, talent, and athletic scholarships.

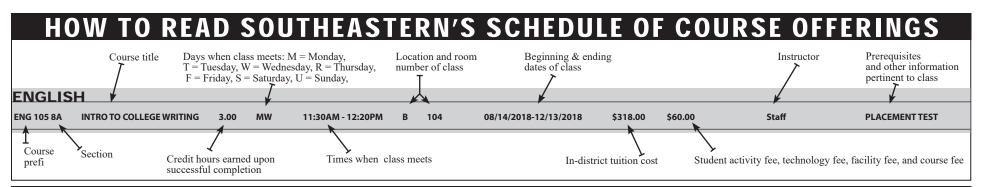
TO APPLY FOR FINANCIAL ASSISTANCE:

1. Create an FSA ID at fsaid.ed.gov. If you are a dependent student, your parent will also need create an FSA ID.

- **2.** Gather your income and tax information (if applicable). For fall semester 2018, you will need your 2016 income information to apply.
- **3.** Complete the 2018-2019 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Add Southeastern as a school of choice by using our school code, 001757.

*Applicants must complete the Admission Data Form and submit their high school transcript or GED scores to the Admissions Office to be considered for financial assistanc

The Financial Aid Office is located in Room E 103 W Phone: 618-252-5400 ext. 4110 Toll Free: 866-338-2742



REFUNDS FOR CREDIT CLASSES DRAWALS & TUITION

It is often necessary for students to drop/withdraw from a class. How a drop affects your academic transcript or student account depends upon the official date of withdrawal and the length of the class. Official withdrawals may be made by

- 1. Logging into your MySIC and dropping online;
- 2. Completing a drop form in-person with the Admissions Office
- 3. Completing a drop form in-person or over the phone at the White County Center (382-8869);
- 4. Phoning 252-5400 ext. 4120 (866-338-2742 toll free);
- 5. Faxing 252-3062, listing the class(es) to be dropped;
- 6. Mailing, listing the class(es) to be dropped; or
- 7. Email from Falcon Mail to admissions@sic.edu.

NOTE: Any other attempts to withdraw are not considered official and will not be honored. Refund requests based on non-attendance or lack of awareness of refund procedures are not considered justifiable. Full refund of tuition and fees is granted if the college cancels a class.

Any active student who is required to withdraw from a class because of an active military obligation will be entitled to a full refund of tuition (unless paid by a state/federal agency) upon proper evidence and notification to the college within the semester of withdrawal.

Late refund requests will be considered only when justified by circumstances such as illness, job change, accident, death or illness in the immediate family. Supporting documentation must be submitted.

Class Length	100% Refund	No Refund	Last Day to Drop Without Penalty (W Grade)**		
13 - 16 weeks (regular semester)	Through first 2 weeks of clas	After the first 2 weeks of clas	2 weeks prior to finals (November 20		
8 - 12 weeks	Through the first week of clas	After the first week of clas	One week prior to final		
3 to 7 weeks	3 to 7 weeks Through the first 2 days of clas		2 days prior to end of class		
Less than 3 weeks	Before the first day of clas	After class begins	Depends on class, call for information		

* The refund period on a class is set according to the official begin date and not the first day that you actually attend the class. To find the official begin and end dates of your classes, see the printed schedule or go t www.sic.edu. Classes dropped during the 100% refund period are not listed on your transcript.

** Classes dropped after the 100% refund period but before the grade penalty date receive a "W" grade (a non-punitive grade) on the transcript. No refunds are issued during this period. Financial Aid status may be affected by drops during this period. Classes cannot be dropped after this period except under extenuating circumstances.

CAMPUS & OFF CAMPUS LOCATION CODES

A A Building, Main Campus	CI HSCarmi White Co. High School
B B Building, Main Campus	CLNClinical
BRKST Brookstone Estates	E E Building, Main Campus
C C Building, Main Campus	G G Building, Tech Building, Main Campus
C GYM Deaton Gym, Main Campus	OJT On the Job Training
CICarmi Campus	T Tech Building, Main Campus

THTR	
VHB	
W	Welding Building, Main Campus
WSB	WISBDC Room G125

INFORMATION TO HELP YOU SUCCEED AT SOUTHEASTERN ILLINOIS COLLEGE

ACADEMIC ADVISEMENT CENTER

the Abell Administration Building (E-Building). By appointment or walk-in.

Phone: 252-5400 ext. 4130. To reach a specific advisor, dial the Monday - Thursday 7:00 a.m. - 6:00 p.m. extension listed below:

- 2425 Jeremy Irlbeck Academic Advisor/ NJCAA Specialist
- 2431 Maggie Calcaterra Academic Advisor/ Transition and Transfer
- 2430 Tyler Billman Veterans, International Student Academic Advisor, and ADA Coordinator

ADMISSIONS & RECORDS

The Admissions and Records Office is located in E Building on the lower level. FALL HOURS: Mon-Fri 8:00 a.m. - 4:30 p.m.

BOOKSTORE

The SIC Bookstore carries new and used textbooks for purchase or rental, school and art supplies, software, backpacks, and gift items. Books can be purchased over the phone or online at sicbookstore.com with a credit card and shipped UPS for a small fee. Falcon Pointe Bistro meal cards and RIDES bus passes are available at the beginning of each semester. FALL HOURS: Monday-Friday 8:00 a.m. - 4:00 p.m. Website: www.sicbookstore.com

CAMPUS SECURITY

The Campus Security office is located in Room A152 in A Building or call: 252-5400 ext 2911. Day cell phone: 926-4986 Evening cell phone: 926-5403

CAREER & TECHNICAL EDUCATION SERVICES

Perkins Grant provides assistance to CTE program students who are academically and/or economically disadvantaged, have a disability, are non-traditional students, or have limited English proficien y by supplying supplementary assistance. For information, come to Room G125 or call 252-5400 ext. 2300.

CLASS CANCELLATIONS

In the event that an ongoing class must be cancelled: (1) Dial 252-5400. (2) Choose Cancellation option (2). Listen to the announcement. Instructors may also send class cancellations via student email. Students who have signed up for the txtSIC service will receive a message on their cell phone for cancellations. Class cancellations will also be listed on the College home page under class notices.

FALCON POINTE BISTRO

The Falcon Pointe Bistro located in the Harry L. Crisp Conference Center is open Monday - Thursday 7:30 a.m. until 2:00 p.m. and Friday 7:30 a.m. until 1:30 p.m. Breakfast, hot meal specials, salad bar, pizza, deli sandwiches, snacks, beverages, etc. are served.

THE FITNESS CENTER

The Academic Advisement Center is located on the lower level of The C. Harry Bramlet Fitness Center is located on the mezzanine in Deaton Gymnasium. FALL HOURS: Friday 7:00 a.m. - 5:00 p.m. Phone: 252-5400 ext. 3205.

HIGH SCHOOL EOUIVALENCY CLASSES

Free GED Classes, materials, practice tests provided. Phone: 252-5400 ext. 2242 or 2300.

JOB PLACEMENT

Southeastern Illinois College works with area employers to identify part-time and full-time job openings for Career and Technical Education (CTE) students. Employment opportunities are posted on SIC's website at www.sic.edu/employment. In addition, bulletin boards with job postings are located in Technology Center (G Building), Student Center (B Building), and Student Affairs (E Building). For more information and/or to obtain resources and assistance, contact the CTE Office at 618-252-5400, ext. 2300.

LIBRARY

The Melba Patton Library is located in Room A112. FALL HOURS: Monday - Thursday 7:30 a.m. - 6:00 p.m. Friday 7:30 p.m. - 4:30 p.m., closed Saturday & Sunday. Phone: 252-5400 ext. 2261.

MARY JO OLDHAM CENTER FOR CHILD STUDY

The MJOCCS provides all-day and part-time childcare for children 15 months through 6 years of age, ISBE Pre-Kindergarten Program.

FALL HOURS:

Monday - Friday 6:30 a.m. - 6:00 p.m. Phone: 252-5400 ext. 3410.

ONLINE COURSES

Students enrolled in online courses at Southeastern will learn through a combination of computer e-mail, online class discussion, website exploration, and traditional textbook assignments. Once enrolled, for login instructions and online orientation, visit Southeastern Online at www.sic.edu/online.

SCHOLARSHIP OPPORTUNITIES

SIC awards over 300 scholarships totaling over \$600,000 annually. To apply for SIC division, talent, and foundation scholarships, students must complete one application due February 28 every year. For more information call the Financial Aid Office at 252-5400 ext 4110 or the Foundation Office at ext. 2104 or check the website at www.sic.edu/scholarships.

SERVICES FOR STUDENTS WITH DISABILITIES

Students who need accommodations for disabilities should call 252-5400 ext. 2430.

STUDENT ONLINE ACCOUNTS

Students should set up a Falcon Mail account, a MySIC account, and sign up for txtSIC after registering for classes. These accounts are important for college communication with students, and for accessing student information, such as grades, bills, registration, schedules and unofficial transcripts. Go to www.sic.edu/setup for instructions on setting up these accounts. If assistance is needed, submit an online support request at www.sic.edu/support or by voice at 618-252-5400 x151.

STUDENT SUCCESS CENTER

The Dana Keating Student Success Center (Room A145) provides a variety of services, including alternative and make-up testing, placement testing, retention services, peer and professional tutoring, general use computers with software for various classes, and numerous instructional materials (i.e. biology slides and anatomy and physiology models).

Fall Hours: Monday – Friday 8:00 a.m. – 4:30 p.m., 252-5400, ext. 2383.

TRIO STUDENT SUPPORT SERVICES

The SIC TRIO Student Support Services program is designed to assist qualified students by offering counseling, academic support, supplemental financial assistance and other educational support services. For information call: 252-5400 ext. 2435.

TRAFFIC AND PARKING

Disability parking is located at the east end of C Building, west entrance of E-Building, and east side of T-Building. Vehicles parked in Disability spaces must display the Secretary of State issued Disability License Plate or Disability Placard. See Security for SIC disabled permit. All students are required to display an SIC parking permit. Parking permits are due annually at the beginning of fall semester and can be obtained in the Bookstore for \$5.

VETERANS' BENEFITS

There are a variety of benefits available to veterans, active duty servicemen and women, dependents of veterans, and military spouses and families. For more information go to www.sic.edu/veterans or contact the Veterans Coordinator at 618-252-5400 ext. 2440. Hours: Mon - Fri 8:00 a.m. - 4:30 p.m.

WEATHER CANCELLATIONS

Information regarding weather cancellations can be found in the following ways:

- Višit www.sic.edu or call 618-252-5400
- •Text messages will be sent to cell phones. (Sign up at www.sic.edu/txtsic each semester)
- Facebook (www.facebook.com/southeastern.illinois.college)
- Twitter (www.twitter.com/SIC EDU)

WHITE COUNTY CENTER

The David L. Stanley Center is located at 1700 College Avenue in Carmi, Illinois. FALL HOURS: Monday-Thursday, 9:00 a.m. - 4:00 p.m. Closed Friday. Phone: 618-382-8869

WIRELESS ACCESS

Wireless access is available in the interior of all campus buildings. Students should connect to the SICopen wireless network.

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ubject Sectio		Credits	Days	Times	Location	1	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
<u>\GRI(</u>	CULTURE									
G 222 80	INTRODUCTION TO SOIL SCIENCE	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$141.00	STAFF	SATURDAY LABS AT U OF I TBA
					ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$141.00	FITZGERALD, J	
RT										
T 121 8A	ART APPRECIATION	3	MW	10:30AM - 11:20AM	F	110	08/13/2018 - 12/14/2018	\$318.00 \$97.00	DeNeal, S	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	DeNeal, S	ONE HOUR ONLINE COMPONENT
RT 121 O	ART APPRECIATION	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	DeNeal, S	
T 141 A	DRAWING	3	TR	1:30PM - 4:20PM	Е	201	08/13/2018 - 12/14/2018	\$318.00 \$92.00	DeNeal, S	
T 161 A	BASIC ART DESIGN	3	TR	8:30AM - 10:00AM	Е	203	08/13/2018 - 12/14/2018	\$318.00 \$92.00	DeNeal, S	
			TR	10:00AM - 11:20AM	Е	201	08/13/2018 - 12/14/2018	\$318.00 \$92.00	DeNeal, S	
RT 162 A	ADVANCED ART DESIGN	3	TR	8:30AM - 10:00AM	Е	203	08/13/2018 - 12/14/2018	\$318.00 \$92.00	DeNeal, S	ART 161
			TR	10:00AM - 11:20AM	Е	201	08/13/2018 - 12/14/2018	\$318.00 \$92.00	DeNeal, S	
T 163 A	INTRODUCTION TO MURAL PAINTING	3	MW	1:30PM - 4:20PM	Е	201	08/13/2018 - 12/14/2018	\$318.00 \$92.00	DeNeal, S	
T 241 A	ADVANCED DRAWING	3	TR	1:30PM - 4:20PM	Е	201	08/13/2018 - 12/14/2018	\$318.00 \$92.00	DeNeal, S	ART 141
T 280 S	SPECIAL TOPICS IN ART	1.5	W	8:30AM - 11:30AM	VHB	ROOM	08/22/2018 - 12/12/2018	\$159.00 \$36.00	Morecraft, E	
T 281 S	SPECIAL TOPICS IN ART II	1.5	W	8:30AM - 11:30AM	VHB	ROOM	08/22/2018 - 12/12/2018	\$159.00 \$36.00	Morecraft, E	
	NGV									
L 121 80	INTRODUCTORY BIOLOGY	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Poole, A	
			т	3:00PM - 4:50PM	A	160	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Poole, A	LAB ON CAMPUS
DL 121 A	INTRODUCTORY BIOLOGY	4	MWF	8:30AM - 9:20AM	В	204	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Fitzgerald, J	
			R	8:30AM - 10:20AM	A	113	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Fitzgerald, J	LAB
DL 121 B	INTRODUCTORY BIOLOGY	4	MWF	9:30AM - 10:20AM	В	204	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Fitzgerald, J	
			R	10:30AM - 12:20PM	A	113	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Fitzgerald, J	LAB
OL 121 C	INTRODUCTORY BIOLOGY	4	MWF	1:30PM - 2:20PM	В	203	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	
			R	10:30AM - 12:20PM	А	160	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	LAB
OL 141 A	ENVIRONMENTAL SCIENCE	4	MWF	11:30AM - 12:20PM	В	203	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	
			т	10:30AM - 12:20PM	А	160	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	LAB
DL 161 O	BASIC ANATOMY & PHYSIOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Fitzgerald, J	
DL 221 A	GENERAL BIOLOGY I	4	MWF	10:30AM - 11:20AM	В	204	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Fitzgerald, J	CHEM 121 OR 123
			Т	10:30AM - 12:20PM	А	113	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Fitzgerald, J	LAB
DL 242 A	MICROBIOLOGY	4	MWF	9:30AM - 10:20AM	В	203	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	CHEM 123
			R	2:30PM - 4:20PM	А	135	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	LAB
OL 242 E	MICROBIOLOGY	4	Т	6:00PM - 8:50PM	В	203	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	CHEM 123
			R	6:00PM - 7:50PM	А	135	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Poole, A	LAB
DL 261 8A	HUMAN ANATOMY AND PHYSIOLOGY I	4	MW	1:30PM - 2:20PM	В	126E	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	CHEM 121 OR 123
			R	10:30AM - 12:20PM	А	135	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	LAB
					ONL	HYB	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	ONE HOUR ONLINE COMPONEN
L 261 8AB	HUMAN ANATOMY AND PHYSIOLOGY I	4	MW	1:30PM - 2:20PM	В	126E	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	CHEM 121 OR CHEM 123
			W	2:30PM - 4:20PM	А	135	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	LAB
					ONL	HYB	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	ONE HOUR ONLINE COMPONEN
DL 261 80	HUMAN ANATOMY AND PHYSIOLOGY I	4	W	4:30PM - 6:20PM	А	135	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	LAB ON CAMPUS
					ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	CHEM 121 OR 123
L 262 80	HUMAN ANATOMY AND PHYSIOLOGY II	4	М	2:30PM - 4:20PM	А	135	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	LAB ON CAMPUS
					ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Maring-Sims, M	BIOL 261

BUSINESS

ROZIN	NF22									
BUS 111 8A	INTRODUCTION TO BUSINESS	3	TR	10:00AM - 10:50AM	Α	212	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Rodman, K	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Rodman, K	ONE HOUR ONLINE COMPONENT
BUS 115 OM	KEYBOARDING I	1			ONL	CRS	10/09/2018 - 12/14/2018	\$106.00 \$49.00	Lowery, A	
BUS 116 O	CUSTOMER SERVICE SKILLS	1			ONL	CRS	08/13/2018 - 10/05/2018	\$106.00 \$49.00	Lehman, C	
BUS 133 8A	BUSINESS COMMUNICATIONS	3	MW	10:30AM - 11:20AM	А	212	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Rodman, K	ENG 121, BUS 115, IT 119
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Rodman, K	ONE HOUR ONLINE COMPONENT
BUS 134 O	PERSONAL FINANCE	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lehman, C	
BUS 171 O	RECORDS MANAGEMENT	2			ONL	CRS	08/13/2018 - 12/14/2018	\$212.00 \$73.00	Lowery, A	
BUS 191 A	FINANCIAL ACCOUNTING	3	TR	8:00AM - 9:20PM	А	212	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Rodman, K	
BUS 191 B	FINANCIAL ACCOUNTING	3	MW	9:30AM - 10:20AM	А	212	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Rodman, K	
BUS 192 O	MANAGERIAL ACCOUNTING	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Rodman, K	BUS 191
BUS 234 O	OFFICE SYSTEMS MANAGEMENT	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Ellet, K	BUS 111 & ENG 121
BUS 236 O	SPREADSHEET APPLICATIONS	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Ellet, K	
BUS 276 O	MARKETING	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Ellet, K	
BUS 297 8A	BUSINESS LAW I	3	MW	9:30PM - 10:20PM	А	212	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Rodman, K	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Rodman, K	ONE HOUR ONLINE COMPONENT
CPR 113 A CPR 131 A CPR 131 A1 CPR 131 A2 CPR 131 A2	S HEARTSAVER 1ST AID W/CPR HEARTSAVER PEDIATRIC FIRST AID BASIC LIFE SUPPORT PROVIDER CPR BASIC LIFE SUPPORT PROVIDER CPR BASIC LIFE SUPPORT PROVIDER CPR IFIED NURSE ASSISTING	1 0.5 0.5 0.5 STINC 7	s s s TR	9:00AM - 5:30PM 8:00AM - 5:30PM 9:00AM - 5:30PM 9:00AM - 5:30PM 5:00PM - 9:00PM	G G G G CI	221 221 221 221 221 221 221	09/08/2018 - 09/15/2018 11/17/2018 - 11/17/2018 08/25/2018 - 08/25/2018 09/22/2018 - 09/22/2018 10/09/2018 - 10/11/2018	\$106.00 \$32.00 \$53.00 \$20.00 \$53.00 \$17.00 \$53.00 \$17.00 \$53.00 \$17.00	POTTS, T POTTS, T LOFTUS, R LOFTUS, R POTTS, T SCHREIFELS, A	MANDATORY ORIENTATION
	IISTRY		MW	10:00AM - 2:00PM	CI	124	08/13/2018 - 12/14/2018		SCHREIFELS, A	
CHEM 121 A	GEN CHEMISTRY	5	MWRF	9:30AM - 10:20AM	A	226	08/13/2018 - 12/14/2018	\$530.00 \$140.00	DOTSON, S	HS C/CHEM 123
			М	1:30PM - 4:20PM	A	133	08/13/2018 - 12/14/2018	\$530.00 \$140.00	DOTSON, S	LAB
CHEM 121 AE	B GEN CHEMISTRY	5	MWRF	9:30AM - 10:20AM	А	226	08/13/2018 - 12/14/2018	\$530.00 \$140.00	DOTSON, S	HS C/CHEM 123
			W	1:30PM - 4:20PM	A	133	08/13/2018 - 12/14/2018	\$530.00 \$140.00	DOTSON, S	LAB
CHEM 123 A	BASIC INORG/ORGAN. CHEMISTRY	4	MWF	8:30AM - 9:20AM	A	226	08/13/2018 - 12/14/2018	\$424.00 \$116.00	DOTSON, S	MATH 109
			Т	8:30AM - 10:20AM	А	133	08/13/2018 - 12/14/2018	\$424.00 \$116.00	DOTSON, S	LAB
CHEM 123 AE	B BASIC INORG/ORGAN. CHEMISTRY	4	MWF	8:30AM - 9:20AM	А	226	08/13/2018 - 12/14/2018	\$424.00 \$116.00	DOTSON, S	MATH 109
			Т	10:30AM - 12:20PM	А	133	08/13/2018 - 12/14/2018	\$424.00 \$116.00	DOTSON, S	LAB
CHEM 241 A	ORGANIC CHEMISTRY I	5	MWF T	11:30AM - 12:20PM 1:30PM - 5:20PM	A A	226 133	08/13/2018 - 12/14/2018 08/13/2018 - 12/14/2018	\$530.00 \$140.00 \$530.00 \$140.00	DOTSON, S DOTSON, S	CHEM 122 LAB

COAL MINING - COOPERATIVE PROGRAM OFFERED BY SIC & WABASH VALLEY COLLEGE

	en Title	Cuadita	Davia	Time e e	Lenstin	-	Start/Engl Data	Tuitian Free	la starrete a	Due versieite (Canadal Information
ubject Secti		Credits	Days	Times	Locatio	n	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
<u>COMN</u>	<u>IUNICATION</u>									
OM 121 8A	PRINCIPLES OF SPEAKING	3	MW	9:30AM - 10:20AM	E	204	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	ONE HOUR ONLINE COMPONEN
OM 121 8B	PRINCIPLES OF SPEAKING	3	MW	10:30AM - 11:20AM	E	204	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	ONE HOUR ONLINE COMPONEN
OM 121 8C	PRINCIPLES OF SPEAKING	3	TR	1:00PM - 1:50PM	E	204	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	ONE HOUR ONLINE COMPONEN
OM 121 80	PRINCIPLES OF SPEAKING	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	THEORY TAUGHT ONLINE
					TBA	TBA	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	SPEECHES ON CAMPUS
OM 121 801	M PRINCIPLES OF SPEAKING	3			ONL	CRS	10/09/2018 - 12/14/2018	\$318.00 \$97.00	Billman, T	THEORY TAUGHT ONLINE
					TBA	TBA	10/09/2018 - 12/14/2018	\$318.00 \$97.00	Billman, T	SPEECHES ON CAMPUS
M 122 8A	APPLIED FORENSICS I	3	W	1:30PM - 2:50PM	E	204	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	ONE HOUR ONLINE COMPONEN
DM 126 A	FORENSICS PRACTICUM	1	W	12:30PM - 1:20PM	E	212	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Billman, T	SPEECH TEAM MEMBERS
DM 128 A	FILM APPRECIATION	3	TR	10:00AM - 11:20AM	E	204	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Cummins, P	
OM 146 8A	BUSINESS AND PROFESSIONAL COMM.	3	М	1:30PM - 2:50PM	E	204	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cummins, P	1.5 HOUR ONLINE COMPONENT
OSN	IETOLOGY									
S 171 A	COSMETOLOGYTHEORYI	2	М	8:00AM - 10:30AM	В	130	08/13/2018 - 10/05/2018	\$212.00 \$48.00	Staff	THEORY, CONCURRENT WITH COS1
			т	8:00AM - 10:00AM	В	130	08/13/2018 - 10/05/2018	\$212.00 \$48.00	Staff	
S 172 A	COSMETOLOGY CLINIC I	5	М	10:30AM - 12:00PM	В	140	08/13/2018 - 10/05/2018	\$530.00 \$279.00	Staff	CLINIC; CONCURRENT WITH COS17
			М	12:00PM - 4:30PM	В	140	08/13/2018 - 10/05/2018	\$530.00 \$279.00	Staff	CLINIC
			Т	10:00AM - 12:00PM	В	140	08/13/2018 - 10/05/2018	\$530.00 \$279.00	Staff	
			т	1:00PM - 4:30PM	В	140	08/13/2018 - 10/05/2018	\$530.00 \$279.00	Staff	
			WRF	8:00AM - 4:30PM	В	140	08/13/2018 - 10/05/2018	\$530.00 \$279.00	Dunning, S	
OS 173 B	COSMETOLOGY THEORY II	3	М	8:00AM - 11:30AM	В	130	10/08/2018 - 12/14/2018	\$318.00 \$72.00	Staff	COS 171, 172
			т	8:00AM - 11:00AM	В	130	10/08/2018 - 12/14/2018	\$318.00 \$72.00	Staff	THEORY
OS 174 B	COSMETOLOGY CLINIC II	5	М	12:30PM - 4:30PM	В	140	10/08/2018 - 12/14/2018	\$530.00 \$260.00	Staff	COS 171, 172
			т	12:00PM - 4:30PM	В	140	10/08/2018 - 12/14/2018	\$530.00 \$260.00	Staff	CLINIC
			WRF	8:00AM - 4:30PM	В	140	10/08/2018 - 12/14/2018	\$530.00 \$260.00	Dunning, S	
	INAL JUSTICE									
J 112 O	INTRODUCTION TO CRIMINOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Staff	
J 115 O	CRIMINAL LAW I	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Taylor, K	
J 134 O	INTRODUCTION TO JUVENILE JUSTICE	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kemp, D	
IJ 136 O	INTRODUCTION TO CRIMINAL JUSTICE	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Reichert, S	
J 211 O	CRIMINAL LAW II	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Taylor, K	CRJ 115
J 214 O	PROBATION AND PAROLE	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Galli, P	
J 215 O	COURT PROCEDURES	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Galli, P	
216 A	LAW ENFORCEMENT INTERNSHIP	3			TBA	TBA	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Lees, M	
IFSF	EL TECHNOLOGY									
L 130 EQ	BASIC MECHANICAL SKILLS	3	MW	3:00PM - 5:20PM	Т	112	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Jones, C	HEAVY EQUIPMENT
L 130 EQ	BASIC MECHANICAL SKILLS BASIC MECHANICAL SKILLS	3	MW	3:00 – 5:20 p.m.	T	112	08/13/2018-12/14/2018	318.00 92.00	Jones, C	POWERSPORTS
		3	TR	3:00 – 5:20 p.m.	T					POWERSPORTS
SL 130 PS2	DADIC MILCHANICAL JIVILLD	3	1.14	5.00 - 5.20 p.m.	1	112	08/13/2018-12/14/2018	318.00 92.00	Jones, C	

DSL 130 TR	BASIC MECHANICAL SKILLS	3	TR	3:00PM - 5:20PM	Т	112	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Jones, C	HEAVY DUTY TRUCK
DSL 131 EQ	ENGINE ELECTRONICS I	3	TR	3:00PM - 4:50PM	Т	102	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Boots, R	HEAVY EQUIPMENT
DSL 131 PS1	ENGINE ELECTRONICS I	3	TR	3:00PM - 4:50PM	Т	102	08/13/2018-12/14/2018	318.00 92.00	Boots, R	POWERSPORTS
DSL 131 PS2	ENGINE ELECTRONICS I	3	MW	3:00PM - 4:50PM	Т	102	08/13/2018-12/14/2018	318.00 92.00	Boots, R	POWERSPORTS
DSL 131 TR	ENGINE ELECTRONICS I	3	MW	3:00PM - 4:50PM	Т	102	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Boots, R	HEAVY DUTY TRUCK
DSL 133 EQ	PREVENTATIVE MAINTENANCE	4	TWRF	8:00AM - 9:50AM	Т	112	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Jones, C	HEAVY EQUIPMENT
DSL 157 EQ	BASIC INTERNAL COMBUSTION ENGINE	3	MTWRF	8:00AM - 8:50AM	Т	101	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Lindhorst, R	HEAVY EQUIPMENT
DSL 157 PS1	BASIC INTERNAL COMBUSTION ENGINE	3	MTWRF	8:00AM – 8:50 AM	Т	101	08/13/2018-12/14/2018	318.00 92.00	Lindhorst, R	POWERSPORTS
DSL 157 PS2	BASIC INTERNAL COMBUSTION ENGINE	3	MTWRF	9:00AM – 9:50AM	Т	101	08/13/2018-12/14/2018	318.00 92.00	Lindhorst, R	POWERSPORTS
DSL 157 TR	BASIC INTERNAL COMBUSTION ENGINE	3	MTWRF	9:00AM - 9:50AM	Т	101	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Lindhorst, R	HEAVY DUTY TRUCK
DSL 158 EQ	HYDRAULICS I	3	Μ	11:00AM - 11:50AM	Т	112	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Jones, C	HEAVY EQUIPMENT
			WF	10:00AM - 11:50AM	Т	112	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Jones, C	HEAVY EQUIPMENT
DSL 158 TR	HYDRAULICS I	3	Μ	11:00AM - 11:50AM	Т	112	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Jones, C	HEAVY DUTY TRUCK
			TR	10:00AM - 11:50AM	Т	112	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Jones, C	HEAVY DUTY TRUCK
DSL 230 TR	DIESEL BRAKES	4	MW	10:00AM - 12:20PM	Т	101	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Lindhorst, R	HEAVY DUTY TRUCK
DSL 233 EQ	ELECTRICAL DIAGNOSIS	5	М	8:00AM - 9:50AM	Т	102	08/13/2018 - 12/14/2018	\$530.00 \$140.00	Boots, R	DSL 131+132/EQUIPMENT
			TWR	10:00AM - 11:50AM	Т	102	08/13/2018 - 12/14/2018	\$530.00 \$140.00	Boots, R	DSL 131+132/EQUIPMENT
DSL 233 TR	ELECTRICAL DIAGNOSIS	5	MTWR	8:00AM - 9:50AM	Т	102	08/13/2018 - 12/14/2018	\$530.00 \$140.00	Boots, R	DSL 131+132/HVY DUTY TRUCK
DSL 234 TR	TRUCK TRANSMISSIONS & DRIVE TRAINS	4	TR	10:00AM - 12:20PM	Т	101	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Lindhorst, R	HEAVY DUTY TRUCK
DSL 276 EQ	DIESEL FUEL SYSTEMS	3	TR	1:00PM - 2:50PM	Т	101	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Lindhorst, R	DSL 275/EQUIPMENT
DSL 276 TR	DIESEL FUEL SYSTEMS	3	TW	1:00PM - 2:50PM	Т	101	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Lindhorst, R	DSL 275/HEAVY DUTY TRUCK
DSL 277 EQ	POWER TRAIN FUNDAMENTALS	3	MW	3:00PM - 5:20PM	Т	101	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Bishop, T	HEAVY EQUIPMENT

EARLY CHILDHOOD EDUCATION Students must have the required criminal background check on file prior to being placed in a school setting. Failure to comply will result in the student being dropped from the course.

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ECE 115 O	INFANT-TODDLER DEVELOPMENT AND CARE	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
ECE 121 O	INTRODUCTION TO ECE	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
ECE 141 8A	CHILD DEVELOPMENT	3	М	12:30PM - 2:20PM	А	222	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	ONE HOUR ONLINE COMPONENT
ECE 141 O	CHILD DEVELOPMENT	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
ECE 142 8A	HEALTH, SAFETY & NUTRITION	3	Т	12:30PM - 2:20PM	А	222	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	ONE HOUR ONLINE COMPONENT
ECE 142 O	HEALTH, SAFETY & NUTRITION	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
ECE 220 O	PRACTICUM I	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	King, D	CONSENT & CRIM BACKGROUND CHK
ECE 221 O	PRACTICUM II	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	King, D	CONSENT & DCFS BACKGROUND CHK
ECE 240 O	MATH AND SCIENCE METHODS	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
ECE 299 O	DIRECTOR PRACTICUM	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	King, D	CONSENT & CRIM BACKGROUND CHK

ECONOMICS

ECON 121 O INTRODUCTION TO MACROECONOMICS	3	ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Gladfelter, J
ECON 121 OM INTRODUCTION TO MACROECONOMICS	3	ONL	CRS	09/10/2018 - 11/05/2018	\$318.00 \$97.00	Gladfelter, J

EDUCATION

Students must	have the required criminal background check on fi	le prior to being placed in a school s	etting. Failure to comply wi	ill result i	n the student being dropped fron	n the course.		
EDUC 141 O	INTRODUCTION TO EDUCATION	3	ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	REQUIRED CRIM BACKGROUND CHECK
EDUC 226 O	STUDENTS WITH SPECIAL NEEDS	3	ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Hall, G	
EDUC 228 O	DIVERSITY OF SCHOOLS AND SOCIETY	3	ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	King, D	
EDUC 280 O	SELECTED TOPICS IN EDUCATION	1	ONL	CRS	08/13/2018 - 10/05/2018	\$106.00 \$49.00	King, D	

	LETE SCHEDULE OF C								lusses begin	August 13, 2018
ubject Section		Credits	Days	Times	Locatio	n	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
<u>EMPL</u>	OYMENT SKILLS									
MP 111 O	JOB SKILLS DEVELOPMENT	1			ONL	CRS	10/09/2018 - 12/14/2018	\$106.00 \$49.00	Lehman, C	
NER	GY									
NGY 111 O	INTRODUCTION TO BIOFUELS	3			ONL	CRS	08/12/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 111 O1	INTRODUCTION TO BIOFUELS	3			ONL	CRS	08/12/2018 - 10/06/2018	\$318.00 \$97.00	Loesche, R	
NGY 111 O2	INTRODUCTION TO BIOFUELS	3			ONL	CRS	10/07/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 113 O	PLANT MAINTENANCE	3			ONL	CRS	08/12/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 113 O1	PLANT MAINTENANCE	3			ONL	CRS	08/12/2018 - 10/06/2018	\$318.00 \$97.00	Loesche, R	
NGY 113 O2	PLANT MAINTENANCE	3			ONL	CRS	10/07/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 115 O	AGRICULTURE WASTES TO BIOFUELS	1			ONL	CRS	08/12/2018 - 09/08/2018	\$106.00 \$49.00	Loesche, R	
NGY 115 O2	AGRICULTURE WASTES TO BIOFUELS	1			ONL	CRS	10/07/2018 - 11/03/2018	\$106.00 \$49.00	Loesche, R	
NGY 131 O	BIODIESEL PRODUCTION	3			ONL	CRS	08/12/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 131 O1	BIODIESEL PRODUCTION	3			ONL	CRS	08/12/2018 - 10/06/2018	\$318.00 \$97.00	Loesche, R	
NGY 131 O2	BIODIESEL PRODUCTION	3			ONL	CRS	10/07/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 151 O	ETHANOL PRODUCTION	3			ONL	CRS	08/12/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 151 O1	ETHANOL PRODUCTION	3			ONL	CRS	08/12/2018 - 10/06/2018	\$318.00 \$97.00	Loesche, R	
NGY 151 O2	ETHANOL PRODUCTION	3			ONL	CRS	10/07/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 211 O	BIOFUELS SYSTEM TECHNOLOGY	3			ONL	CRS	08/12/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 211 O1	BIOFUELS SYSTEM TECHNOLOGY	3			ONL	CRS	08/12/2018 - 10/06/2018	\$318.00 \$97.00	Loesche, R	
NGY 211 O2	BIOFUELS SYSTEM TECHNOLOGY	3			ONL	CRS	10/07/2018 - 12/14/2018	\$318.00 \$97.00	Loesche, R	
NGY 213 O	ALGAE FEEDSTOCKS	1			ONL	CRS	08/12/2018 - 09/08/2018	\$106.00 \$49.00	Loesche, R	ENGY 111, 131, 151
NGY 213 O2	ALGAE FEEDSTOCKS	1			ONL	CRS	10/07/2018 - 11/03/2018	\$106.00 \$49.00	Loesche, R	ENGY 111, 131, 151
ENGL	ISH									
NG 101 8A	READING/WRITING IMPROVEMENT	3	MW	8:30AM - 9:20AM	В	104	08/13/2018 - 12/14/2018	\$318.00 \$97.00	McClusky, K	PLACEMENT TEST
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	McClusky, K	ONE HOUR ONLINE COMPONEN
NG 105 Z	INTRODUCTION TO COLLEGE WRITING	1	MW	9:50AM - 10:20AM	А	116	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Billman, J	PLACEMENT TEST
NG 109 8A	INTEGRATED READING & WRITING	4	MW	9:30AM - 10:20AM	В	104	08/13/2018 - 12/14/2018	\$424.00 \$121.00	McClusky, K	PLACEMENT TEST
					ONL	HYB	08/13/2018 - 12/14/2018	\$424.00 \$121.00	McClusky, K	TWO HOUR ONLINE COMPONEN
NG 109 O	INTEGRATED READING & WRITING	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Sirach, K	PLACEMENT TEST
NG 121 8B	RHETORIC & COMPOSITION I	3	MW	10:30AM - 11:20AM	E	203	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Roehm-Scheffer, J	ACCUPLACER SCORE AT LEAST 7
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Roehm-Scheffer, J	ONE HOUR ONLINE COMPONEN
NG 121 8F	RHETORIC & COMPOSITION I	3	MW	11:30AM - 12:20PM	E	203	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Roehm-Scheffer, J	ACCUPLACER SCORE AT LEAST 7
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Roehm-Scheffer, J	ONE HOUR ONLINE COMPONEN
NG 121 8G	RHETORIC & COMPOSITION I	3	Т	1:00PM - 2:20PM	A	116	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	ACCUPLACER SCORE AT LEAST 7
					ONL	НҮВ	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	1.5 HOUR ONLINE COMPONENT
NG 121 8H	RHETORIC & COMPOSITION I	3	т	10:00AM - 11:20AM	E	203	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	ACCUPLACER SCORE AT LEAST 7
		-			ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	1.5 HOUR ONLINE COMPONENT
NG 121 A	RHETORIC & COMPOSITION I	3	MWF	10:30AM - 11:20AM	В	202	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Blair, B	ACCUPLACER SCORE AT LEAST 7
NG 121 DA	RHETORIC & COMPOSITION I	3	MWF	9:30AM - 10:20AM	A	117	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Blair, B	ACCUPLACER SCORE AT LEAST 7
	RHETORIC & COMPOSITION I	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Billman, J	ACCUPLACER SCORE AT LEAST 7
NG 121 O					ONL	CRS	10/09/2018 - 12/14/2018	\$318.00 \$97.00	Roehm-Scheffer, J	ACCUPLACER SCORE AT LEAST 7
	RHETORIC & COMPOSITION I	3								
NG 121 O NG 121 OM NG 121 Z	RHETORIC & COMPOSITION I RHETORIC & COMPOSITION I	3	MW	8:30AM - 9:50AM	A	116	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Billman, J	PLACEMENT TEST

ENG 122 O	RHETORIC & COMPOSITION II	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Parish, R	ENG 121
ENG 122 O2	RHETORIC & COMPOSITION II	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Parish, R	ENG 121
ENG 243 8A	INTRO TO DRAMA	3	MW	10:30AM - 11:20AM	F	THTR	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kimball, A	ENG 121 & ENG 122 OR CONSENT
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kimball, A	ONE HOUR ONLINE COMPONENT
ENG 245 O	WORLD LITERATURE	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Smith, C	ENG 121 & 122 OR CONSENT
ENG 280 A	SELECTED TOPICS IN LITERATURE	1	W	12:30PM - 1:20PM	В	202	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Blair, B	
FAMII	LY & CONSUMER S	CIEN	CE							
FCS 124 O	INTRODUCTION TO NUTRITION	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Beal, S	
FOOD	SERVICE SANITAT									
FOS 112 A	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	A	116	08/04/2018 - 08/04/2018	\$53.00 \$57.00	Hostert, T	
FOS 112 B	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	A	116	09/22/2018 - 09/22/2018	\$53.00 \$57.00	Hostert, T	
FOS 112 C	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	A	116	10/20/2018 - 10/20/2018	\$53.00 \$57.00	Hostert, T	
FOS 112 D	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	A	116	12/08/2018 - 12/08/2018	\$53.00 \$57.00	Hostert, T	
105 112 0		0.5	5	0.007101 1.001101		110	12,00,2010 12,00,2010	<i>455.00 457.00</i>	hostert, i	
GOVE	RNMENT									
GOVT 121 8A	AMERICAN GOVERNMENT	3	MW	9:30AM - 10:20AM	В	106	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	ONE HOUR ONLINE COMPONENT
GOVT 121 8B	AMERICAN GOVERNMENT	3	TR	10:30AM - 11:20AM	В	106	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	ONE HOUR ONLINE COMPONENT
GOVT 121 ON	1 AMERICAN GOVERNMENT	3			ONL	CRS	09/10/2018 - 11/05/2018	\$318.00 \$97.00	Lees, M	
GRAP	PHICS									
GRAP 121 E	ENGINEERING GRAPHICS I	3	WR	5:00PM - 7:50PM	G	116	08/13/2018 - 12/14/2018	\$318.00 \$122.00	Pietsch, C	
<u>HEAL</u>	TH OCCUPATIONS									
HLTH 118 E	INTRODUCTION TO PHLEBOTOMY	3	MW	5:00PM - 8:00PM	Т	229	10/08/2018 - 12/14/2018	\$318.00 \$132.00	Wilson, A	
HLTH 150 8E	PHARMACY TECHNICIAN PREPARATION	7	W	4:30PM - 7:30PM	Т	220	08/13/2018 - 12/14/2018	\$742.00 \$308.00	Pappenfuss, R	
					ONL	CRS	08/13/2018 - 12/14/2018	\$742.00 \$308.00	Pappenfuss, R	ONE HOUR ONLINE COMPONENT
HISTO	ORY									
HIST 121 A	HIST OF WESTERN CIVILIZ TO 1648	3	MWF	10:30AM - 11:20AM	В	105	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Rea, S	
HIST 141 A	HISTORY OF LATIN AMERICA	3	TR	11:30AM - 12:50PM	B	105	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Rea, S	
HIST 241 A	AMER HIST I	3	MWF	11:30AM - 12:20PM	B	105	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Rea, S	
HIST 242 A	AMER HIST II	3	MWF	8:30AM - 9:20AM	B	105	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Rea, S	
HIST 242 O	AMER HIST II	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Rea, S	
HYGI	ENE									
		2		1.00014 2.00014	6	205	00/12/2010 12/14/2010	¢212.00.¢40.00	Tetter	
HYG 113 A		2	Т	1:00PM - 3:00PM	G	205	08/13/2018 - 12/14/2018	\$212.00 \$48.00	Totten, J	
HYG 121 O	SCIENCE OF PERSONAL HEALTH	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Stockhowe, S	
HYG 121 02	SCIENCE OF PERSONAL HEALTH	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Staff	

				FALL SEMES					Ţ	n August 13, 2018
ubject Section	on Title	Credits	Days	Times	Locatio	n	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
NFO	RMATION TECHNO	LOGY								
119 8B	BASIC SOFTWARE APPLICATIONS	3	MW	2:30PM - 3:20PM	В	224	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Ledbetter, K	REQ. MICROSOFT WINDOWS/OFFI
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Ledbetter, K	ONE HOUR ONLINE COMPONENT
119 A	BASIC SOFTWARE APPLICATIONS	3	MWF	1:30PM - 2:20PM	В	224	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Ledbetter, K	REQ. MICROSOFT WINDOWS/OFF
119 O	BASIC SOFTWARE APPLICATIONS	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Ledbetter, K	REQ. MICROSOFT WINDOWS/OFF
153 A	IT ESSENTIALS I	4	MW	8:30AM - 10:20AM	G	212	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Reed, M	
155 8A	FUNDAMENTALS OF UNIX	4	TR	8:30AM - 9:50AM	G	212	08/13/2018 - 12/14/2018	\$424.00 \$166.00	Reed, M	
					ONL	HYB	08/13/2018 - 12/14/2018	\$424.00 \$166.00	Reed, M	ONE-HOUR ONLINE COMPONENT
171 8A	INTRODUCTION TO GAME DESIGN	3	TR	1:30PM - 2:20PM	G	212	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Reed, M	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Reed, M	ONE-HOUR ONLINE COMPONENT
173 8A	PROGRAMMING I	3	MW	10:30AM - 11:50AM	B	224	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Wang, C	
175 0/1		5		10.50/101 11.50/101	ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Wang, C	ONE-HOUR ONLINE COMPONENT
196 8A	COMPUTER SECURITY II	4	MW	1:00PM - 2:20PM	G	212	08/13/2018 - 12/14/2018	\$424.00 \$182.00	Reed, M	
150 0/		7	10100	1.001 11 2.201 11	ONL	HYB	08/13/2018 - 12/14/2018	\$424.00 \$182.00	Reed, M	ONE-HOUR ONLINE COMPONENT
215 A	NETWORK FUNDAMENTALS	4	TR	10:00AM - 11:50AM	G	212	08/13/2018 - 12/14/2018	\$424.00 \$182.00	Reed, M	ONE-HOOR ONEINE COMPONENT
215 A 216 O	ROUTER THEORY AND TECHNOLOGY	4	IN	10.00AW - 11.30AW	ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$141.00		IT 215
		4							Reed, M	
218 O					ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$166.00	Reed, M	IT 215
219 O	LAN SWITCHING AND WIRELESS	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Reed, M	IT 215
230 A	INTERNSHIP	2			TLO	OJT	08/13/2018 - 12/14/2018	\$212.00 \$48.00	Reed, M	INSTRUCTOR CONSENT
230 B	INTERNSHIP	3			OJT	TLO	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Reed, M	INSTRUCTOR CONSENT
230 C	INTERNSHIP	4			TLO	OJT	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Reed, M	INSTRUCTOR CONSENT
IASS	AGE THERAPY									
T 110 X	INTRODUCTION TO MASSAGE THERAPY	3	MW	9:00AM - 12:00PM	CI	123	08/13/2018 - 10/05/2018	\$318.00 \$72.00	Staff	
T 111 X	MASSAGE THERAPY ANATOMY	3	М	9:00AM - 12:00PM	CI	123	10/09/2018 - 12/14/2018	\$318.00 \$101.00	Staff	
			W	9:00AM - 1:00PM	CI	103	10/09/2018 - 12/14/2018	\$318.00 \$101.00	Staff	LAB
	EMATICS									
ATH 101 E	MATH IMPROVEMENT	2	MW	4:30PM - 5:20PM	A	230	08/13/2018 - 12/14/2018	\$212.00 \$24.00	Chambers, D	
ATH 106 A	BEGINNING ALGEBRA	4	TR	9:30AM - 11:20AM	A	229	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Householder, P	MATH 101
ATH 106 E	BEGINNING ALGEBRA	4	MW	5:30PM - 7:20PM	A	230	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Chambers, D	MATH 101
ATH 109 A	INTERMEDIATE ALGEBRA	4	MTWR	11:30AM - 12:20PM	A	231	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Harbison, J	MATH 106
ATH 109 E	INTERMEDIATE ALGEBRA	4	TR	5:00PM - 6:50PM	A	229	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Appel, J	MATH 106
ATH 128 A	COLLEGE ALGEBRA	4	TR	12:00PM - 1:50PM	A	229	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Householder, P	MATH 108 & MATH 109
ATH 141 8B	STATISTICS	4	W	1:30PM - 3:20PM	Α	231	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Harbison, J	MATH 128-C OR BETTER
					ONL	HYB	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Harbison, J	TWO HOUR ONLINE COMPONEN
ATH 141 A	STATISTICS	4	MW	8:30AM - 10:20AM	Α	231	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Harbison, J	MATH 128-C OR BETTER
ATH 143 A	APPLIED CALCULUS	4	MTR	1:30PM - 2:20PM	А	230	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Martin, K	MATH 128-C OR BETTER
			F	11:30AM - 12:20PM	А	230	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Martin, K	
ATH 144 A	HEART OF MATHEMATICS	4	TR	8:30AM - 10:20AM	A	231	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Harbison, J	MATH 109-C OR BETTER
ATH 144 B	HEART OF MATHEMATICS	4	TR	1:30PM - 3:20PM	A	231	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Harbison, J	MATH 109-C OR BETTER
ATH 144 0	HEART OF MATHEMATICS	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Harbison, J	MATH 109-C OR BETTER
ATH 144 0	OCCUPATIONAL MATH	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Appel, J	MATH 109-C OK BETTER MATH 101
ATH 161 A	PRE-CALCULUS	4	MTRF	8:00AM - 8:50AM	A	230	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Martin, K	HS MATH 4/MATH 108 & 128
ATH 161 A	PRE-CALCULUS	4	MTRF		A	230				
		•		10:30AM - 11:20AM			08/13/2018 - 12/14/2018	\$424.00 \$96.00	Martin, K	HS MATH 4/MATH 108 & 128
ATH 165 8A	SCIENTIFIC PROGRAMMING	3	M	10:30AM - 11:50AM	В	224	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Wang, C	MATH 162
			W	10:30AM - 11:50AM	В	224	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Wang, C	LAB
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$117.00	Wang, C	ONE HOUR ONLINE COMPONEN
ATH 204 A	ALGEBRAIC AND ARITHMETIC SYSTEMS	4	MTWR	2:00PM - 2:50PM	Α	229	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Appel, J	MATH 109-C OR BETTER
ATH 221 A	CALCULUS AND ANALYTIC GEOMETRY II	5	MTWRF	9:30AM - 10:20AM	А	230	08/13/2018 - 12/14/2018	\$530.00 \$120.00	Martin, K	MATH 162 - C OR BETTER

MINING TECHNOLOGY* - COOPERATIVE PROGRAM OFFERED BY SIC & WABASH VALLEY COLLEGE

*MINING TEC	HNOLOGY - Cooperative Program with Wabash Val	ley College	This schedul	e is subject to change. Ca	ll Kimberly	Oliver at 61	8-252-5400, ext. 2360, or email at oliverk	@iecc.edu for class confirmation & registration informatio	n.
CMT 1230	First Aid	4	М	8:00AM - 12:00PM	G	113	08/13/2018 - 12/14/2018	Staff	

CMT 1250	Ventilation	4	М	1:00PM - 5:00PM	G	113	08/13/2018 - 12/14/2018	Staff
CMT 2230	Hydraulics I	4	Т	8:00AM -12:00PM	G	113	08/13/2018 - 12/14/2018	Staff
CMT 2250	Electrical I	4	Т	1:00PM - 5:00PM	G	113	08/13/2018 - 12/14/2018	Staff

MUSIC

NUSI										
JS 121 8A	MUSIC APPRECIATION	3	MW	1:30PM - 2:20PM	F	110	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Garmane, C	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Garmane, C	ONE HOUR ONLINE COMPONENT
S 121 O	MUSIC APPRECIATION	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Garmane, C	
S 124 A	PRIVATE APPLIED MUSIC I	1			F	116	08/13/2018 - 12/14/2018	\$106.00 \$119.00	Staff	DEPT PERMISSION
IS 125 A	PRIVATE APPLIED MUSIC II	1			F	116	08/13/2018 - 12/14/2018	\$106.00 \$119.00	Staff	DEPT PERMISSION
US 141 E	CHORUS	1	Т	6:00PM - 7:50PM	F	110	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Green, T	
US 142 E	CHORUS II	1	Т	6:00PM - 7:50PM	F	110	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Green, T	
IUS 143 E	CHORUS III	1	Т	6:00PM - 7:50PM	F	110	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Green, T	
US 144 E	CHORUS IV	1	т	6:00PM - 7:50PM	F	110	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Green, T	
IUS 145 E	GOSPEL CHOIR	1	R	3:00PM - 4:50PM	F	110	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Garmane, C	
US 147 E	GOSPEL CHOIR II	1	R	3:00PM - 4:50PM	F	110	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Garmane, C	
IUS 181 A	THEORY OF MUSIC I	4	TR	11:30AM - 1:20PM	F	110	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Garmane, C	
IUS 222 OM	FUNDAMENTALS OF MUSIC	3		11.50/101 1.201	ONL	CRS	10/09/2018 - 12/14/2018	\$318.00 \$97.00	Garmane, C	
IUS 280 A	SELECTED TOPICS IN MUSIC	3			F	110	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Garmane, C	DEPT PERMISSION
1US 281 A	THEORY OF MUSIC III	4	TR	11:30AM - 1:20PM	F	110	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Garmane, C	MUS 182 OR EQUIVALENT
103 201 A		4	IN	11.30AW - 1.20FW	Г	110	00/13/2018 - 12/14/2018	\$424.00 \$90.00	Garmane, C	MUS 182 ON EQUIVALENT
NURS	ING - ADN									
DN 270 A	MED-SURG NURSING I	4	W	8:30AM - 3:30PM	Т	230	09/27/2018 - 12/14/2018	\$424.00 \$156.00	Lampley, K	
			TF	7:00AM - 4:30PM	CLN	CLN	09/27/2018 - 12/14/2018	\$424.00 \$156.00	Lampley, K	CLINICAL
			TF	7:00AM - 4:30PM	CLN	CLN	09/27/2018 - 12/14/2018	\$424.00 \$156.00	Moore, S	CLINICAL
DN 271 A	MED-SURG NURSING II	4	М	8:30AM - 12:30PM	Т	230	08/13/2018 - 09/26/2018	\$424.00 \$134.00	Moore, S	
			R	8:30AM - 4:30PM	Т	230	08/13/2018 - 09/26/2018	\$424.00 \$134.00	Lampley, K	LAB
			W	12:30PM - 4:30PM	Т	230	08/13/2018 - 09/26/2018	\$424.00 \$134.00	Moore, S	
			R	8:30AM - 4:30PM	т	230	08/13/2018 - 09/26/2018	\$424.00 \$134.00	Moore, S	LAB
DN 273 A	OBSTETRICAL NURSING	2.5	М	8:30AM - 12:30PM	т	230	09/27/2018 - 12/14/2018	\$265.00 \$70.00	Moore, S	
			R	7:00AM - 4:30PM	CLN	CLN	09/27/2018 - 12/14/2018	\$265.00 \$70.00	Lampley, K	CLINICAL
			F	8:00AM - 4:30PM	т	230	09/27/2018 - 12/14/2018	\$265.00 \$70.00	Lampley, K	LAB
			т	8:30AM - 2:30PM	т	230	08/13/2018 - 09/25/2018	\$265.00 \$70.00	Lampley, K	
DN 274 A	PEDIATRIC NURSING	2.5	F	7:30AM - 4:30PM	CLN	CLN	08/13/2018 - 09/25/2018	\$265.00 \$70.00	Lampley, K	CLINICAL
511 27 1 71		210	•	8:30AM - 4:30PM	T	230	08/13/2018 - 09/25/2018	\$265.00 \$70.00	Lampley, K	LAB
			F	8:30AM - 4:30PM	T	230	08/13/2018 - 09/25/2018	\$265.00 \$70.00	Moore, S	LAB
			F	7:30AM - 4:30PM	CLN	CLN	08/13/2018 - 09/25/2018	\$265.00 \$70.00	Moore, S	CLINICAL
			1	7.50/101 4.50/101	CLIN	CEN	00/15/2010 05/25/2010	\$205.00 \$70.00	100010, 5	CEINCAE
NURS	ING - PN									
NUR 151 A	NUTRITION THROUGHOUT THE LIFESPAN	2	F	8:30AM - 12:30PM	Т	217	10/08/2018 - 12/14/2018	\$212.00 \$48.00	Knight, B	NUR 170, 173
IUR 151 B	NUTRITION THROUGHOUT THE LIFESPAN	2		8:30AM - 12:30PM	Т	217	10/08/2018 - 12/14/2018	\$212.00 \$48.00	Knight, B	NUR 170, 173
IUR 153 8A	MEDICATION CALCULATIONS	4		10 20111 10 2021	ONL	HYB	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Murphy, A	TWO HOUR ONLINE COMPONEN
IUR 153 O	MEDICATION CALCULATIONS	4	W	10:30AM - 12:30PM	T ONL	220 CRS	08/13/2018 - 12/14/2018 08/13/2018 - 12/14/2018	\$424.00 \$121.00 \$424.00 \$121.00	Murphy, A Dixon, S	
UR 153 U UR 170 A	PRACTICAL NURSING BASIC PROCEDURES	4	W	8:30AM - 11:30AM	T	217	08/13/2018 - 12/14/2018 08/13/2018 - 10/05/2018	\$424.00 \$121.00 \$318.00 \$296.00	McConnell, K	ACCEPTANCE TO PN PROGRAM
		5	MR	8:30AM - 4:30PM	T	217	08/13/2018 - 10/05/2018	\$318.00 \$296.00	Knight, B	LAB
			MR	8:30AM - 4:30PM	т	224	08/13/2018 - 10/05/2018	\$318.00 \$296.00	McConnell, K	LAB
			MR	8:30AM - 4:30PM	Т	224	08/13/2018 - 10/05/2018	\$318.00 \$296.00	Staff	LAB
					_	217	00/12/2010 10/06/2010	\$318.00 \$296.00	MaCannall K	ACCEPTANCE TO DNI DDOCDANA
IUR 170 B	PRACTICAL NURSING BASIC PROCEDURES	3	W	8:30AM - 11:30AM	Т	217	08/13/2018 - 10/06/2018		McConnell, K	ACCEPTANCE TO PN PROGRAM
NUR 170 B	PRACTICAL NURSING BASIC PROCEDURES	3	W MR MR	8:30AM - 11:30AM 8:30AM - 4:30PM 8:30AM - 4:30PM	T T T	217 224 224	08/13/2018 - 10/06/2018 08/13/2018 - 10/06/2018 08/13/2018 - 10/06/2018	\$318.00 \$296.00 \$318.00 \$296.00 \$318.00 \$296.00	McConnell, K Knight, B McConnell, K	LAB LAB

bject Sectio	n Title	Credits	Days	Times	Locatio	n	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
JR 171 A	PRACTICAL NUR PRINCIPLES & PROC I	3	W	8:30AM - 11:30AM	Т	217	10/08/2018 - 12/14/2018	\$318.00 \$267.00	McConnell, K	NUR 170, 173
			MR	8:30AM - 4:30PM	Т	224	10/08/2018 - 12/14/2018	\$318.00 \$267.00	Knight, B	LAB
			W	8:30AM - 11:30AM	Т	217	10/08/2018 - 12/14/2018	\$318.00 \$267.00	McConnell, K	NUR 170
			MR	8:30AM - 4:30PM	Т	224	10/08/2018 - 12/14/2018	\$318.00 \$267.00	Knight, B	LAB
JR 172 A	PRACTICAL NUR PRINCIPLES & PROC II	4	Т	8:30AM - 11:30AM	Т	217	08/13/2018 - 12/14/2018	\$424.00 \$134.00	Murphy, A	ACCEPTANCE TO PN PROGRAM
			Т	1:00PM - 4:00PM	Т	224	08/13/2018 - 12/14/2018	\$424.00 \$134.00	Dixon, S	LAB
			Т	1:00PM - 4:00PM	Т	224	08/13/2018 - 12/14/2018	\$424.00 \$134.00	Knight, B	
R 172 B	PRACTICAL NUR PRINCIPLES & PROC II	4	Т	8:30AM - 11:30AM	Т	217	08/13/2018 - 12/14/2018	\$424.00 \$134.00	Murphy, A	ACCEPTANCE TO PN PROGRAM
			Т	1:00PM - 4:00PM	Т	224	08/13/2018 - 12/14/2018	\$424.00 \$134.00	Dixon, S	LAB
			Т	1:00PM - 4:00PM	Т	224	08/13/2018 - 12/14/2018	\$424.00 \$134.00	Knight, B	
R 173 A	PRACTICAL NUR PRINCIPLES & PROC III	2	F	8:30AM - 12:30PM	Т	217	08/13/2018 - 10/05/2018	\$212.00 \$165.00	Knight, B	ACCEPTANCE TO PN PROGRAM
							08/13/2018 - 10/05/2018	\$212.00 \$165.00	Murphy, A	
JR 173 B	PRACTICAL NUR PRINCIPLES & PROC III	2	F	8:30AM - 12:30PM	Т	217	08/13/2018 - 10/05/2018	\$212.00 \$124.40	Knight, B	ACCEPTANCE TO PN PROGRAM
							08/13/2018 - 10/05/2018	\$212.00 \$124.40	Murphy, A	
JR 195 A	MEDICAL TERMINOLOGY	3	Т	9:00AM - 11:50AM	Т	220	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Knight, B	
IR 195 O	MEDICAL TERMINOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Hess, E	

OUTR 111 E	RECREATION FOUNDATIONS	3	TR	6:00 - 7:20 P.M.	MC B 202	08/13/2018-12/14/2018	\$318.00 \$72.00	Armstrong, A	
OUTR 131 E	LEADERSHIP IN OUTDOOR RECREATION	3	MW	6:00 - 7:20 P.M.	MC B 202	08/13/2018-12/14/2018	\$318.00 \$72.00	Armstrong, A	OUTR 111 OR CONSENT
OUTR 170 A	BASIC ARCHERY	1	S	10:00 - 11:50 A.M.	MC ARCH RNG	08/13/2018-12/14/2018	\$106.00 \$24.00	Armstrong, A	
OUTR 172 A	ADVANCED ARCHERY	1	S	10:00 - 11:50 A.M.	MC ARCH RNG	08/13/2018-12/14/2018	\$106.00 \$24.00	Armstrong, A	OUTR 170 & 171
OUTR 235 A	INDOOR ARCHERY FUNDAMENTALS	1	S	8:00 - 9:50 A.M.	MC ARCH RNGI	08/13/2018-12/14/2018	\$106.00 \$24.00	Armstrong, A	ARCHERY TEAM MEMBERS
OUTR 237 A	INDOOR ARCHERY ADVANCED	1	S	8:00 - 9:50 A.M.	MC ARCH RNGI	08/13/2018-12/14/2018	\$106.00 \$24.00	Armstrong, A	OUTR 235 & 236

PHILOSOPHY

PHIL 121 A INTRO TO PHILOSOPHY 3 MWF 8:30AM - 9:20AM E 203 08/13/2018 - 12/14/2018 \$318.00 \$72.00 Smith
PHIL 121 B INTRO TO PHILOSOPHY 3 MWF 9:30AM - 10:20AM E 203 08/13/2018 - 12/14/2018 \$318.00 \$72.00 Smith
PHIL 121 O INTRO TO PHILOSOPHY 3 ONL CRS 08/13/2018 - 12/14/2018 \$318.00 \$97.00 Linz,
PHIL 122 A FUNDAMENTALS OF LOGIC 3 TR 1:00PM - 2:20PM E 203 08/13/2018 - 12/14/2018 \$318.00 \$72.00 Smith

PHYSICAL EDUCATION

PE 146 A	WOMEN'S TEAM SOFTBALL II	2	MTWRF		С	GYM	08/13/2018 - 12/14/2018	\$212.00 \$53.00	Calcaterra, M	TEAM MEMBERS ONLY
PE 165 A	WOMEN'S TEAM BASKETBALL II	2	MTWRF		С	GYM	08/13/2018 - 12/14/2018	\$212.00 \$53.00	Kenner, S	TEAM MEMBERS ONLY
PE 183 A	AEROBIC FITNESS EXERCISE	1	MTWRFS		С	205	08/13/2018 - 12/14/2018	\$106.00 \$44.00	Kenner, S	
PE 183 B	AEROBIC FITNESS EXERCISE	1	MTWRFS		С	205	10/09/2018 - 12/14/2018	\$106.00 \$44.00	Kenner, S	
PE 184 A	AEROBIC FITNESS EXERCISE II	1	MTWRFS		С	205	08/13/2018 - 12/14/2018	\$106.00 \$44.00	Kenner, S	
PE 184 B	AEROBIC FITNESS EXERCISE II	1	MTWRFS		С	205	10/09/2018 - 12/14/2018	\$106.00 \$44.00	Kenner, S	
PE 185 A	AEROBIC FITNESS EXERCISE III	1	MTWRFS		С	205	08/13/2018 - 12/14/2018	\$106.00 \$44.00	Kenner, S	
PE 186 A	AEROBIC FITNESS EXERCISE IV	1	MTWRFS		С	205	08/13/2018 - 12/14/2018	\$106.00 \$44.00	Kenner, S	
PE 189 X	FITNESS THROUGH WALKING II	0.5	MW	5:00AM - 5:50AM	CIHS	CLS	08/13/2018 - 12/14/2018	\$53.00 \$12.00	King, R	
PE 189 X2	FITNESS THROUGH WALKING II	0.5	MW	6:00AM - 6:50AM	CIHS	CLS	08/13/2018 - 12/14/2018	\$53.00 \$12.00	Gholson, T	
PE 220 O	THEORY OF COACHING	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Calcaterra, M	
PE 222 A	MEN'S TEAM BASKETBALL II	2	MTWRF		С	GYM	08/13/2018 - 12/14/2018	\$212.00 \$53.00	Motsinger, M	TEAM MEMBERS ONLY
PE 244 A	MEN'S TEAM BASEBALL II	2	MTWRF		С	GYM	08/13/2018 - 12/14/2018	\$212.00 \$53.00	Irlbeck, J	TEAM MEMBERS ONLY

PHYSICS

PHYS 121 80	BASIC PHYSICS	4	Т	1:30PM - 3:20PM	А	110	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Aul, A	LAB ON CAMPUS	
					ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$141.00	Aul, A	MATH 109	
PHYS 121 A	BASIC PHYSICS	4	MWF	10:30AM - 11:20AM	А	110	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Aul, A	MATH 109	
			Т	10:30AM - 12:20PM	А	110	08/13/2018 - 12/14/2018	\$424.00 \$116.00	Aul, A	LAB	
PHYS 221 A	GENERAL PHYSICS I	5	MTWF	8:30AM - 9:20AM	А	110	08/13/2018 - 12/14/2018	\$530.00 \$140.00	Aul, A	MATH 162	
			R	8:30AM - 10:20AM	А	110	08/13/2018 - 12/14/2018	\$530.00 \$140.00	Aul, A	LAB	
PHYS 241 O	STATICS	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Aul, A	MATH 221 & PHYS 221	15

POWERSPORTS TECHNOLOGY

PST 140 A	INTRO, SET-UP AND MAINTENANCE	3	ΤW	1:00PM – 2:50PM	W	103	08/13/2018-12/14/2018	318.00 72.00	Boots, R	
SYC	HOLOGY									
YC 121 8A	INTRO PSYCHOLOGY	3	MW	11:30AM - 12:20PM	A	116	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Calcaterra, M	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Calcaterra, M	ONE HOUR ONLINE COMPONEN
SYC 121 O	INTRO PSYCHOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Berry, L	
SYC 121 O2	INTRO PSYCHOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Berry, L	
SYC 121 O3	INTRO PSYCHOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cox, D	
SYC 221 O	CHILD PSYCHOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Cox, D	
SYC 244 O	HUMAN GROWTH & DEVELOPMENT-LIFESPAN	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Gladfelter, L	
SYC 244 O2	HUMAN GROWTH & DEVELOPMENT-LIFESPAN	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Calcaterra, M	
SYC 246 O	SOCIAL PSYCHOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	
READ	ING									
EAD 106 O	INTRODUCTORY READING	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Sirach, K	
SAFE ⁻	TV									
DAFE 171 A1	INTRO TO BASIC HANDGUN SHOOTING	0.5	S	8:00AM - 12:00PM	G	205	08/25/2018 - 08/25/2018	\$53.00 \$62.50	Jones, K	8 HOURS
		010	S	1:00PM - 5:00PM	RNGE	RNGE	08/25/2018 - 08/25/2018	\$53.00 \$62.50	Jones, K	01100110
			5				08/25/2018 - 08/25/2018	\$53.00 \$62.50	Howton, D	
AFE 171 N1	INTRO TO BASIC HANDGUN SHOOTING	1	м	6:00PM - 10:00PM	G	221	08/20/2018 - 08/20/2018	\$106.00 \$124.00	Jones, K	16 HOURS
			т	6:00PM - 10:00PM	G	221	08/21/2018 - 08/21/2018	\$106.00 \$124.00	Jones, K	10110010
			S	8:00AM - 12:00PM	G	205	08/25/2018 - 08/25/2018	\$106.00 \$124.00	Jones, K	
			S	1:00PM - 5:00PM	RNGE	RNGE	08/25/2018 - 08/25/2018	\$106.00 \$124.00	Jones, K	
			MTS	1.00FWF 5.00FW	MINUL	MINGE	08/20/2018 - 08/25/2018	\$106.00 \$124.00	Howton, D	
OC 121 8A	DLOGY INTRODUCTORY SOCIOLOGY	3	TR	1:00PM - 1:50PM	В	106	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	
OC 121 0A		5	IIX	1.001 101 - 1.301 101	ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	ONE HOUR ONLINE COMPONEN
OC 121 O	INTRODUCTORY SOCIOLOGY	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Lees, M	ONE HOOK ONLINE COMPONEN
OC 121 O	INTRODUCTORY SOCIOLOGY	3			ONL	CRS	09/10/2018 - 11/05/2018	\$318.00 \$97.00	Lees, M	
SPAN										
PAN 121 A	ELEMENTARY SPANISH I	4	MF	12:30PM - 2:20PM	E	203	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Roehm-Scheffer, J	
			W	1:30PM - 2:20PM	E	203	08/13/2018 - 12/14/2018	\$424.00 \$96.00	Roehm-Scheffer, J	
PAN 121 O	ELEMENTARY SPANISH I	4			ONL	CRS	08/13/2018 - 12/14/2018	\$424.00 \$121.00	Roehm-Scheffer, J	
ГНЕА	TER									
HTR 121 8A		3	MW	11:30AM - 12:20PM	F	THTR	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kimball, A	
					ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kimball, A	ONE HOUR ONLINE COMPONEN
THTR 121 O	INTRODUCTION TO THEATER	3			ONL	CRS	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kimball, A	
THTR 123 A	STAGECRAFT AND TECHNICAL THEATER	3	TR	11:30AM - 12:50PM	F	THTR	08/13/2018 - 12/14/2018	\$318.00 \$92.00	Kimball, A	
HTR 126 A	THEATER PRACTICUM	1			F	THTR	08/13/2018 - 12/14/2018	\$106.00 \$24.00	Kimball, A	CONSENT
HTR 127 A	TECHNICAL THEATRE DIRECTION	3			TBA	TBA	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Kimball, A	
THTR 243 8A	INTRODUCTION TO DRAMA	3	MW	10:30AM - 11:20AM	F	THTR	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kimball, A	ENG 121 & 122 OR CONSENT
		2			ONL	HYB	08/13/2018 - 12/14/2018	\$318.00 \$97.00	Kimball, A	ONE HOUR ONLINE COMPONEN
THTR 280 A	SELECTED TOPICS IN THEATRE	3			F	THTR	08/13/2018 - 12/14/2018	\$318.00 \$72.00	Kimball, A	
TRUC	K DRIVING									
RUK 150 A1	TRUCK DRIVING	11	MTWRF	8:00AM - 4:30PM	G	221	08/13/2018 - 10/09/2018	\$1,166.00 \$2,024.00	Nalley, D	
	TRUCK DRIVING	11	MTWRF	8:00AM - 4:30PM	G	221	10/15/2018 - 12/14/2018	\$1,166.00 \$2,024.00		

ubject Secti	on Title	Credits	Days	Times	Locatio	on	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
,	RINARY TECHNOL		24)5		Location		Start Lite Date		monuccon	
T 114 X		3	т	4:00 PM- 8:00 pm	CI	108	08/13/2018-12/14/2018	\$318.00 \$72.00	Welborn, J	
/ELD	ING									
ELD 111 C	BASIC WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 111 D	BASIC WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 111 F	BASICWELDING	3	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	
LD 111 G	BASIC WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 112 A	METALLURGY/BLUEPRINT READING	4	MTWR	8:00AM - 9:50AM	G	205	08/13/2018 - 10/05/2018	\$424.00 \$96.00	Thomas, M	
LD 131 B	ARC WELDING I ARC WELDING I	3	MTWRF MTWRF	10:00AM - 11:50AM	W	101 101	08/13/2018 - 10/05/2018 10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 131 C	ARC WELDING I	3	MTWRF	8:00AM - 9:50AM 10:00AM - 11:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00 \$318.00 \$142.00	Thomas, M Thomas, M	
LD 131 F	ARC WELDING I	3	MTWRF	1:00PM - 2:50PM	Ŵ	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	
LD 131 F	ARC WELDING I	3	MTWRF	1:00PM - 2:50PM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 132 B	GAS WELDING AND CUTTING	3	MTWRF	10:00AM - 11:50AM	Ŵ	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	
LD 132 C	GAS WELDING AND CUTTING	3	MTWRF	8:00AM - 9:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 132 D	GAS WELDING AND CUTTING	3	MTWRF	10:00AM - 11:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 132 F	GAS WELDING AND CUTTING	3	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	
LD 132 G	GAS WELDING AND CUTTING	3	MTWRF	1:00PM - 2:50PM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	
LD 133 B	LOW HYDROGEN I	3	MTWRF	10:00AM - 11:50AM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 131/CONSENT
D 133 C	LOW HYDROGEN I	3	MTWRF	8:00AM - 9:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131/CONSENT
D 133 D	LOW HYDROGEN I	3	MTWRF	10:00AM - 11:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131/CONSENT
D 133 F	LOW HYDROGEN I	3	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 131/CONSENT
LD 133 G	LOW HYDROGEN I	3	MTWRF	1:00PM - 2:50PM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131/CONSENT
LD 134 B	LOW HYDROGEN II	3	MTWRF	10:00AM - 11:50AM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 131 & 133/CONSENT
LD 134 C	LOW HYDROGEN II	3	MTWRF	8:00AM - 9:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131 & 133/CONSENT
LD 134 D	LOW HYDROGEN II	3	MTWRF	10:00AM - 11:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131 & 133/CONSENT
LD 134 F	LOW HYDROGEN II	3	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 131 & 133/CONSENT
LD 134 G LD 135 B	LOW HYDROGEN II ADVANCED GAS WELDING	3	MTWRF MTWRF	1:00PM - 2:50PM 10:00AM - 11:50AM	Ŵ	101 101	10/09/2018 - 12/14/2018 08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 131 & 133/CONSENT
LD 135 B	ADVANCED GAS WELDING ADVANCED GAS WELDING	3	MTWRF	8:00AM - 9:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00 \$318.00 \$142.00	Thomas, M Thomas, M	WELD 132/CONSENT WELD 132/CONSENT
LD 135 C	ADVANCED GAS WELDING	3	MTWRF	10:00AM - 11:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
LD 135 F	ADVANCED GAS WELDING	3	MTWRF	1:00PM - 2:50PM	Ŵ	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
LD 135 G	ADVANCED GAS WELDING	3	MTWRF	1:00PM - 2:50PM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
D 137 B	PIPE WELDING	3	MTWRF	10:00AM - 11:50AM	Ŵ	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 131, 133, 139 & 151
LD 137 C	PIPE WELDING	3	MTWRF	8:00AM - 9:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131, 133, 139 & 151
LD 137 D	PIPE WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131, 133, 139 & 151
LD 137 F	PIPE WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 131, 133, 139 & 151
LD 137 G	PIPE WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 131, 133, 139 & 151
LD 138 B	INDUSTRIAL WELDING	6	MTWRF	10:00AM - 11:50AM	W	101	08/13/2018 - 12/14/2018	\$636.00 \$214.00	Thomas, M	WELD 131, 132, 133, 134
LD 138 F	INDUSTRIAL WELDING	6	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 12/14/2018	\$636.00 \$214.00	Thomas, M	WELD 131, 132, 133, 134
LD 139 B	TIG WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
LD 139 C	TIG WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
D 139 D	TIG WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
D 139 F	TIG WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
LD 139 G	TIG WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 132/CONSENT
LD 151 B LD 151 C	MIG WELDING MIG WELDING	3 3	MTWRF MTWRF	10:00AM - 11:50AM	W W	101 101	08/13/2018 - 10/05/2018	\$318.00 \$142.00	Thomas, M	WELD 133/CONSENT
D 151 C	MIG WELDING	3	MTWRF	8:00AM - 9:50AM 10:00AM - 11:50AM	W	101	10/09/2018 - 12/14/2018 10/09/2018 - 12/14/2018	\$318.00 \$142.00 \$318.00 \$142.00	Thomas, M Thomas, M	WELD 133/CONSENT WELD 133/CONSENT
D 151 D	MIG WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	08/13/2018 - 12/14/2018	\$318.00 \$142.00 \$318.00 \$142.00	Thomas, M Thomas, M	WELD 133/CONSENT WELD 133/CONSENT
LD 151 F	MIG WELDING	3	MTWRF	1:00PM - 2:50PM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$142.00	Thomas, M	WELD 133/CONSENT WELD 133/CONSENT
D 192 B	EXTENDED WELDING CERTIFICATION	3	MTWRF	10:00AM - 11:50AM	Ŵ	101	08/13/2018 - 10/05/2018	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
D 192 D	EXTENDED WELDING CERTIFICATION	3	MTWRF	8:00AM - 9:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
D 192 D	EXTENDED WELDING CERTIFICATION	3	MTWRF	10:00AM - 11:50AM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
LD 192 F	EXTENDED WELDING CERTIFICATION	3	MTWRF	1:00PM - 2:50PM	Ŵ	101	08/13/2018 - 10/05/2018	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
	EXTENDED WELDING CERTIFICATION	3	MTWRF	1:00PM - 2:50PM	Ŵ	101	10/09/2018 - 12/14/2018	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT

COMP	COMPLETE SCHEDULE OF CLASSES FOR FALL SEMESTER 2018 Classes Begin August 13, 2018										
Subject Section	on Title	Credits	Days	Times	Locatio	n	Start/End Date	Tuition	Fees	Instructor	Pre-requisite/Special Information
WHIT	E COUNTY										
CNA 131 X	CERTIFIED NURSE ASSISTING	7	М	10:00AM - 2:00PM	CI	124	08/13/2018 - 12/14/2018	\$00.00 \$	\$29.00	Schreifels, A	MANDATORY ORIENTATION
CNA 131 X	CERTIFIED NURSE ASSISTING	7	MW	10:00AM - 2:00PM	CI	124	08/13/2018 - 12/14/2018			Schreifels, A	
MT 110 X	INTRODUCTION TO MASSAGE THERAPY	3	MW	9:00AM - 12:00PM	CI	123	08/13/2018 - 10/05/2018	\$318.00	\$72.00	Staff	
MT 111 X	MASSAGE THERAPY ANATOMY	3	Μ	9:00AM - 12:00PM	CI	123	10/09/2018 - 12/14/2018	\$318.00	\$101.00	Staff	
			W	9:00AM - 1:00PM	CI	103	10/09/2018 - 12/14/2018	\$318.00	\$101.00	Staff	LAB
PE 189 X	FITNESS THROUGH WALKING II	0.5	MW	5:00AM - 5:50AM	CIHS	CLS	08/13/2018 - 12/14/2018	\$53.00 \$	\$12.00	King, R	
PE 189 X2	FITNESS THROUGH WALKING II	0.5	MW	6:00AM - 6:50AM	CIHS	CLS	08/13/2018 - 12/14/2018	\$53.00	\$12.00	Gholson, T	
VET 114 X	ANIMAL GROOMING	3	т	4:00 PM- 8:00 pm	CI	103	08/13/2018-12/14/2018	\$318.00 \$	\$72.00	Welborn, J	

LOCATION CODES FOR OFF-CAMPUS CLASSES

CI - Carmi-White County Center, 1700 College Ave., Carmi, Illinois CIHS - Carmi White County High School, Carmi, Illinois

LEARNING CENTER (A) Lower Level Melba Patton Library A112 Media Services A124 Testing Center A153 Dana Keating Student Success Center A145 Student Support Services A145 Faculty/Staff Copy Room A156 Environmental Services Campus Security A152 Classrooms A110, A113, A114, A116, A117, A133, A135, A145D, A160

LEARNING CENTER (A) Upper Level

Classrooms A202, A204, A210, A211, A212, A213, A221, A222, A226, A229, A230, A231, Faculty Office ABE/GED Office A207, A206

HARRY L. CRISP CONFERENCE

CENTER (B) Lower Level Academic Services B 108, B 110 B Building Conference Room (B114) Bookstore Mail Room Student Center Cafeteria Private Dining Room Classrooms B104, B105, B106, Lecture Halls B126W, B126E Cosmetology Lab Nail Technology Faculty Office

CONFERENCE CENTER (B)

Upper Level Classrooms B202, B203, B204, B223, B224, Faculty Office

SPORTS COMPLEX (C)

Upper Level Academic Affairs Information Technology Offic Athletic Offic Coaches Office C. Harry Bramlet Fitness Center C Building Conference Room

SPORTS COMPLEX (C)

Lower Level Men's Basketball Coach Offic Deaton Gymnasium Athletic Hall of Fame

MARY JO OLDHAM CENTER FOR CHILD STUDY (D)

HARRY W. ABELL ADMINISTRATION **BUILDING (E)** Upper Level

Ben Cullers Presidential Suite Business Offic Human Resources Offic Art Studio Marketing/Public Info Garv Allen Forensics Center Classrooms E203 - E204 Foundation Offic

HARRY ABELL ADMINISTRATION **BUILDING (E)** Lower Level

ADA Offic Admissions/Records Financial Aid Enrollment Services Career Center Student Affairs Offic Academic Advisement

GEORGE T. DENNIS VISUAL &

PERFORMING ARTS CENTER (F) Theater

Art Gallery

ROBERT I. GREGG TECHNOLOGY CENTER T Building

Allied Health Offic Faculty Office Nursing Massage Therapy Diesel Technology Classrooms G Buildina Career & Technical Education Offic Faculty Office Fire Science Information Technology Coal Mining Truck Driving Workforce & Community Education W Building Welding Technology

CHUCK HEARN OUTDOOR **EDUCATION COMPLEX**

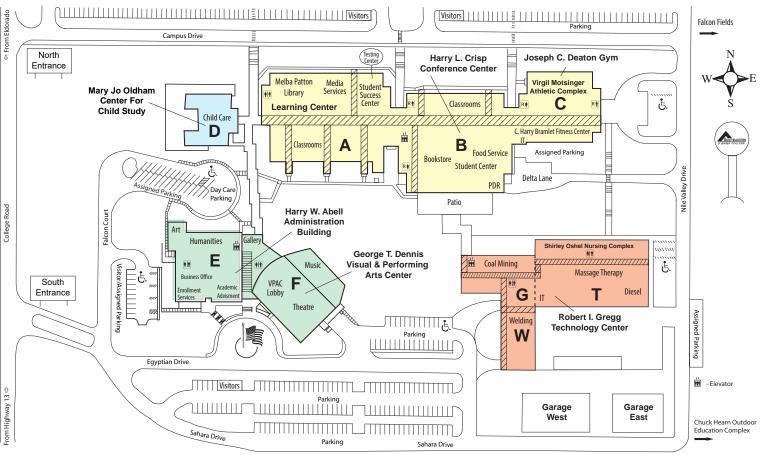
Archery Coal Mine Training Fire Science Outdoor Classroom Shooting Complex

CARMI/WHITE COUNTY CENTER DAVID L. STANLEY CENTER

1700 College Avenue, Carmi, IL 62821 SIC's extension center at Carmi offers baccalaureate, vocational, general studies, and community education classes. The Carmi campus phone number is 618-382-8869.



Workforce & Illinois Small Business **Development Center** (WISBDC) is located in G125 of the Robert I. Gregg Technology Center.



Box Offic Music Classrooms

DEGREES OFFERED AT SOUTHEASTERN

etrA. Associate in Fine Arts A.L.S. Associate in Liberal Studies A.E.A. Associate in Engineering Science 9.A. Associate in Arts A.S. Associate in Science

COLLEGE TRANSFER PROGRAMS AT SOUTHEASTERN

Agriculture soitemedteM **Proceeding** to transfer to a four-year college or university for a Bachelor's Degree. Two years of general studies coursework (A.A. or A.S. degree at SIC)

Marketing

History

Forestry

ecnenia

dsilgn3

soimonooa

Chemistry

Ypoloia

ţγΑ

Biotechnology

Pthletic Training

Architecture (1 Year)

(169Y f) sonsio2 leminA

Agriculture Education

Agriculture Business

Dental Hygiene

Computer Science

doeqd2/noifsoinummo2

Clinical Laboratory Science

noiterteinimbA esenieu8

JnamageneM

Interior Design (1 Year)

Health Care Management

Engineering Technology

Early Childhood Education

Dietetics, Food & Nutrition

Criminology & Criminal Justice

Communication Disorders & Sciences

Elementary Education

Partion Design & Merchandising

fotel, Restaurant & Travel Management

Workforce Education & Development ztrA reter Arts Sports and Fitness Special Education γροίοος Social Work Secondary Education Respiratory Therapy seibut2 suoipile8 seoneio2 laoipoloiba8 γενοίοση Pre-Veterinary Science Pre-Physical Therapy Pre-Pharmacy Pre-Optometry Pre-Occupational Therapy Pre-Medicine Pre-Law Pre-Engineering Pre-Dental Pre-Chiropractic Pre-Bachelor of Science Nursing Political Science Physics finetsizzA neisizyh Physical Therapist Assistant Physical Education Paralegal Assistant oisuM **sib**9mitluM Mortuary Science & Funeral Service

COMPUTER Welding Technology Level II Certificate (1 year) (2AA) ypolondooT pnibloW Welding Technology Certificate (1 year) Truck/Heavy Equipment Driver (1 semester) Truck Driving (8 weeks) Taxidermy (1 semester) (2AA) tnemegeneM (teta) tnemegeneM (2AA) Powerports Technology (1 year) Personal Trainer (1 course) Personal Trainer/Fitness Instructor (1 year) Outdoor Recreation Management (RAS) Outdoor Recreation Certificate (1 year) Facilities Maintenance Certificate (1 year) Diesel Technology/ Heavy Equip. (AS) (SAA) Diesel Technology/Medium/Heavy Duty Truck

Corrections Certificate (1 year)

Nail Technology Certificate (1 semester)

Information Technology-Security (RAS)

Cosmetology Teacher (2 courses)

Information Technology (AA)

(2AA) solution (CAA)

Cosmetology (1 Year)

CRIMINAL JUSTICE

COSMETOLOGY

Coal Mine Technology Certificate

With credit for appropriate work experience **TECHNICAL RESOURCE MANAGEMENT**

*Pending ICCB Approval

is March 29. application process. The application/testing deadline *These programs require a specific admission and

generally two years in length, si tedt 9900 Science Degree that is

BUSINESS

Word Processing (1 year) (2AA) tramageneM seanisua Business Management Certificate (1 year) (2AA) tnetsizzA evitertzinimbA Accounting Certificate (1 year)

CAREER & TECHNICAL EDUCATION

Certificate (3 semesters) Diesel Technology Medium/Heavy Duty Truck Basic Vehicle Repair Technician Certificate Basic Operations Firefighter (3 courses) Agriculture Maintenance (1 semester)

SPECIALIZED PROGRAMS

Veterinary Assistant (1semester)

Phlebotomy (1 semester) Pharmacy Technician (1 semester)

Massage Therapy (1 year)

HTJAH GAILAN

**9miT freq prisruN lesifser9

Practical Nursing** PN (1 year)

Healthcare Specialist (1 semester)

Illinois Day Care Director Credential

Early Childhood Education Level 3 Certificate

Early Childhood Education Level 2 Certificate

Infant Toddler Level 3 Certificate

Infant Toddler Level 2 Certificate

Early Childhood Education (SAA)

ΝΟΙΤΑϽUΟΞ ΠΟΟΗΟΙΗΟ ΥΙΑΑΞ

Law Enforcement (1 year)

Career & Technical Education Programs and Courses

AND\pritsissA prisvu bafityaD

Associate Degree Nursing** RN

Food Service and Sanitation Fire and Mine Rescue Safety CPR and First Aid Biofuels Production & Sustainability (RAS) (1 and two year programs) Biofuels and Biodiesel Production - Online

(2AA) primmergor9-Programming (2AA) (2AA) ypolondooT pniniM lsoO Information Technology Certificate (1 year)

Computer Aided Design & Drafting (4 courses)

COOPERATIVE PROGRAMS



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: SIC schedule for Spring 2019

Office of Origin: Office of Academic Affairs

Document Summary: A copy of the course schedule for spring 2019 semester

CLASS SCHEDULE SPRING 2019 SOUTHEASTERN ILLINOIS COLLEGE 618-252-5400



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Student Success Center

All College activities may be recorded and video recorded for College purposes. Entry into campus grounds and buildings constitutes consent to be photographed or videotaped for College purposes.

Southeastern Illinois College is accredited by the Higher Learning Commission located at 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1413 (800-621-7440). Southeastern Illinois College does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in the recruitment and admission of students and adheres to a policy of equal opportunity/ affirmative action in employment, educational programs, and activities. The College adheres to federal regulations such as the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. All College facilities are accessible to persons with disabilities.

PAGE Spring Semester 2019

5	
	January 2Offices open at 8 a.m
,	January 4Faculty/Staff Workshop
;	January 7Spring Semester Begins
	January 18 Last day to withdraw with a refund
	January 21Martin Luther King's Birthday - College Closed
	February 18Presidents' Day - College Closed
	February 27Scholarship Applications Due
	March 4Mid-Term
	March 11-15Spring Break - College Closed
	March 26Summer and Fall Registration Begins
	April 19 College Holiday - College Closed
	April 22Last day to withdraw from classes
	May 7-9Final Exams
	May 10 Commencement – 7 p.m., Deaton Gym
	May 13Summer Office Hours begin MTWR 8:00 a.m 4:30 p.m
	May 27Memorial Day - College Closed



Go to www.sic.edu for up-to-date calendar events. SOUTHEASTERN ILLINOIS COLLEGE 3575 COLLEGE ROAD HARRISBURG, ILLINOIS 62946 Telephone: 618-252-5400 Toll-free: 866-338-2742 www.sic.edu

DIRECTORY

General Information

... 618-252-5400

For direct access dial 252-5400 plus extension listed below:									
We welcome and encourage students to me	and talk with our staff personally.								
Regular office hours a e Monday-Friday, 8 a.m. to 4:30 p.m.									
summer office hours a e Monday-Thursda									
Local: 618-252-5400 Toll-fr	e: 866-338-2742 Fax: 618-252-3062								
Administrative Office Academic Affairs –Vice President's Offic	Extensior								
Academic Services – Executive Dean's Off									
Business Affairs – Executive Dean's Offic President's Offic									
Student Services – Executive Dean's Offic	210 240								
	ExtensionEmai								
	jobplacement@sic.edu								
ibrary									
	'esting								
/eterans' Benefit									
Vhite County Center, Carmi (David L. Stanle									

For full personnel directory, visit www.sic.edu/directory

The printed schedule is current as of October 4, 2018. For an up-to-date schedule go to www.sic.edu/ course-schedule.

HOW TO ENROLL IN CLASSES AT SOUTHEASTERN *Follow these easy directions to enroll in credit classes at Southeastern Illinois College*

APPLY FOR ADMISSION

If you are a New or Re-Entering Student (not enrolled for a year), call 252-5400 ext. 4120 to request an admission packet. You may also apply for admission online at www.sic. edu/apply.

If you are a Continuing Student, skip to "Register For Classes."

PROVIDE PROOF OF RESIDENCY

Provide a copy of your driver's license, voter registration, proof of occupancy, etc. to Admissions to verify in-district residency.

REQUEST TRANSCRIPTS/ GED SCORE SHEET

Send an official copy of your high school transcript or GED scores and official college transcripts to the Admissions Office, 3575 College Road, Harrisbu g, IL 62946.

COMPLETE PLACEMENT TESTING

A placement test is required of all new degree-seeking students and must be taken prior to registering for classes. All students must test prior to enrolling in English or math. Make an appointment to take the test by calling 252-5400 ext. 2442. There is no charge for the test. You are exempt if you have an ACT composite score of 20 or above, SAT composit score of 1020 or above, have previous college credit in English and math with a C or above, or have a degree from a college or university.

REGISTER FOR CLASSES

If you are a Continuing Student, you may register for spring classes beginning October 22, 2018. If you are a New Student, when you have completed steps 1, 2, and 4, you may see an academic advisor for registration beginning October 22, 2018. Appointments are suggested. Walk-ins are welcome.

Spring Registration Dates & Times Online Registration Through mySIC: October 22 - December 4, 2018

Regular Registration October 22, 2018 - January 5, 2019 Monday - Friday, 8:00 a.m. - 4:30 p.m.

AFTER YOU REGISTER

APPLY FOR FINANCIAL AID

Financial aid comes in many forms of grants, scholarships, and veterans' benefits. Apply online at www.fafsa.ed.gov. For assistance contact or visit the Financial Aid Office located on the lower level of building E or call 252-5400 ext. 4110.

PAY YOUR TUITION & FEES

You may pay in person or by mail. Visa, Mastercard, and Discover are accepted and may be used in person or over the phone. Pay online through *my.sic.edu*. You may choose the full payment or monthly payment options. Call 252-5400 ext. 2501 to make a payment or for more information.

BUY BOOKS & SUPPLIES

The SIC Bookstore accepts Mastercard, Visa, and Discover. New and used textbooks are for sale or rent, school supplies, software, art supplies, SIC clothing, backpacks, and gift items are available. Meal cards for Falcon Pointe Bistro and RIDES bus passes can be purchased at the beginning of each semester with Pell Grants. Books can also be purchased over the phone or online with a credit card and shipped UPS for a small fee or picked up in the store.

Phone: 252-5400 ext. 2530. Please visit www.sicbookstore.com.

OBTAIN YOUR STUDENT ID CARD

Your student ID Card is required for identification on campus. Please visit the Library to obtain an ID Card.

SETUP YOUR ACCOUNTS

One business day after initial registration, setup your student email, access to online student services (grades, registration, payment, etc.), online classes, and text notifications (optional). Please visit http://www.sic.edu/ setup to set up your account.

GET YOUR PARKING PERMI

All students are required to have a valid student parking permit. Please visit the SIC Bookstore or Business Office to purchase your permit. Accessible parking is available per state regulations. Contact security for assistance.

Registration Options

ONLINE

Continuing students may register online for spring semester through MySIC at www.sic.edu beginning October 22, 2018.

IN PERSON

Registration will be held in the Academic Advisement Center and Enrollment Services area in lower level E Building.

You may also register at the SIC White County Center in Carmi during regular operating hours.

Registration will be accepted until the class fills or until instruction begins. **Questions about Registration or Enrollment?** Call 618-252-5400 ext. 4120 or Toll Free from outside of Saline County 866-338-2742 3

TUITION & FEES

Tuition & Fees are subject to change.

\$106 SIC District Residents

Southeastern Illinois College District #533 includes Gallatin, Hardin, Pope, and Saline Counties with portions of Hamilton, Johnson, Williamson, and White Counties.

FREEtuition for SIC districtresidents 62 and older.Fees still apply.

\$172 Out-of-District Illinois

(except distance learning)

\$180 Out-of-State

\$188 International

\$106 Distance Learning

Courses

(Online and Interactive Video) Regardless of residency all distance learning courses are charged the in-district tuition rate. In-District Fee - \$25 Out-of-District Fee - \$45

Students from Henderson, Union, Webster, Crittenden and Livingston Counties in Kentucky, and Posey and Vanderburgh Counties in Indiana, will receive a tuition discount from the out-of-state-rate. They will pay \$106 per credit hour tuition for classes taken at the main campus or the Carmi campus.

There is a \$2.00 student activity fee, a \$10.00 technology fee, and a \$12.00 facility fee added for each credit hour.

TUITION DUE DATES

Spring 2019 Tuition Payment

If you register for Spring classes you must do ONE of the following by **DECEMBER 3**:

- Pay in full by cash, check, or credit card (Visa, Mastercard, Discover).
- Have financial aid/scholarship for full tuition/fee payment confirmed (not just applied for).
- Enroll in *ECashier* Monthly Payment Plan.

If you register for Spring classes on or after **DECEMBER 4** you must do ONE of the following at the time of registration:

- Pay in full.
- Have financial aid/ scholarship for full tuition/fee payment confirmed (not just applied for).
- Enroll in *ECashier* Monthly Payment Plan.

Students who do not meet payment requirements may be dropped from classes.

ECashier Tuition Payment Plan

FOLLOW THESE SIMPLE STEPS TO ENROLL IN THE PAYMENT PLAN:

- 1. Enroll in classes at SIC.
- 2. Go to my.sic.edu on the internet.
- 3. Click on Current Students.
- 4. Click on Bill and Payment.
- 5. Click on Student Payments -Setup Automatic Payment Plan.
- 6. Click on e-Cashier & follow instructions.

ECashier Enrollment Deadlines
for Spring Semester 2019

•				
	Enroll before:	Required Down Payment	Number of Payments	Months of Payments
	Nov 26	none	5	Dec - Apr
	Dec 19	10%	4	Jan - Apr
	Jan 21	20%	3	Feb - Apr
	Jan 21	30%	2	Mar - Apr

FINANCIAL ASSISTANCE

The Financial Aid Office at Southeastern strives to provide the financial assistance students and their families need to achieve their educationa goals. Financial aid is available in the form of grants, scholarships, loans, student employment, and veterans' educational benefits. Grants are need-based and generally do not have to be repaid. It is important to apply early and every year. Southeastern also offers over 150 academic, talent, and athletic scholarships.

TO APPLY FOR FINANCIAL ASSISTANCE:

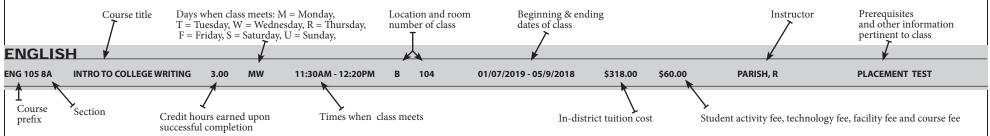
1. Create an FSA ID username and password at fsaid.ed.gov. If you are a dependent student, your parent will also need to create an FSA ID username and password.

- **2.** Gather your income and tax information (if applicable). For Spring semester 2019, you will need your 2017 income information to apply.
- **3.** Complete the 2018-2019 Free Application for Federal Student Aid (FAFSA) at *www.fafsa.ed.gov.* Add Southeastern as a school of choice by using our school code, 001757.

*Applicants must complete the Admission Data Form and submit their high school transcript or GED scores to the Admissions Office to be considered for financial assistance

The Financial Aid Office is located in Room E 103 W Phone: 618-252-5400 ext. 4110 Toll Free: 866-338-2742

HOW TO READ SOUTHEASTERN'S SCHEDULE OF COURSE OFFERINGS



WITHDRAWALS & TUITION REFUNDS FOR CREDIT CLASSES

It is often necessary for students to drop/withdraw from a class. How a drop affects your academic transcript or student account depends upon the official date of withdrawal and the length of the class. Official withdrawals may be made by:

- 1. Logging into your MySIC and dropping online;
- 2. Completing a drop form in-person with the Enrollment Services Office;
- 3. Completing a drop form in-person or over the phone at the White County Center (382-8869);
- 4. Phoning 252-5400 ext. 2441, 2443, or 2453 (866-338-2742 toll free);
- 5. Faxing 252-3062, listing the class(es) to be dropped;
- 6. Mailing, listing the class(es) to be dropped; or
- 7. Email at registrar@sic.edu.

NOTE: Any other attempts to withdraw are not considered official and will not be honored. Refund requests based on non-attendance or lack of awareness of refund procedures are not considered justifiable. Full refund of tuition and fees is granted if the college cancels a class.

Any active student who is required to withdraw from a class because of an active military obligation will be entitled to a full refund of tuition (unless paid by a state/federal agency) upon proper evidence and notification to the college within the semester of withdrawal.

Late refund requests will be considered only when justified by circumstances such as illness, job change, accident, death or illness in the immediate family. Supporting documentation must be submitted.

Class Length	100% Refund	No Refund	Last Day to Drop Without Penalty (W Grade)**		
13 - 16 weeks (regular semester)	Through first 2 weeks of class	After the first 2 weeks of class	2 weeks prior to finals		
8 - 12 weeks	Through the first week of class	After the first week of class	One week prior to finals		
3 to 7 weeks	Through the first 2 days of class	After the second day of class	2 days prior to end of class		
Less than 3 weeks	Before the first day of class	After class begins	Depends on class, call for information		

* The refund period on a class is set according to the official begin date and not the first day that you actually attend the class. To find the official begin and end dates of your classes, see the printed schedule or go to www.sic.edu. Classes dropped during the 100% refund period are not listed on your transcript.

** Classes dropped after the 100% refund period but before the grade penalty date receive a "W" grade (a non-punitive grade) on the transcript. No refunds are issued during this period. Financial Aid status may be affected by drops during this period. Classes cannot be dropped after this period except under extenuating circumstances.

CAMPUS & OFF CAMPUS LOCATION CODES

CICarmi Campus
CI HSCarmi White Co. High School
CLNClinical
E E Building, Main Campus
G G Building, Tech Building, Main Campus

OJT	On the Job Training
Т	Tech Building, Main Campus
THTR	Theatre, VPAC
VHB	Villas of Hollybrook
VPAC George T. Denni	s Visual & Performing Arts Center
W	Welding Building, Main Campus

INFORMATION TO HELP YOU SUCCEED AT SOUTHEASTERN ILLINOIS COLLEGE

ACADEMIC ADVISEMENT CENTER

The Academic Advisement Center is located on the lower level of the Abell Administration Building (E-Building). By appointment or walk-in.

- Phone: 252-5400 plus extension:
- 2425 Jeremy Irlbeck Academic Advisor/ NJCAA Specialist
- 2431 Maggie Calcaterra Academic Advisor/ Transition and Transfer/WIOA Liaison
- 2433 Angie Dunk TRiO/SSS Counselor
- 2430 Tyler Billman Veterans, International Student Academic Advisor, and ADA Coordinator

ADMISSIONS & RECORDS

The Admissions and Records Office is located in E Building on the lower level. SPRING HOURS: Monday - Friday 8:00 a.m.-4:30 p.m.

BOOKSTORE

The SIC Bookstore carries new and used textbooks for purchase or rental, school and art supplies, software, backpacks, and gift items. Books can be purchased over the phone or online at sicbookstore.com with a credit card and shipped UPS for a small fee. Falcon Pointe Bistro meal cards and RIDES bus passes are available at the beginning of each semester. SPRING HOURS: Monday-Friday 8:00 a.m,-4:00 p.m.

www.sicbookstore.com

CAMPUS SECURITY

The Campus Security office is located in Room A152 in A Building or call: 252-5400 ext 2911. Day cell phone: 926-4986 Evening cell phone: 926-5403

CAREER & TECHNICAL EDUCATION SERVICES

Perkins Grant provides assistance to CTE program students who are economically disadvantaged, have a disability, are non-traditional students, or have limited English proficiency by supplying supplementary assistance. For information, come to Room G125 or call 252-5400 ext. 2300.

CLASS CANCELLATIONS

In the event that an ongoing class must be cancelled: (1) Dial 252-5400. (2) Choose Cancellation option (2). Listen to the announcement. Instructors may also send class cancellations via student email. Students who have signed up for the txtSIC service will receive a message on their cell phone for cancellations. Class cancellations will also be listed on the College home page under class notices

FALCON POINTE BISTRO

The Falcon Pointe Bistro located in the Harry L. Crisp Conference Center is open spring semester Monday - Friday 7:30 am until 2:00 p.m. Breakfast, hot meal specials, salad bar, pizza, deli sandwiches, snacks, beverages, etc. are served.

THE FITNESS CENTER

The C. Harry Bramlet Fitness Center is located on the mezzanine in Deaton Gymnasium. SPRING HOURS: Monday - Friday 7:00 a.m. - 6:00 p.m.

GED PREP SESSIONS

Phone: 252-5400 ext. 2300.

ILLINOIS WORKNET CENTER

The Illinois Worknet Center, an American Job Center, is located at the David L. Stanley White County Center in Carmi. The Center and youth by partnering with local and state agencies, such as IDES, DHS, WADI, SDC, and community colleges. For more information, call (618) 252-6020. Hours of operation are Monday through Thursday, 8:30 a.m. – 4:30 p.m. Walk-ins accepted; appointments preferred.

JOB PLACEMENT

Southeastern Illinois College works with area employers to Solutieastern finnois Conege works with area employers to identify part-time and full-time job openings for Career and Technical Education (CTE) students. Employment opportunities are posted on SIC's website at www.sic.edu/employment. In addition, bulletin boards with job postings are located in Technology Center (G Building), Student Center (B Building), and Student Affairs (E Building). For more information and/or to obtain recovering and existence context the CTE Office et (18 obtain resources and assistance, contact the CTE Office at 618-252-5400, ext. 2300.

LIBRARY

The Melba Patton Library is located in Room A112. SPRING HOURS: Monday - Thursday 8:00 a.m.- 6:00 p.m., Friday 8:00 am - 4:30 p.m., closed Saturday & Sunday.

MARY JO OLDHAM CENTER FOR CHILD STUDY

The MJOCCS provides all-day and part-time childcare for children 15 months through 6 years of age, ISBE Pre-Kindergarten Program, HOURS:

Monday - Friday 6:30 am - 6:00 p.m.. Phone: 252-5400 ext. 3410.

ONLINE COURSES

Students enrolled in online courses at Southeastern will learn through a combination of computer e-mail, online class discussion, website exploration, and traditional textbook assignments. Once enrolled, for login instructions and online orientation, visit Southeastern Online at www.sic.edu/online.

SCHOLARSHIP OPPORTUNITIES

SIC awards over 300 scholarships totaling over \$600,000 annually. To apply for SIC division, talent, and foundation scholarships, students must complete one application due February 28 every year. For more information call the Financial Aid Office at 252-5400 ext 4110 or the Foundation Office at ext. 2482 or check the website at www.sic.edu/scholarships.

SERVICES FOR STUDENTS WITH

DISABILITIES

Students who need accommodations for disabilities should call 252-5400 ext. 2430.

STUDENT ONLINE ACCOUNTS

Students should set up a Falcon Mail account, a MySIC account, and, optionally, sign up for txtSIC one business day after registering for classes.

These accounts are very important for college communication with students, and for accessing student information, such as grades, bills, registration, schedules and unofficial transcripts. Go to www.sic.edu/setup for instructions on setting up these accounts. If assistance is needed, submit an online support request at www.sic.edu/support or by voice at 618-252-5400 x151.

STUDENT SUCCESS CENTER

STODENT SOCCESS CENTER The Dana Keating Student Success Center (Room A145) provides a variety of services, including alternative and make-up testing, placement testing, Adult Education/GED Testing, retention services, peer tutoring, and numerous instructional materials (i.e. biology slides and anatomy and physiology models). Spring Hours: Monday – Friday 8:00 a.m. – 4:30 p.m. Phone 252-5400, ext. 2383 or 2442.

TRIO STUDENT SUPPORT SERVICES

The SIC TRiO Student Support Services program is designed to assist qualified students by offering counseling, academic support, supplemental financial assistance and other educational support services. For information call: 252-5400 ext. 2435.

TRAFFIC AND PARKING

All students are required to display an SIC parking permit. Parking permits can be obtained in the Bookstore for \$5. Disability parking is located at the east end of C Building, west entrance of E-Building, and east side of T-Building. Vehicles parked in disability spaces must display the Secretary of State issued Disability License Plate or Disability Placard. See Security for SIC disabled permit.

VETERANS' BENEFITS

There are a variety of benefits available to veterans, active-duty servicemen and women, dependents of veterans, and military spouses and families. For more information go to www.sic.edu/veterans or contact the Veterans Coordinator at 618-252-5400 ext. 2440. Hours: Mon - Fri 8:00 a.m. - 4:30 p.m.

WEATHER CANCELLATIONS

Information regarding weather cancellations can be found in the following ways:

- Wing ways:
 Visit www.sic.edu
 Text messages will be sent to cell phones. (Sign up at www.sic.edu/txtsic)
 Facebook (www.facebook.com/southeastern.illinois.college)
 Twitter (www.twitter.com/SIC_EDU)
 Instagram.com/SoutheasternIllinoisCollege
 Call 618-252-5400

WHITE COUNTY CENTER The David L. Stanley Center is located at 1700 College Avenue in Carmi, Illinois. HOURS: Monday – Thursday, 9:00 a.m. – 4:00 p.m. Phone: (618) 382-8869

WIRELESS ACCESS

The SICopen wireless network is for students, faculty, and staff on their personal devices.

	LETE SCHEDULE OF C									Begin January 7, 20
ubject Secti	on Title	Credits	Days	Times	Loc	ation	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
ART										
RT 121 8A	ART APPRECIATION	3	MW	10:30AM - 11:20AM	E	203	01/07/2019 - 05/10/2019	\$318.00 \$97.00	DeNeal, S	
					ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	DeNeal, S	ONE HOUR ONLINE COMPONEN
RT 121 O	ART APPRECIATION	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	DeNeal, S	
RT 143 A	PAINTING	3	TR	1:30PM - 4:20PM	E	201	01/07/2019 - 05/10/2019	\$318.00 \$92.00	DeNeal, S	
RT 181 A	BASIC PHOTOGRAPHY	3	MW	1:30PM - 4:20PM	E	203	01/07/2019 - 05/10/2019	\$318.00 \$92.00	DeNeal, S	
RT 221 A	BEGINNING CERAMICS/POTTERY	3	TR	8:30AM - 11:20AM	E	201	01/07/2019 - 05/10/2019	\$318.00 \$92.00	DeNeal, S	
RT 243 A	ADVANCED PAINTING	3	TR	1:30PM - 4:20PM	E	201	01/07/2019 - 05/10/2019	\$318.00 \$92.00	DeNeal, S	ART 143
RT 260 A	ART PORTFOLIO	1			E	201	01/07/2019 - 05/10/2019	\$106.00 \$44.00	DeNeal, S	DEPT PERMISSION
RT 280 S	SPECIAL TOPICS IN ART	1.5	W	8:30AM - 12:10PM	VHB	ROOM	01/16/2019 - 05/08/2019	\$159.00 \$36.00	Morecraft, E	
RT 281 S	SPECIAL TOPICS IN ART II	1.5	W	8:30AM - 12:10PM	VHB	ROOM	01/16/2019 - 05/08/2019	\$159.00 \$36.00	Morecraft, E	
BIOLO	OGY									
OL 121 80	INTRODUCTORY BIOLOGY	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Poole, A	
			т	3:30PM - 5:20PM	A	160	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Poole, A	LAB ON CAMPUS
OL 121 A	INTRODUCTORY BIOLOGY	4	MWF	8:30AM - 9:20AM	В	204	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Fitzgerald, J	
			R	8:30AM - 10:20AM	А	113	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Fitzgerald, J	LAB
IOL 121 B	INTRODUCTORY BIOLOGY	4	MWF	9:30AM - 10:20AM	В	204	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Fitzgerald, J	
			R	10:30AM - 12:20PM	А	113	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Fitzgerald, J	LAB
OL 121 C	INTRODUCTORY BIOLOGY	4	MWF	11:30AM - 12:20PM	В	203	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Poole, A	
			Т	1:30PM - 3:20PM	А	160	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Poole, A	LAB
OL 161 E	BASIC ANATOMY & PHYSIOLOGY	3	R	5:00PM - 7:50PM	В	204	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Fitzgerald, J	
OL 222 A	GENERAL BIOLOGY II	4	MWF	10:30AM - 11:20AM	В	204	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Fitzgerald, J	BIOL 221
			Т	10:30AM - 12:20PM	А	113	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Fitzgerald, J	LAB
OL 242 80	MICROBIOLOGY	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Poole, A	CHEM 123
			R	4:30PM - 6:20PM	A	135	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Poole, A	LAB ON CAMPUS
IOL 242 A	MICROBIOLOGY	4	MWF	9:30AM - 10:20AM	В	203	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Poole, A	CHEM 123
			R	2:30PM - 4:20PM	A	135	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Poole, A	LAB
OL 261 80	HUMAN ANATOMY AND PHYSIOLOGY I	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	CHEM 121 OR 123
02201 00			м	2:30PM - 4:20PM	A	135	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	LAB ON CAMPUS
IOL 262 8A	HUMAN ANATOMY AND PHYSIOLOGY II	4	MW	1:30PM - 2:20PM	В	126E	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	BIOL 261
101 202 0/1			R	10:30AM - 12:20PM	A	135	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	LAB
			II.	10.50/101 12.201 00	ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	ONE HOUR ONLINE COMPONE
IOI 262 84B	HUMAN ANATOMY AND PHYSIOLOGY II	4	MW	1:30PM - 2:20PM	B	126E	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	BIOL 261
IOL 202 0AD	Homan Anarown And Thisiologi II	4	W	2:30PM - 4:20PM	A	135	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	LAB
			vv	2.501 101 4.201 101	ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	ONE HOUR ONLINE COMPONE
IOL 262 80	HUMAN ANATOMY AND PHYSIOLOGY II	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	BIOL 261
IOL 202 00		4	W	4:30PM - 6:20PM	A	135	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Maring-Sims, M	LAB ON CAMPUS
BUSI	VESS									
US 111 O	INTRODUCTION TO BUSINESS	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Rodman, K	
US 115 OM	KEYBOARDING I	1			ONL	CRS	01/07/2019 - 03/04/2019	\$106.00 \$49.00	Lehman, C	
US 132 O	WORD PROCESSING	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lehman, C	BUS115 & IT119
JS 133 O	BUSINESS COMMUNICATIONS	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Rodman, K	ENG 121, BUS 115, IT 119
US 191 O	FINANCIAL ACCOUNTING	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Rodman, K	
US 192 A	MANAGERIAL ACCOUNTING	3	MW	8:00AM - 9:20AM	A	212	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Rodman, K	BUS 191
JS 193 O	COMPUTERIZED ACCOUNTING	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Rodman, K	BUS 191 & IT119
US 235 O	HUMAN RESOURCES MANAGEMENT	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Ellet, K	
US 256 O	BUSINESS CAREER DEVELOPMENT	2			ONL	CRS	01/07/2019 - 05/10/2019	\$212.00 \$73.00	Lowery, A	
JS 297 O	BUSINESS LAW I	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Rodman, K	
US 298 O	LEGAL & SOCIAL ENVIRONMENT OF BUS.	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Rodman, K	BUS 297

COMPLETE SCHEDULE OF CLASSES FOR SPRING SEMESTER 2019

Classes Begin January 9, 2019

Subject Section Title	Credits	Days	Times	Lo	cation	Start/End Date	Tuition	Fees	Instructor	Pre-requisite/Special Information
CARDIOPULMONARY RE	susc	TAT	ION							
CPR 116 A HEARTSAVER CPR W/AED	0.5	WR	5:00PM - 9:00PM	G	221	02/20/2019 - 02/21/2019	\$53.00 \$3	7.00	Potts, T	
CPR 131 A BASIC LIFE SUPPORT PROVIDER CPR	0.5	S	9:00AM - 5:00PM	G	221	01/26/2019 - 01/26/2019	\$37.00 \$1	7.00	Loftus, R	
CPR 131 A1 BASIC LIFE SUPPORT PROVIDER CPR	0.5	S	8:00AM - 4:00PM	G	221	03/02/2019 - 03/02/2019	\$53.00 \$1	7.00	Potts, T	
CPR 131 A2 BASIC LIFE SUPPORT PROVIDER CPR	0.5	WR	5:00PM - 9:00PM	G	221	04/24/2019 - 04/25/2019	\$53.00 \$1	7.00	Potts, T	

CERTIFIED NURSE ASSISTING

		,			CI	124	01/07/2019 - 05/10/2019	\$57.00	Staff, S	MANDATORY ORIENTATION
					CI	124	01/07/2019 - 05/10/2019	\$57.00	Staff, S	
CHEMIS	STRY									
CHEM 122 A G	SEN CHEMISTRY & QUALITATIVE ANALY	5	MWRF	9:30AM - 10:20AM	А	226	01/07/2019 - 05/10/2019	\$530.00 \$140.00	Wright, J	CHEM 121
			М	1:30PM - 4:20PM	А	133	01/07/2019 - 05/10/2019	\$530.00 \$140.00	Wright, J	LAB
CHEM 123 A B	BASIC INORG/ORGAN. CHEMISTRY	4	MWF	8:30AM - 9:20AM	А	226	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Wright, J	MATH 109
			Т	8:30AM - 10:20AM	А	133	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Wright, J	LAB
CHEM 123 AB B	BASIC INORG/ORGAN. CHEMISTRY	4	MWF	8:30AM - 9:20AM	А	226	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Wright, J	MATH 109
			Т	10:30AM - 12:20PM	А	133	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Wright, J	LAB
CHEM 242 A O	DRGANIC CHEMISTRY II	5	Μ	2:00PM - 5:20PM	А	117	01/07/2019 - 05/10/2019	\$530.00 \$165.00	Staff, S	CHEM 241
			R	1:30PM - 5:20PM	А	133	01/07/2019 - 05/10/2019	\$530.00 \$165.00	Wright, J	LAB

COAL MINING (SEE MINING TECHNOLOGY PAGE 12)

COMMUNICATIONS

COMMONICATIONS									
CCOM 121 8A PRINCIPLES OF SPEAKING	3	MW	9:30AM - 10:20AM	E	204	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Cummins, P	
				ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Cummins, P	ONE HOUR ONLINE COMPONENT
COM 121 8B PRINCIPLES OF SPEAKING	3	MW	10:30AM - 11:20AM	E	204	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Cummins, P	
				ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Cummins, P	ONE HOUR ONLINE COMPONENT
COM 121 80 PRINCIPLES OF SPEAKING	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Billman, J	THEORY TAUGHT ONLINE
				TBA	TBA	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Billman, J	SPEECHES ON CAMPUS
COM 121 80M PRINCIPLES OF SPEAKING	3			ONL	CRS	03/05/2019 - 05/10/2019	\$318.00 \$97.00	Cummins, P	THEORY TAUGHT ONLINE
				TBA	TBA	03/05/2019 - 05/10/2019	\$318.00 \$97.00	Cummins, P	SPEECHES ON CAMPUS
COM 121 C PRINCIPLES OF SPEAKING	3	TR	1:00PM - 2:20PM	А	116	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Billman, J	
COM 126 A FORENSICS PRACTICUM	1	W	12:30PM - 1:20PM	E	211	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Billman, T	SPEECH TEAM MEMBERS
COM 128 A FILM APPRECIATION	3	TR	10:00AM - 11:20AM	E	204	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Cummins, P	
COM 144 OM INTERPERSONAL COMMUNICATION	3			ONL	CRS	03/05/2019 - 05/10/2019	\$318.00 \$97.00	Cummins, P	
COM 246 A PERFORMANCE STUDIES	3	MW	2:30PM - 3:50PM	E	204	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Billman, T	

COSN	IETOLOGY									
COS 170 A	SALON BUSINESS COMPUTER	2	М	8:00AM - 11:00AM	В	224	01/07/2019 - 03/04/2019	\$212.00 \$58.00	Dunning, S	FULL TIME, ADMITTANCE TO PROG
COS 175 A	COSMETOLOGY THEORY III	2	М	11:00AM - 11:50AM	В	130	01/07/2019 - 03/04/2019	\$212.00 \$48.00	Dunning, S	COS 171,172,173,174
			Т	8:00AM - 11:20AM	В	130	01/07/2019 - 03/04/2019	\$212.00 \$48.00	Dunning, S	

COS 176 A	COSMETOLOGY CLINIC III	5	М	1:00PM - 5:00PM	В	139	01/07/2019 - 03/04/2019	\$530.00 \$260.00	Staff, S	
			Т	11:30AM - 5:00PM	В	139	01/07/2019 - 03/04/2019	\$530.00 \$260.00	Staff, S	
			WRF	8:00AM - 12:00PM	В	139	01/07/2019 - 05/10/2019	\$530.00 \$260.00	Dunning, S	
			WRF	1:00PM - 5:00PM	В	139	01/07/2019 - 03/04/2019	\$530.00 \$260.00	Dunning, S	
COS 177 B	COSMETOLOGY THEORY IV	2	M	11:00AM - 12:00PM	В	130	03/05/2019 - 05/10/2019	\$212.00 \$48.00	Dunning, S	COS 171,172,173,174
			Т	8:00AM - 11:20AM	В	130	03/05/2019 - 05/10/2019	\$212.00 \$48.00	Dunning, S	
COS 178 B	COSMETOLOGY CLINIC IV	6	M	1:00PM - 5:00PM	В	139	03/05/2019 - 05/10/2019	\$636.00 \$284.00	Staff, S	COS 171,172,173,174
			Т	11:30AM - 5:00PM	В	139	03/05/2019 - 05/10/2019	\$636.00 \$284.00	Staff, S	
			WRF	8:00AM - 12:00PM	В	139	01/07/2019 - 05/10/2019	\$636.00 \$284.00	Dunning, S	
			WRF	1:00PM - 5:00PM	В	139	03/05/2019 - 05/10/2019	\$636.00 \$284.00	Dunning, S	

CRIMINAL JUSTICE

CRJ 114 O	CRIMINAL INVESTIGATION	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Gibson, M	
CRJ 115 O	CRIMINAL LAW I	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Taylor, K	
CRJ 136 O	INTRODUCTION TO CRIMINAL JUSTICE	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Reichert, S	
CRJ 211 O	CRIMINAL LAW II	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Taylor, K	CRJ 115
CRJ 213 O	INTRODUCTION TO CORRECTIONS	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Gibson, M	
CRJ 214 O	PROBATION AND PAROLE	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Horn, R	
CRJ 215 O	COURT PROCEDURES	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Horn, R	CRJ 114, 115, 211 OR CONSENT
CRJ 216 A	LAW ENFORCEMENT INTERNSHIP	3	TBA	TBA	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Lees, M	
CRJ 230 O	POLICING IN AMERICA	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Reichert, S	

DIESEL TECHNOLOGY

DSL 132 EQ	ENGINE ELECTRONICS II	3	TW	1:00PM - 2:50PM	Т	101	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Lindhorst, R	DSL 131
DSL 132 TR	ENGINE ELECTRONICS II	3	TR	1:00PM - 2:50PM	Т	101	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Lindhorst, R	DSL 131
DSL 133 TR	PREVENTATIVE MAINTENANCE	4	TWR	3:00PM - 5:20PM	Т	112	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Jones, C	
DSL 171 EQ	HYDRAULICS II	3	MTW	8:00AM - 9:50AM	Т	112	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Jones, C	DSL 158
DSL 172 A	INTERNSHIP	5			TBA	TBA	01/07/2019 - 05/10/2019	\$530.00 \$120.00	Lindhorst, R	
DSL 232 TR	DIESEL SUSPENSION & STEERING	4	Μ	10:00AM - 11:50AM	Т	101	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Lindhorst, R	THEORY
			F	1:00PM - 4:50PM	Т	101	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Lindhorst, R	LAB
DSL 235 EQ	DIESEL HEATING & AIR CONDITIONING	4	MTW	10:00AM - 11:50AM	Т	102	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Bishop, T	
			R	8:00AM - 9:20AM	Т	102	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Bishop, T	
DSL 235 TR	DIESEL HEATING & AIR CONDITIONING	4	MTW	8:00AM - 9:50AM	Т	102	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Bishop, T	
			R	8:00AM - 9:20AM	Т	102	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Bishop, T	
DSL 237 EQ	ENGINE DIAGNOSTICS AND PERFORMANCE	3	RF	10:00AM - 11:50AM	Т	112	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Jones, C	DSL 131, 132 & 233
DSL 238 EQ	FINAL DRIVES TRACKS & UNDERCARRIAGE	3	RF	8:00AM - 9:50AM	Т	112	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Jones, C	DSL 277
DSL 275 EQ	DIESEL ENGINES	4	MTWR	3:00PM - 4:50PM	Т	101	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Lindhorst, R	DSL 157
DSL 275 TR	DIESEL ENGINES	4	TWR	10:00AM - 11:50AM	Т	101	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Lindhorst, R	LAB
			М	3:00PM - 4:50PM	Т	101	01/07/2019 - 05/10/2019	\$424.00 \$116.00	Lindhorst, R	DSL 157

EARLY CHILDHOOD EDUCATION

ECE 114	8A PLAY AND LEARNING ENVIRONMENT	3	М	12:30PM - 2:20PM	А	222	01/07/2019 - 05/10/2019	\$318.00 \$97.00	King, D	DCFS BACKGROUND CHECK
					ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	King, D	ONE HOUR ONLINE COMPONENT
ECE 114	O PLAY AND LEARNING ENVIRONMENT	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	King, D	DCFS BACKGROUND CHECK
ECE 116	O INFANT-TODDLER CURRICULUM	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	King, D	DCFS BACKGROUND CHECK
ECE 143	8A GUIDANCE, OBSERVATION & ASSESSMENT	4	Т	12:30PM - 2:20PM	А	222	01/07/2019 - 05/10/2019	\$424.00 \$121.00	King, D	DCFS BACKGROUND CHECK
					ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$121.00	King, D	TWO HOUR ONLINE COMPONENT
ECE 143	O GUIDANCE, OBSERVATION & ASSESSMENT	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	King, D	DCFS BACKGROUND CHECK
ECE 213	OM CHILD FAMILY AND COMMUNITY	3			ONL	CRS	01/07/2019 - 03/04/2019	\$318.00 \$97.00	Staff, S	DCFS BACKGROUND CHECK
ECE 214	O LANGUAGE & LITERACY DEVELOPMENT	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Staff, S	DCFS BACKGROUND CHECK
ECE 215	OM PRESCHOOL ADMINISTRATION	3			ONL	CRS	03/05/2019 - 05/10/2019	\$318.00 \$97.00	Staff, S	DCFS BACKGROUND CHECK
ECE 220	O PRACTICUM I	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	King, D	CONSENT & DCFS BACKGROUND CHK

Subject Section	on Title	Credits	Days	Times	Loc	ation	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
CE 221 O	PRACTICUM II	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	King, D	CONSENT & DCFS BACKGROUND CH
CE 299 O	DIRECTOR PRACTICUM	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	King, D	CONSENT & DCFS BACKGROUND CH
FCON	OMICS									
CON 121 0	INTRODUCTION TO MACROECONOMICS	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Bergan, N	
	INTRODUCTION TO MICROECONOMICS	3			ONL	CRS	02/04/2019 - 04/05/2019	\$318.00 \$97.00	Bergan, N	
FDUC	ATION									
	EDUCATIONAL PSYCHOLOGY	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	King, D	
EDUC 260 O	EDUCATIONAL TECHNOLOGY	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	King, D	
ENGL	ISH									
ENG 101 8A	READING/WRITING IMPROVEMENT	3	MW	8:30AM - 9:20AM	Α	145D	01/07/2019 - 05/10/2019	\$318.00 \$97.00	McClusky, K	PLACEMENT TEST
					ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	McClusky, K	ONE HOUR ONLINE COMPONENT
NG 109 8A	INTEGRATED READING & WRITING	4	MW	9:30AM - 10:20AM	Α	145D	01/07/2019 - 05/10/2019	\$424.00 \$121.00	McClusky, K	PLACEMENT TEST
					ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$121.00	McClusky, K	TWO HOUR ONLINE COMPONENT
ENG 109 O	INTEGRATED READING & WRITING	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Sirach, K	PLACEMENT TEST
ENG 121 A	RHETORIC & COMPOSITION I	3	MWF	8:30AM - 9:20AM	А	116	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Billman, J	ACCUPLACER SCORE AT LEAST 77
ENG 121 B	RHETORIC & COMPOSITION I	3	MWF	9:30AM - 10:20AM	А	116	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Billman, J	ACCUPLACER SCORE AT LEAST 77
ENG 121 O	RHETORIC & COMPOSITION I	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Billman, J	ACCUPLACER SCORE AT LEAST 77
ENG 121 OM	RHETORIC & COMPOSITION I	3			ONL	CRS	03/05/2019 - 05/10/2019	\$318.00 \$97.00	Billman, J	ACCUPLACER SCORE AT LEAST 77
ENG 122 8CM	RHETORIC & COMPOSITION II	3	TR	8:30AM - 9:50AM	Е	203	01/07/2019 - 03/04/2019	\$318.00 \$97.00	Roehm-Scheffer, J	ENG 121 OR CONSENT
					ONL	HYB	01/07/2019 - 03/04/2019	\$318.00 \$97.00	Roehm-Scheffer, J	3 HOUR ONLINE COMPONENT
ENG 122 8FM	RHETORIC & COMPOSITION II	3	TR	1:00PM - 2:20PM	E	204	01/07/2019 - 03/04/2019	\$318.00 \$97.00	Roehm-Scheffer, J	ENG 121 OR CONSENT
					ONL	HYB	01/07/2019 - 03/04/2019	\$318.00 \$97.00	Roehm-Scheffer, J	3 HOUR ONLINE COMPONENT
ENG 122 A	RHETORIC & COMPOSITION II	3	MWF	11:30AM - 12:20PM	В	202	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Blair, B	ENG 121 OR CONSENT
ENG 122 B	RHETORIC & COMPOSITION II	3	MWF	10:30AM - 11:20AM	В	202	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Blair, B	ENG 121 OR CONSENT
ENG 122 DA	RHETORIC & COMPOSITION II	3	MWF	9:30AM - 10:20AM	Α	117	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Blair, B	ENG 121 OR CONSENT
NG 122 O	RHETORIC & COMPOSITION II	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Parish, R	ENG 121 OR CONSENT
NG 122 OM	RHETORIC & COMPOSITION II	3			ONL	CRS	03/05/2019 - 05/10/2019	\$318.00 \$97.00	Parish, R	ENG 121 OR CONSENT
ENG 243 8A	INTRO TO DRAMA	3	MW	10:30AM - 11:20AM	F	THTR	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Kimball, A	ENG 121 & 122 OR CONSENT
					ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Kimball, A	ONE HOUR ONLINE COMPONENT
ENG 245 O	WORLD LITERATURE	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Smith, C	ENG 121 & 122 OR CONSENT
ENG 280 A	SELECTED TOPICS IN LITERATURE	1	W	12:30PM - 1:20PM	В	126W	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Blair, B	

FAMILY & CONSUMER SCIENCE

FCS 124 O	INTRODUCTION TO NUTRITION	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Beal, S	
FOOD	SERVICE SANITAT	ΓΙΟΝ								
FOS 112 A	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	А	116	01/12/2019 - 01/12/2019	\$53.00 \$57.00	Hostert, T	
FOS 112 B	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	А	116	02/09/2019 - 02/09/2019	\$53.00 \$57.00	Hostert, T	
FOS 112 C	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	А	116	03/23/2019 - 03/23/2019	\$53.00 \$57.00	Hostert, T	
FOS 112 D	FOOD SERVICE SANITATION AND SAFETY	0.5	S	8:00AM - 4:30PM	А	116	04/13/2019 - 04/13/2019	\$53.00 \$57.00	Hostert, T	
										0

GOVERNMENT

GOVERNMENT									
GOVT 121 8A AMERICAN GOVERNMENT	3	MW	9:30AM - 10:20AM	В	106	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lees, M	
				ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lees, M	ONE HOUR ONLINE COMPONENT
GOVT 121 8DA AMERICAN GOVERNMENT	3	TR	10:30AM - 11:20AM	А	114	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lees, M	
				ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lees, M	ONE HOUR ONLINE COMPONENT
GOVT 121 8XD AMERICAN GOVERNMENT	3	TR	10:30AM - 11:20AM	CI	123	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lees, M	
				ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lees, M	ONE HOUR ONLINE COMPONENT
GOVT 121 OM AMERICAN GOVERNMENT	3			ONL	CRS	02/04/2019 - 04/05/2019	\$318.00 \$97.00	Lees, M	
GOVT 226 O INTRO. TO INTERNATIONAL RELATIONS	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Burford, K	
GOVT 260 A POLITICS IN STATES AND COMMUNITIES	3	MWR	2:30PM - 3:30PM	В	106	01/07/2019 - 02/27/2019	\$318.00 \$102.00	Lees, M	
		RFSU	8:00AM - 8:00PM	TBA	TBA	02/28/2019 - 03/03/2019	\$318.00 \$102.00	Lees, M	MIG TRIP
HEALTH OCCUPATIONS									
HLTH 118 E INTRODUCTION TO PHLEBOTOMY	3	MW	5:00PM - 8:00PM	Т	229	01/07/2019 - 03/04/2019	\$318.00 \$132.00	Staff, S	
HLTH 150 8E PHARMACY TECHNICIAN PREPARATION	7			ONL	HYB	01/07/2019 - 05/10/2019	\$742.00 \$308.00	Pappenfuss, R	
		TU	4:30PM - 7:30PM	Т	220	01/07/2019 - 05/10/2019	\$742.00 \$308.00	Pappenfuss, R	
		S	8:00AM - 12:00PM	CLN	CLN	01/07/2019 - 05/10/2019	\$742.00 \$308.00	Pappenfuss, R	
HISTORY									
HIST 121 A HIST OF WESTERN CIVILIZ TO 1648	3	TR	11:30AM - 12:50PM	В	105	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Rea, S	
HIST 122 A HIST OF WESTERN CIVILIZ FROM 1648	3	MWF	10:30AM - 11:20AM	В	105	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Rea, S	
HIST 141 DA HISTORY OF LATIN AMERICA	3	W	2:00PM - 4:50PM	А	117	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Schweizer, D	
HIST 141 XD HISTORY OF LATIN AMERICA	3	W	2:00PM - 4:50PM	CI	123	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Schweizer, D	
HIST 241 A AMER HIST I	3	MWF	8:30AM - 9:20AM	В	105	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Rea, S	
HIST 241 O AMER HIST I	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Rea, S	
HIST 242 A AMER HIST II	3	MWF	11:30AM - 12:20PM	В	105	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Rea, S	

HYGIENE

HYG 121 O	SCIENCE OF PERSONAL HEALTH	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Stockhowe, S
HYG 121 O2	SCIENCE OF PERSONAL HEALTH	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Hall, S

INFORMATION TECHNOLOGY

IT 119 A	BASIC SOFTWARE APPLICATIONS	3	MWF	12:30PM - 1:20PM	В	224	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Ledbetter, K	REQ. MICROSOFT WINDOWS/OFFICE
IT 119 O	BASIC SOFTWARE APPLICATIONS	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Ledbetter, K	REQ. MICROSOFT WINDOWS/OFFICE
IT 132 A	INTRODUCTORY PROGRAMMING	2	MWF	1:30PM - 2:20PM	В	224	01/07/2019 - 05/10/2019	\$212.00 \$48.00	Ledbetter, K	
IT 133 O	SYSTEMS ANALYSIS	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Reed, M	
IT 135 O	ADVANCED SOFTWARE APPLICATIONS	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lehman, C	IT 119
IT 151 A	WINDOWS OPERATING SYSTEMS	3	MW	8:30AM - 9:50AM	G	212	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Reed, M	
IT 191 O	FUNDAMENTALS OF WEB DESIGN	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Richardson, B	
IT 195 8A	COMPUTER SECURITY I	4	MW	10:00AM - 11:20AM	G	212	01/07/2019 - 05/10/2019	\$424.00 \$182.00	Reed, M	
					ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$182.00	Reed, M	ONE-HOUR ONLINE COMPONENT
IT 210 A	INTRODUCTORY NETWORKING	2	TR	1:30PM - 2:20PM	G	212	01/07/2019 - 05/10/2019	\$212.00 \$48.00	Reed, M	
IT 216 O	ROUTER THEORY AND TECHNOLOGY	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Reed, M	
IT 217 A	LOCAL AREA NETWORKS	4	TR	10:00AM - 11:50AM	G	212	01/07/2019 - 05/10/2019	\$424.00 \$141.00	Reed, M	IT 215
IT 218 O	WIDE AREA NETWORKS	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Reed, M	
IT 219 O	LAN SWITCHING AND WIRELESS	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Reed, M	
IT 230 A	INTERNSHIP	2			TLO	TLO	01/07/2019 - 05/10/2019	\$212.00 \$48.00	Reed, M	
IT 230 B	INTERNSHIP	3			TLO	TLO	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Reed, M	
IT 230 C	INTERNSHIP	4			TLO	TLO	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Reed, M	
IT 273 A	PROGRAMMING II	3	TR	12:30PM - 1:50PM	В	224	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Wang, C	
										11

COMPL	ETE SCHEDULE OF C	LA22E	SFUR	SPRING SEI	VIEJI	ER ZU	<u> </u>		Classes E	egin January 7, 20
ubject Section	Title	Credits	Days	Times	Loc	ation	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
MASSA	GE THERAPY									
NT 112 X M	MASSAGE ETH/LAW	2	Т	11:30AM - 1:30PM	CI	124	01/07/2019-05/10/2019	\$212.00 \$48.00	Staff	
IT 113 X A	ANCILLARY MODAL	3	Т	08:00AM - 10:50PM	CI	124	01/07/2019-05/10/2019	\$318.00 \$72.00	Staff	
T 114 X M	MASSAGE TECH I	4	Т	1:30PM - 3:20PM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
			R	09:00AM - 12:00PM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
NT 212 X	MASSAGE TECH II	4	R	08:00AM - 08:50AM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
			R	12:30PM - 6:30PM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
ЛАТНЕ	MATICS									
ATH 101 E	MATH IMPROVEMENT	2	TR	2:30PM - 3:20PM	А	145D	01/07/2019 - 05/10/2019	\$212.00 \$48.00	Hubele, R	PLACEMENT TEST
ATH 106 A E	BEGINNING ALGEBRA	4	TR	8:30AM - 10:20AM	А	145D	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Householder, P	MATH 101
ATH 106 E E	BEGINNING ALGEBRA	4	TR	4:00PM - 5:50PM	А	145D	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Hubele, R	MATH 101
ATH 109 A	NTERMEDIATE ALGEBRA	4	TR	11:00AM - 12:50PM	А	145D	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Householder, P	MATH 106
ATH 109 Z	NTERMEDIATE ALGEBRA	1	Т	11:30AM - 12:20PM	А	231	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Harbison, J	PLACEMENT TEST
ATH 125 8B 0	GENERAL EDUCATION STATISTICS	4	W	1:30PM - 3:20PM	А	231	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Harbison, J	MATH 109-C OR BETTER
					ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Harbison, J	TWO HOUR ONLINE COMPONEN
ATH 125 A C	GENERAL EDUCATION STATISTICS	4	MW	8:30AM - 10:20AM	А	231	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Harbison, J	MATH 109-C OR BETTER
ATH 128 A C	COLLEGE ALGEBRA	4	MTWF	1:30PM - 2:20PM	А	230	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Aul, A	MATH 108 & 109
ATH 141 8B S	STATISTICS	4	W	1:30PM - 3:20PM	А	231	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Harbison, J	MATH 128-C OR BETTER
					ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Harbison, J	TWO HOUR ONLINE COMPONEN
ATH 141 A S	STATISTICS	4	MW	8:30AM - 10:20AM	А	231	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Harbison, J	MATH 128-C OR BETTER
ATH 142 A F	INITE MATHEMATICS	4	TR	1:30PM - 3:20PM	А	226	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Householder, P	MATH 128-C OR BETTER
ATH 144 A 🛛 H	HEART OF MATHEMATICS	4	TR	8:30AM - 10:20AM	А	231	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Harbison, J	MATH 109-C OR BETTER
ATH 144 O	HEART OF MATHEMATICS	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Harbison, J	MATH 109-C OR BETTER
ATH 144 Z	HEART OF MATHEMATICS	4	TR	1:30PM - 3:20PM	А	231	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Harbison, J	MATH 109-C OR BETTER
ATH 151 O	DCCUPATIONAL MATH	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Appel, J	MATH 101
ATH 162 A C	CALCULUS AND ANALYTIC GEOMETRY I	5	MTWRF	8:00AM - 8:50AM	А	230	01/07/2019 - 05/10/2019	\$530.00 \$120.00	Martin, K	MATH 161-C OR BETTER
ATH 162 B C	CALCULUS AND ANALYTIC GEOMETRY I	5	MTWRF	10:30AM - 11:20AM	А	230	01/07/2019 - 05/10/2019	\$530.00 \$120.00	Martin, K	MATH 161-C OR BETTER
ATH 205 A C	GEOMETRY FOR ELEMENTARY TEACHERS	4	TR	1:00PM - 2:50PM	А	229	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Appel, J	MATH 204-C OR BETTER
ATH 222 A	CALCULUS AND ANALYTIC GEOMETRY III	5	MTWRF	9:30AM - 10:20AM	А	230	01/07/2019 - 05/10/2019	\$530.00 \$120.00	Martin, K	MATH 221-C OR BETTER
ATH 225 A [DIFFERENTIAL EQUATIONS	3	MWF	10:30AM - 11:20AM	А	110	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Aul, A	MATH 222

MINING TECHNOLOGY* - COOPERATIVE PROGRAM OFFERED BY SIC & WABASH VALLEY COLLEGE

CMT 2260	Electrical II	4	М	8AM - 12PM	G	113	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Instructor – TBD
CMT 1220	Roof Control	4	Μ	1PM - 5PM	G	113	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Instructor - TBD
CMT 2240	Hydraulics II	4	Т	1PM - 5PM	G	113	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Instructor – TBD

*MINING TECHNOLOGY - Cooperative Program with Wabash Valley College - This schedule is subject to change. Call Kimberly Oliver at 618-252-5400, ext. 2360, or email at koliver@iecc.edu for class confirmation & registration information.

MUSIC	C									
MUS 121 8A	MUSIC APPRECIATION	3	MW	11:30AM - 12:20PM	F	110	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Garmane, C	
					ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Garmane, C	ONE HOUR ONLINE COMPONENT
MUS 121 O	MUSIC APPRECIATION	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Garmane, C	
MUS 121 OM	MUSIC APPRECIATION	3			ONL	CRS	03/05/2019 - 05/10/2019	\$318.00 \$97.00	Garmane, C	
MUS 124 A	PRIVATE APPLIED MUSIC I	1			F	116	01/07/2019 - 05/10/2019	\$106.00 \$119.00	Staff, S	DEPT PERMISSION
MUS 125 A	PRIVATE APPLIED MUSIC II	1			F	116	01/07/2019 - 05/10/2019	\$106.00 \$119.00	Staff, S	DEPT PERMISSION
MUS 126 A	INTRODUCTION TO AMERICAN MUSIC	3	TR	11:30AM - 12:50PM	F	110	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Garmane, C	
MUS 141 E	CHORUS	1	Т	6:00PM - 7:50PM	F	110	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Burkhart, A	
MUS 142 E	CHORUS II	1	Т	6:00PM - 7:50PM	F	110	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Burkhart, A	
MUS 143 E	CHORUS III	1	Т	6:00PM - 7:50PM	F	110	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Burkhart, A	
MUS 144 E	CHORUS IV	1	Т	6:00PM - 7:50PM	F	110	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Burkhart, A	
MUS 164 E	MUSICAL THEATRE CHOIR	1	R	3:00PM - 4:50PM	F	110	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Garmane, C	

MUS 182 A	THEORY OF MUSIC II	4	MW	1:30PM - 3:20PM	F	110	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Garmane, C	MUS 181 OR PRIOR TRAINING
MUS 280 A	SELECTED TOPICS IN MUSIC	3			F	110	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Garmane, C	
MUS 282 A	THEORY OF MUSIC IV	4	TR	11:30AM - 1:20PM	F	110	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Garmane, C	MUS 281 OR EQUIVALENT

NURSING - ADN

ADN 275 O	PSYCHIATRIC NURSING	3			ONL	CRS	03/05/2019 - 05/10/2019	\$318.00 \$107.00	Moore, S
			R	8:30AM - 3:30PM	Т	230	03/05/2019 - 05/10/2019	\$318.00 \$107.00	Moore, S
			F	7:00AM - 4:30PM	CLN	CLN	03/05/2019 - 05/10/2019	\$318.00 \$107.00	Lampley, K
ADN 276 A	MED-SURG NURSING III	5	М	8:30AM - 3:30PM	Т	230	01/07/2019 - 03/04/2019	\$530.00 \$555.00	Murphy, A
			Т	7:00AM - 4:30PM	CLN	CLN	01/07/2019 - 03/04/2019	\$530.00 \$555.00	Lampley, K
			W	7:00AM - 4:30PM	CLN	CLN	01/07/2019 - 03/04/2019	\$530.00 \$555.00	Moore, S
ADN 277 A	MED-SURG NURSING IV	5	TR	8:30AM - 3:30PM	Т	230	03/05/2019 - 05/10/2019	\$530.00 \$120.00	Lampley, K
			W	7:00AM - 4:30PM	CLN	CLN	03/05/2019 - 05/10/2019	\$530.00 \$120.00	Lampley, K
			М	7:00AM - 4:30PM	CLN	CLN	01/07/2019 - 05/10/2019	\$530.00 \$120.00	Moore, S
			М	8:00AM - 10:00AM	Т	230	03/05/2019 - 05/10/2019	\$530.00 \$120.00	Moore, S
ADN 278 O	COMMUNITY & LEADERSHIP NURSING	4			ONL	CRS	01/07/2019 - 03/04/2019	\$424.00 \$431.00	Lampley, K
			MWRF	7:00AM - 4:30PM	CLN	CLN	01/07/2019 - 03/04/2019	\$424.00 \$431.00	Lampley, K
			MWF	7:00AM - 4:30PM	ONL	CRS	01/07/2019 - 03/04/2019	\$424.00 \$431.00	Moore, S

NURSING - PN

NUR 153 8A	MEDICATION CALCULATIONS	4			ONL	HYB	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Moore, S	
			R	11:30AM - 1:20PM	Т	220	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Moore, S	
NUR 153 O	MEDICATION CALCULATIONS	4			ONL	CRS	01/07/2019 - 05/10/2019	\$424.00 \$121.00	Dixon, S	
NUR 176 A	COMMUNITY AND MENTAL HEALTH	2	F	8:00AM - 12:00PM	Т	217	03/22/2019 - 05/10/2019	\$212.00 \$193.50	Knight, B	
			MR	7:00AM - 4:30PM	CLN	CLN	03/22/2019 - 05/10/2019	\$212.00 \$193.50	McConnell, K	CLINICAL
NUR 176 B	COMMUNITY AND MENTAL HEALTH	2	F	8:00AM - 12:00PM	Т	217	03/22/2019 - 05/10/2019	\$212.00 \$134.40	Knight, B	
			MR	7:00AM - 4:30PM	CLN	CLN	03/22/2019 - 05/10/2019	\$212.00 \$134.40	McConnell, K	CLINICAL
NUR 177 A	PEDIATRIC NURSING	2	W	8:30AM - 12:30PM	Т	217	03/22/2019 - 05/10/2019	\$212.00 \$58.00	McConnell, K	
			Т	12:30PM - 4:30PM	Т	223	03/22/2019 - 05/10/2019	\$212.00 \$58.00	Knight, B	
NUR 177 B	PEDIATRIC NURSING	2	W	8:30AM - 12:30PM	Т	217	03/22/2019 - 05/10/2019	\$212.00 \$58.00	McConnell, K	THEORY
			Т	12:30PM - 4:30PM	Т	223	03/22/2019 - 05/10/2019	\$212.00 \$58.00	Knight, B	
NUR 190 A	NURSING CARE OF THE ADULT I	4	MWR	8:30AM - 4:20PM	Т	217	01/07/2019 - 01/31/2019	\$424.00 \$241.50	McConnell, K	
			RF	8:30AM - 4:30PM	Т	223	01/07/2019 - 01/31/2019	\$424.00 \$241.50	Knight, B	
			RF	8:30AM - 4:30PM	Т	223	01/07/2019 - 01/31/2019	\$424.00 \$241.50	Davis, S	
			RF	8:30AM - 4:30PM	Т	223	01/07/2019 - 01/31/2019	\$424.00 \$241.50	Hall, S	
NUR 190 B	NURSING CARE OF THE ADULT I	4	MWRF	8:30AM - 4:30PM	Т	217	01/07/2019 - 01/31/2019	\$424.00 \$241.50	McConnell, K	
			RF	8:30AM - 4:30PM	Т	223	01/07/2019 - 01/31/2019	\$424.00 \$241.50	Knight, B	
			RF	8:30AM - 4:30PM	Т	223	01/07/2019 - 01/31/2019	\$424.00 \$241.50	Davis, S	
			RF	8:30AM - 4:30PM	Т	223	01/07/2019 - 01/31/2019	\$424.00 \$241.50	Hall, S	
NUR 195 A	MEDICAL TERMINOLOGY	3	MW	1:00PM - 2:50PM	В	104	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Knight, B	
NUR 195 O	MEDICAL TERMINOLOGY	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Dixon, S	
NUR 195 O2	MEDICAL TERMINOLOGY	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Staff, S	
NUR 198 A	NURSING CARE OF THE ADULT II	4	MW	8:30AM - 12:30PM	Т	217	02/01/2019 - 03/22/2019	\$424.00 \$241.50	McConnell, K	
					CLN	CLN	02/01/2019 - 03/22/2019	\$424.00 \$241.50	McConnell, K	
					CLN	CLN	02/01/2019 - 03/22/2019	\$424.00 \$241.50	Knight, B	
					CLN	CLN	02/01/2019 - 03/22/2019	\$424.00 \$241.50	Davis, S	
NUR 198 B	NURSING CARE OF THE ADULT II	4	MW	8:30AM - 12:30PM	Т	217	02/01/2019 - 03/22/2019	\$424.00 \$241.50	McConnell, K	
					CLN	CLN	02/01/2019 - 03/22/2019	\$424.00 \$241.50	McConnell, K	
					CLN	CLN	02/01/2019 - 03/22/2019	\$424.00 \$241.50	Knight, B	
					CLN	CLN	02/01/2019 - 03/22/2019	\$424.00 \$241.50	Davis, S	
NUR 199 A	NURSING CARE OF THE ADULT III	4	Т	8:30AM - 11:30AM	Т	217	01/07/2019 - 05/10/2019	\$424.00 \$270.00	Murphy, A	
					CLN	CLN	01/07/2019 - 05/10/2019	\$424.00 \$270.00	McConnell, K	
					CLN	CLN	01/07/2019 - 05/10/2019	\$424.00 \$270.00	Knight, B	
					CLN	CLN	01/07/2019 - 05/10/2019	\$424.00 \$270.00	Knight, B	
					CLN	CLN	01/07/2019 - 05/10/2019	\$424.00 \$270.00	Davis, S	
NUR 199 B	NURSING CARE OF THE ADULT III	4	Т	8:30AM - 11:30AM	Т	217	01/07/2019 - 05/10/2019	\$424.00 \$185.40	Murphy, A	
					CLN	CLN	01/07/2019 - 05/10/2019	\$424.00 \$185.40	McConnell, K	
					CLN	CLN	01/07/2019 - 05/10/2019	\$424.00 \$185.40	Knight, B	
					CLN	CLN	01/07/2019 - 05/10/2019	\$424.00 \$185.40	Davis, S	
					-	-			., .	

	LETE SCHEDULE OF CI	LASSE	SFUR	SPRING SEN	/1E21	ER 20	19		Classes	Begin January 7, 2019
ubject Section	on Title	Credits	Days	Times	Loca	ation	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
DUTD	OOR RECREATION									
UTR 112 E	OUTDOOR RECREATION PLANNING	3	TR	6:00PM - 7:20PM	В	202	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Armstrong, A	
UTR 115 A	OUTDOOR RECREATION PRACTICUM	1			TBA	TBA	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Armstrong, A	
UTR 152 E	ENVIRONMENTAL ETHICS	2	М	5:00PM - 6:50PM	В	202	01/07/2019 - 05/10/2019	\$212.00 \$48.00	Armstrong, A	
UTR 155 E	ENVIRONMENTAL INTERPRETATION	2	W	5:00PM - 7:50PM	В	202		\$212.00 \$48.00	Armstrong, A	
JTR 171 A	INTERMEDIATE ARCHERY	1	S	10:00AM - 11:50AM	ARCH	RNG	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Armstrong, A	ARCHERY TEAM MEMBERS
JTR 173 A	PRO-AM COMPETITION ARCHERY	1	S	10:00AM - 11:50AM	ARCH	RNG	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Armstrong, A	ARCHERY TEAM MEMBERS-2ND
UTR 214 E	USCA RULES AND PROCEDURES	1	т	5:00PM - 5:50PM	В	202	01/07/2019 - 05/10/2019	\$106.00 \$39.00	Armstrong, A	
UTR 216 E	MIND AND MATTER IN COMPETITION	1	R	5:00PM - 5:50PM	В	202	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Armstrong, A	
UTR 236 A	INDOOR ARCHERY INTERMEDIATE	1	S	8:00AM - 9:50AM	ARCH	RNG	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Armstrong, A	ARCHERY TEAM MEMBERS
UTR 238 A	INDOOR ARCHERY PRO-AM	1	S	8:00AM - 9:50AM	ARCH	RNG	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Armstrong, A	ARCHERY TEAM MEMBERS-2ND
	ОЅОРНҮ									
				0.20414 0.20414	E	202	01/07/2010 05/10/2010	\$210 00 \$72 00	Smith C	
HIL 121 A		3	MWF	8:30AM - 9:20AM		203	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Smith, C	
HL 121 B		3	MWF	9:30AM - 10:20AM	E	203	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Smith, C	
HL 121 O		-	TD	1:00PM - 2:20PM	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Linz, J	
IIL 221 A IIL 221 O	FUNDAMENTALS OF ETHICS FUNDAMENTALS OF ETHICS	3	TR	1:00PM - 2:20PM	E ONL	203 CRS	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$318.00 \$72.00 \$318.00 \$97.00	Smith, C Linz, J	PHIL 121 OR CONSENT PHIL 121 OR INSTRUCTOR CONSEN
HYS	ICAL EDUCATION									
	ICAL EDUCATION PHYSICAL FIT THROUGH CONDITIONING	1	MTWRFS		с	205	01/07/2019 - 05/10/2019	\$106.00 \$44.00	Kenner, S	
126 A		1	MTWRFS MTWRFS		c c	205 205	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00	Kenner, S Kenner, S	
126 A 127 A	PHYSICAL FIT THROUGH CONDITIONING									
126 A 127 A 129 A	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II		MTWRFS		С	205	01/07/2019 - 05/10/2019	\$106.00 \$44.00	Kenner, S	TEAM MEMBERS ONLY
126 A 127 A 129 A 144 A	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III		MTWRFS MTWRFS		c c	205 205	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00	Kenner, S Kenner, S	TEAM MEMBERS ONLY TEAM MEMBERS ONLY
126 A 127 A 129 A 144 A 145 A	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I	1 1 2	MTWRFS MTWRFS MTWRF		C C C	205 205 GYM	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J	
 126 A 127 A 129 A 144 A 145 A 164 A 	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM SOFTBALL I	1 1 2 2	MTWRFS MTWRFS MTWRF MTWRF	5:00AM - 5:50AM	C C C C	205 205 GYM GYM	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M	TEAM MEMBERS ONLY
126 A 127 A 129 A 144 A 145 A 164 A 189 X	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM SOFTBALL I WOMEN'S TEAM BASKETBALL I	1 1 2 2 2	MTWRFS MTWRFS MTWRF MTWRF MTWRF	5:00AM - 5:50AM 6:00AM - 6:50AM	C C C C C	205 205 GYM GYM	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S	TEAM MEMBERS ONLY
 126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X2 	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM SOFTBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II	1 1 2 2 2 0.5	MTWRFS MTWRFS MTWRF MTWRF MTWRF MW		C C C C CIHS	205 205 GYM GYM GYM CLS	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R	TEAM MEMBERS ONLY
 126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X2 221 A 	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM SOFTBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I	1 1 2 2 2 0.5 0.5	MTWRFS MTWRFS MTWRF MTWRF MTWRF MW MW		C C C C CIHS CIHS	205 205 GYM GYM CLS CLS	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T	TEAM MEMBERS ONLY TEAM MEMBERS ONLY
126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X2 221 A PHYS	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM SOFTBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I	1 1 2 2 2 0.5 0.5	MTWRFS MTWRFS MTWRF MTWRF MTWRF MW MW		C C C C CIHS CIHS	205 205 GYM GYM CLS CLS	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T	TEAM MEMBERS ONLY TEAM MEMBERS ONLY
126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X2 221 A PHYS	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM BASEBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I	1 1 2 2 2 0.5 0.5 2	MTWRFS MTWRFS MTWRF MTWRF MTWRF MW MW		C C C C C H S C H S C	205 205 GYM GYM CLS CLS GYM	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T Staff	TEAM MEMBERS ONLY TEAM MEMBERS ONLY TEAM MEMBERS ONLY
126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X2 221 A PHYS IVS 121 80	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM BASEBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I	1 1 2 2 2 0.5 0.5 2	MTWRFS MTWRFS MTWRF MTWRF MWW MW MW	6:00AM - 6:50AM	C C C C C C HS C HS C S ONL	205 205 GYM GYM CLS CLS GYM	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00 \$212.00 \$53.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T Staff	TEAM MEMBERS ONLY TEAM MEMBERS ONLY TEAM MEMBERS ONLY MATH 109 OR EQUIVALENT
126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X2 221 A PHYS IYS 121 80	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM BASEBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I ICS BASIC PHYSICS	1 1 2 2 2 0.5 0.5 2	MTWRFS MTWRF MTWRF MTWRF MW MW MW MTWRF	6:00AM - 6:50AM 1:30PM - 3:20PM	C C C C C C C HS C C HS C ONL A	205 205 GYM GYM CLS CLS GYM CRS 110	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T Staff Aul, A Aul, A	TEAM MEMBERS ONLY TEAM MEMBERS ONLY TEAM MEMBERS ONLY MATH 109 OR EQUIVALENT LAB ON CAMPUS
126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X 221 A PHYS 175 121 80	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM BASEBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I ICS BASIC PHYSICS	1 1 2 2 2 0.5 0.5 2	MTWRFS MTWRF MTWRF MTWRF MW MW MTWRF R MTWRF	6:00AM - 6:50AM 1:30PM - 3:20PM 8:30AM - 9:20AM	C C C C C C C HS C C S ONL A A	205 205 GYM GYM CLS CLS GYM CRS 110 110	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T Staff Aul, A Aul, A Aul, A	TEAM MEMBERS ONLY TEAM MEMBERS ONLY TEAM MEMBERS ONLY MATH 109 OR EQUIVALENT LAB ON CAMPUS PHYS 221
 126 A 127 A 129 A 144 A 145 A 164 A 189 X 189 X2 221 A PHYS PHYS 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 <	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM BASEBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I ICS BASIC PHYSICS GENERAL PHYSICS II DYNAMICS	1 1 2 2 2 0.5 0.5 2 4	MTWRFS MTWRF MTWRF MTWRF MW MW MTWRF R MTWRF	6:00AM - 6:50AM 1:30PM - 3:20PM 8:30AM - 9:20AM	C C C C C C C HS C C NL A A A	205 205 GYM GYM CLS CLS GYM CRS 110 110	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T Staff Aul, A Aul, A Aul, A Aul, A	TEAM MEMBERS ONLY TEAM MEMBERS ONLY TEAM MEMBERS ONLY MATH 109 OR EQUIVALENT LAB ON CAMPUS PHYS 221 LAB
126 A 127 A 129 A 144 A 145 A 164 A 189 X 221 A PHYS 175 121 80 175 222 A 175 222 A 175 242 O	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING II MEN'S TEAM BASEBALL I WOMEN'S TEAM BASKETBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I ICS BASIC PHYSICS GENERAL PHYSICS II DYNAMICS	1 1 2 2 0.5 0.5 2 4 5 3	MTWRFS MTWRF MTWRF MTWRF MW MW MTWRF R	6:00AM - 6:50AM 1:30PM - 3:20PM 8:30AM - 9:20AM 10:30AM - 12:20PM	C C C C C C HS C C S ONL A A ONL	205 205 GYM GYM CLS CLS GYM CRS 110 110 110 CRS	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$141.00 \$530.00 \$140.00 \$530.00 \$140.00 \$318.00 \$97.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T Staff Aul, A Aul, A Aul, A Aul, A Aul, A	TEAM MEMBERS ONLY TEAM MEMBERS ONLY TEAM MEMBERS ONLY MATH 109 OR EQUIVALENT LAB ON CAMPUS PHYS 221 LAB
 126 A 127 A 129 A 144 A 145 A 164 A 189 X 221 A PHYS PHYS 1 21 80 HYS 222 A HYS 242 O PSYC	PHYSICAL FIT THROUGH CONDITIONING PHYSICAL FITNESS CONDITIONING II PHYSICAL FITNESS CONDITIONING III MEN'S TEAM BASEBALL I WOMEN'S TEAM BASEBALL I WOMEN'S TEAM BASKETBALL I FITNESS THROUGH WALKING II FITNESS THROUGH WALKING II MEN'S TEAM BASKETBALL I ICS BASIC PHYSICS GENERAL PHYSICS II DYNAMICS	1 1 2 2 2 0.5 0.5 2 4	MTWRFS MTWRF MTWRF MTWRF MW MW MTWRF R MTWRF	6:00AM - 6:50AM 1:30PM - 3:20PM 8:30AM - 9:20AM	C C C C C C C HS C C NL A A A	205 205 GYM GYM CLS CLS GYM CRS 110 110	01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$44.00 \$106.00 \$44.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$53.00 \$12.00 \$53.00 \$12.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$53.00 \$212.00 \$141.00 \$424.00 \$141.00 \$530.00 \$140.00	Kenner, S Kenner, S Irlbeck, J Calcaterra, M Kenner, S King, R Gholson, T Staff Aul, A Aul, A Aul, A Aul, A	TEAM MEMBERS ONLY TEAM MEMBERS ONLY TEAM MEMBERS ONLY MATH 109 OR EQUIVALENT LAB ON CAMPUS PHYS 221 LAB

PSYC 121 O	INTRO PSYCHOLOGY	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Berry, L
PSYC 121 O2	INTRO PSYCHOLOGY	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Berry, L
PSYC 121 O3	INTRO PSYCHOLOGY	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Cox, D
PSYC 131 O	HUMAN RELATIONS	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Calcaterra, M

PSYC 221 O	CHILD PSYCHOLOGY	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Cox, D	
PSYC 244 O	HUMAN GROWTH & DEVELOPMENT-LIFESPAN	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Gladfelter, L	
PSYC 260 O	ABNORMAL PSYCHOLOGY	3	ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Berry, L	PSYC 121

POWERSPORTS TECHNOLOGY

		<u> </u>								
PST 132 A	MC/ATV/UTV ELECTRONICS	3	TW	1:00PM - 2:50PM	W	103	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Boots, R	
PST 172 A	PRACTICUM	2	F	8:00AM - 11:50AM	W	103	01/07/2019 - 05/10/2019	\$212.00 \$48.00	Boots, R	
PST 232 A	SUSPENSION, BRAKES, AND WHEELS	4	MTW	8:00AM - 9:50AM	W	103	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Boots, R	
PST 270 A	FUEL SYSTEMS	3	MR	1:00PM - 2:50PM	W	103	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Boots, R	
PST 275 A	ENGINES	4	MTWR	10:00AM - 11:50AM	W	103	01/07/2019 - 05/10/2019	\$424.00 \$96.00	Boots, R	
READ	-									
READ 106 O	INTRODUCTORY READING	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Staff, S	
SAFE ⁻	ТҮ									
SAFE 171 A1	INTRO TO BASIC HANDGUN SHOOTING	0.5	S	8:00AM - 5:00PM	ARCH	BLDG	02/16/2019 - 02/16/2019	\$53.00 \$62.00	Jones, K	8 HOURS
							02/16/2019 - 02/16/2019	\$53.00 \$62.00	Howton, D	
SAFE 171 A2	INTRO TO BASIC HANDGUN SHOOTING	0.5	S	8:00AM - 5:00PM	ARCH	BLDG	04/27/2019 - 04/27/2019	\$53.00 \$62.00	Jones, K	8 HOUR
							04/27/2019 - 04/27/2019	\$53.00 \$62.00	Howton, D	
SAFE 171 N1	INTRO TO BASIC HANDGUN SHOOTING	1	MT	6:00PM - 10:00PM	ARCH	RNG	02/11/2019 - 02/12/2019	\$106.00 \$124.00	Jones, K	16 HOURS
			S	8:00AM - 5:00PM	ARCH	RNG	02/16/2019 - 02/16/2019	\$106.00 \$124.00	Jones, K	
							02/11/2019 - 02/16/2019	\$106.00 \$124.00	Howton, D	
		1	MT	6:00PM - 10:00PM	ARCH	RNG	04/22/2019 - 04/23/2019	\$106.00 \$124.00	Jones, K	16 HOURS
SAFE 171 N2	INTRO TO BASIC HANDGUN SHOOTING	1	1011							
SAFE 171 N2	INTRO TO BASIC HANDGUN SHOOTING	I	S	8:00AM - 5:00PM		RNG	04/27/2019 - 04/27/2019	\$106.00 \$124.00	Jones, K	
SAFE 171 N2	INTRO TO BASIC HANDGUN SHOOTING	I			ARCH	RNG	04/27/2019 - 04/27/2019 04/22/2019 - 04/27/2019	\$106.00 \$124.00 \$106.00 \$124.00	Jones, K Howton, D	
<u>SERVI</u>	CE LEARNING				ARCH		04/22/2019 - 04/27/2019	\$106.00 \$124.00	Howton, D	
<u>SERVI</u>		1				RNG				
SERVI SERV 121 A	CE LEARNING				ARCH		04/22/2019 - 04/27/2019	\$106.00 \$124.00	Howton, D	
SERVI SERV 121 A SOCIO	CE LEARNING				ARCH		04/22/2019 - 04/27/2019	\$106.00 \$124.00	Howton, D	
SERVI SERV 121 A SOCIO	CE LEARNING SERVICE LEARNING	1	S	8:00AM - 5:00PM	ARCH	ТВА	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019	\$106.00 \$124.00	Howton, D Staff, S	ONE HOUR ONLINE COMPONEN
SERVI SERV 121 A SOCIC SOC 121 8A	CE LEARNING SERVICE LEARNING	1	S	8:00AM - 5:00PM	ARCH TBA B	TBA 106	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M	ONE HOUR ONLINE COMPONEN
SERVI SERV 121 A SOC 121 BA SOC 121 O	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY	1	S	8:00AM - 5:00PM	ARCH TBA B ONL	ТВА 106 НҮВ	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M	ONE HOUR ONLINE COMPONEN
SERVI21 A SERV 121 A SOC 121 BA SOC 121 O SOC 121 OM	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY	1 3 3	S	8:00AM - 5:00PM	ARCH TBA B ONL ONL	TBA 106 HYB CRS	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M	ONE HOUR ONLINE COMPONENT
SERV 121 A SERV 121 A SOC 121 8A SOC 121 0 SOC 121 0M SOC 221 0	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY THE FAMILY IN SOCIETY	1 3 3 3	S	8:00AM - 5:00PM	ARCH TBA B ONL ONL ONL	TBA 106 HYB CRS CRS	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 02/04/2019 - 04/05/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M Lees, M	ONE HOUR ONLINE COMPONEN
SERV 121 A SERV 121 A SOC 121 8A SOC 121 0 SOC 121 0M SOC 221 0 SPAN	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY THE FAMILY IN SOCIETY	1 3 3 3 3	S	8:00AM - 5:00PM 1:00PM - 1:50PM	ARCH TBA B ONL ONL ONL ONL	TBA 106 HYB CRS CRS CRS CRS	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 02/04/2019 - 04/05/2019 01/07/2019 - 05/10/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M Lees, M Lees, M	ONE HOUR ONLINE COMPONEN
SERV 121 A SERV 121 A SOC 121 8A SOC 121 0 SOC 121 0M SOC 221 0 SPAN	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY THE FAMILY IN SOCIETY	1 3 3 3	S	8:00AM - 5:00PM 1:00PM - 1:50PM 12:30PM - 2:20PM	ARCH TBA B ONL ONL ONL ONL E	TBA 106 HYB CRS CRS CRS CRS 204	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 02/04/2019 - 04/05/2019 01/07/2019 - 05/10/2019 01/07/2019 - 03/04/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M Lees, M Lees, M Roehm-Scheffer, J	ONE HOUR ONLINE COMPONEN
SERVI SERV 121 A SOC 121 8A SOC 121 0 SOC 121 0M SOC 221 0 SPAN	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY THE FAMILY IN SOCIETY	1 3 3 3 3	S	8:00AM - 5:00PM 1:00PM - 1:50PM	ARCH TBA B ONL ONL ONL ONL E E E	TBA 106 HYB CRS CRS CRS CRS 204 204	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 02/04/2019 - 04/05/2019 01/07/2019 - 05/10/2019 01/07/2019 - 03/04/2019 01/07/2019 - 03/04/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M Lees, M Lees, M Roehm-Scheffer, J Roehm-Scheffer, J	
SERVI SERV 121 A SOC 121 BA SOC 121 O SOC 121 OM SOC 121 OM SOC 221 O SPAN SPAN 122 BAM	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY THE FAMILY IN SOCIETY	1 3 3 3 3	S	8:00AM - 5:00PM 1:00PM - 1:50PM 12:30PM - 2:20PM	ARCH TBA B ONL ONL ONL ONL E	TBA 106 HYB CRS CRS CRS CRS 204	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 02/04/2019 - 04/05/2019 01/07/2019 - 05/10/2019 01/07/2019 - 03/04/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M Lees, M Lees, M Roehm-Scheffer, J	ONE HOUR ONLINE COMPONENT
SERV 121 A SERV 121 A SOC 121 BA SOC 121 O SOC 121 OM SOC 121 OM SOC 221 O SPAN 122 BAM	CELEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY THE FAMILY IN SOCIETY SEH A ELEMENTARY SPANISH II ELEMENTARY SPANISH II	1 3 3 3 3 3 4	S	8:00AM - 5:00PM 1:00PM - 1:50PM 12:30PM - 2:20PM	ARCH TBA B ONL ONL ONL ONL E E E ONL	TBA 106 HYB CRS CRS CRS CRS 204 204 HYB	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 02/04/2019 - 04/05/2019 01/07/2019 - 05/10/2019 01/07/2019 - 03/04/2019 01/07/2019 - 03/04/2019 01/07/2019 - 03/04/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M Lees, M Lees, M Roehm-Scheffer, J Roehm-Scheffer, J Roehm-Scheffer, J	
SERV121 A SERV121 A SOC 121 A SOC 121 0 SOC 121 OM SOC 221 O SPAN 122 BAM SPAN 122 OM	CE LEARNING SERVICE LEARNING DLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY INTRODUCTORY SOCIOLOGY THE FAMILY IN SOCIETY ISH	1 3 3 3 3 3 4	S	8:00AM - 5:00PM 1:00PM - 1:50PM 12:30PM - 2:20PM	ARCH TBA B ONL ONL ONL ONL E E E ONL	TBA 106 HYB CRS CRS CRS CRS 204 204 HYB	04/22/2019 - 04/27/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 01/07/2019 - 05/10/2019 02/04/2019 - 04/05/2019 01/07/2019 - 05/10/2019 01/07/2019 - 03/04/2019 01/07/2019 - 03/04/2019 01/07/2019 - 03/04/2019	\$106.00 \$124.00 \$106.00 \$24.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00 \$318.00 \$97.00	Howton, D Staff, S Lees, M Lees, M Lees, M Lees, M Lees, M Roehm-Scheffer, J Roehm-Scheffer, J Roehm-Scheffer, J	ONE HOUR ONLINE COMPONENT

COMPLETE SCHEDULE OF CLASSES FOR SPRING SEMESTER 2019

Subject Section	on Title	Credits	Days	Times	Loc	ation	Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information
THEA	TER									
THTR 121 8A	INTRODUCTION TO THEATER	3	MW	11:30AM - 12:20PM	F	THTR	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Kimball, A	
					ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Kimball, A	ONE HOUR ONLINE COMPONENT
THTR 121 O	INTRODUCTION TO THEATER	3			ONL	CRS	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Kimball, A	
THTR 122 A	PRINCIPLES OF ACTING	3	TR	11:30AM - 12:50PM	F	THTR	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Kimball, A	THTR 121 OR INSTRUCTOR CONSENT
THTR 126 A	THEATER PRACTICUM	1			F	THTR	01/07/2019 - 05/10/2019	\$106.00 \$24.00	Kimball, A	CONSENT
THTR 223 A	STAGE THEORY & DESIGN	3	TR	1:00PM - 2:20PM	F	THTR	01/07/2019 - 05/10/2019	\$318.00 \$92.00	Kimball, A	THTR 123 OR CONSENT
THTR 243 8A	INTRODUCTION TO DRAMA	3	MW	10:30AM - 11:20AM	F	THTR	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Kimball, A	ENG 121 & 122 OR CONSENT
					ONL	HYB	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Kimball, A	ONE HOUR ONLINE COMPONENT
THTR 280 A	SELECTED TOPICS IN THEATRE	3			F	THTR	01/07/2019 - 05/10/2019	\$318.00 \$72.00	Kimball, A	

VETERINARY ASSISTANT

VET 110 X	SMALL ANIMAL NURSING I	3	Μ	3:00PM - 4:00PM	CI	123	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff
			Т	10:00PM - 12:00PM	CI	103	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff LAB
			Т	1:00PM - 03;00PM	CI	103	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff LAB
VET 114 X	ANIMAL GROOMING	3	Т	4:00PM - 8:00PM	CI	108	01/14/2019 - 05/17/2019	\$318.00 \$72.00	Staff
VET 115 X	ANIMAL FACILITIES MANAGEMENT	3	Μ	9:00AM – 12:00PM	CI	123	01/14/2019 - 05/17/2019	\$318.00 \$72.00	Staff
VET 118 X	VETERINARY PRACTICE MANAGEMENT	2	Μ	1:00PM – 3:00PM	CI	123	01/14/2019 - 05/17/2019	\$212.00 \$248.00	Staff
VET 231 X	VET TECH INTERNSHIP I	3			TBA	TBA	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff

WEI DING

WELD 111 A	BASIC WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		_
WELD 111 B	BASIC WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 111 C	BASIC WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 111 D	BASIC WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 111 F	BASIC WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 131 A	ARC WELDING I	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 131 B	ARC WELDING I	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 131 C	ARC WELDING I	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 131 D	ARC WELDING I	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 131 F	ARC WELDING I	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 131 G	ARC WELDING I	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 132 A	GAS WELDING AND CUTTING	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 132 B	GAS WELDING AND CUTTING	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 132 C	GAS WELDING AND CUTTING	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 132 D	GAS WELDING AND CUTTING	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 132 F	GAS WELDING AND CUTTING	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M		
WELD 132 G	GAS WELDING AND CUTTING	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M		
WELD 133 A	LOW HYDROGEN I	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 133 B	LOW HYDROGEN I	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 133 C	LOW HYDROGEN I	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 133 D	LOW HYDROGEN I	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 133 F	LOW HYDROGEN I	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 133 G	LOW HYDROGEN I	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 134 A	LOW HYDROGEN II	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 134 B	LOW HYDROGEN II	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 134 C	LOW HYDROGEN II	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	
WELD 134 D	LOW HYDROGEN II	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT	

Classes Begin January 7, 2019

WELD 134 F	LOW HYDROGEN II	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT
WELD 134 G	LOW HYDROGEN II	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131 OR CONSENT
WELD 135 A	ADVANCED GAS WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 135 B	ADVANCED GAS WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 135 C	ADVANCED GAS WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 135 D	ADVANCED GAS WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 135 F	ADVANCED GAS WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 135 G	ADVANCED GAS WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 137 A	PIPE WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131&133&151 OR CONSENT
WELD 137 B	PIPE WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131&133 & 151 OR CONSENT
WELD 137 C	PIPE WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131&133 & 151 OR CONSENT
WELD 137 D	PIPE WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131&133 & 151 OR CONSENT
WELD 137 F	PIPE WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 131, 133, 151 OR CONSENT
WELD 137 G	PIPE WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 131, 133, 151 OR CONSENT
WELD 138 A	INDUSTRIAL WELDING	6	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 05/10/2019	\$636.00 \$214.00	Thomas, M	WELD131-134
WELD 138 B	INDUSTRIAL WELDING	6	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 05/10/2019	\$636.00 \$214.00	Thomas, M	WELD 131-134
WELD 138 F	INDUSTRIAL WELDING	6	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 05/10/2019	\$636.00 \$214.00	Thomas, M	WELD 131 - 134
WELD 139 A	TIG WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 139 B	TIG WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 139 C	TIG WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 139 D	TIG WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 139 F	TIG WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 139 G	TIG WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 132 OR CONSENT
WELD 151 A	MIG WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 133 OR CONSENT
WELD 151 B	MIG WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 133 OR CONSENT
WELD 151 C	MIG WELDING	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 133 OR CONSENT
WELD 151 D	MIG WELDING	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 133 OR CONSENT
WELD 151 F	MIG WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$142.00	Thomas, M	WELD 133 OR CONSENT
WELD 151 G	MIG WELDING	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$142.00	Thomas, M	WELD 133 OR CONSENT
WELD 192 A	EXTENDED WELDING CERTIFICATION	3	MTWRF	8:00AM - 9:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
WELD 192 B	EXTENDED WELDING CERTIFICATION	3	MTWRF	10:00AM - 11:50AM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
WELD 192 C	EXTENDED WELDING CERTIFICATION	3	MTWRF	8:00AM - 9:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
WELD 192 D	EXTENDED WELDING CERTIFICATION	3	MTWRF	10:00AM - 11:50AM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
WELD 192 F	EXTENDED WELDING CERTIFICATION	3	MTWRF	1:00PM - 2:50PM	W	101	01/07/2019 - 03/04/2019	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT
WELD 192 G	EXTENDED WELDING CERTIFICATION	3	MTWRF	1:00PM - 2:50PM	W	101	03/05/2019 - 05/10/2019	\$318.00 \$182.00	Thomas, M	INSTRUCTOR CONSENT

OFF-CAMPUS CLASSES FOR SPRING SEMESTER 2018

Subject Secti	ction Title Credits Days Times Location		Start/End Date	Tuition Fees	Instructor	Pre-requisite/Special Information				
SALINE	COUNTY									
ART 280 S	SPECIAL TOPICS IN ART	1.5	W	8:30AM - 12:10PM	VHB	ROOM	01/16/2019 - 05/08/2019	\$159.00 \$36.00	Morecraft, E	
ART 281 S	SPECIAL TOPICS IN ART II	1.5	W	8:30AM - 12:10PM	VHB	ROOM	01/16/2019 - 05/08/2019	\$159.00 \$36.00	Morecraft, E	

WHITE COUNTY

CNA 131 X	CERTIFIED NURSE ASSISTING	7			CI	124	01/07/2019 - 05/10/2019	\$742.00 \$197.00	Staff, S MANDA	TORY ORIENTATION
CNA 131 X	CERTIFIED NURSE ASSISTING	7			CI	124	01/07/2019 - 05/10/2019	\$742.00 \$197.00	Staff, S	
GOVT 121 8XD	D AMERICAN GOVERNMENT	3	TR	10:30AM - 11:20AM	CI	123	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Lees, M	
HIST 141 XD	HISTORY OF LATIN AMERICA	3	W	2:00PM - 4:50PM	CI	123	01/07/2019 - 05/10/2019	\$318.00 \$97.00	Schweizer, D	
MT 112 X	MASSAGE ETH/LAW	2	Т	11:30AM - 1:30PM	CI	124	01/07/2019-05/10/2019	\$212.00 \$48.00	Staff	
MT 113 X	ANCILLARY MODAL	3	Т	08:00AM - 10:50PM	CI	124	01/07/2019-05/10/2019	\$318.00 \$72.00	Staff	
MT 114 X	MASSAGE TECH I	4	Т	1:30PM - 3:20PM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
			R	09:00AM - 12:00PM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
MT 212 X	MASSAGE TECH II	4	R	08:00AM - 08:50AM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
			R	12:30PM - 6:30PM	CI	124	01/07/2019-05/10/2019	\$424.00 \$96.00	Staff	
PE 189 X	FITNESS THROUGH WALKING II	0.5	MW	5:00AM - 5:50AM	CIHS	CLS	01/07/2019 - 05/10/2019	\$53.00 \$12.00	King, R	
PE 189 X2	FITNESS THROUGH WALKING II	0.5	MW	6:00AM - 6:50AM	CIHS	CLS	01/07/2019 - 05/10/2019	\$53.00 \$12.00	Gholson, T	
VET 110 X	SMALL ANIMAL NURSING I	3	М	3:00PM - 4:00PM	CI	123	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff	
			Т	10:00PM - 12:00PM	CI	103	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff LAB	
			Т	1:00PM - 03;00PM	CI	103	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff LAB	
VET 114 X	ANIMAL GROOMING	3	Т	4:00PM - 8:00PM	CI	108	01/14/2019 - 05/17/2019	\$318.00 \$72.00	Staff	
VET 115 X	ANIMAL FACILITIES MANAGEMENT	3	М	9:00AM – 12:00PM	CI	123	01/14/2019 - 05/17/2019	\$318.00 \$72.00	Staff	
VET 118 X	VETERINARY PRACTICE MANAGEMENT	2	М	1:00PM – 3:00PM	CI	123	01/14/2019 - 05/17/2019	\$212.00 \$248.00	Staff	
VET 231 X	VET TECH INTERNSHIP I	3			TBA	TBA	01/14/2019 - 05/17/2019	\$318.00 \$272.00	Staff	

LOCATION CODES FOR OFF CAMPUS CLASSES

CI - CARMI WHITE COUNTY CENTER, 1700 COLLEGE AVENUE, CARMI, ILLINOIS; CIHS - CARMI WHITE COUNTY HIGH SCHOOL, CARMI, ILLINOIS, VHB - VILLAS OF HOLLYBROOK

LEARNING CENTER (A) Lower Level Melba Patton Library A112 Media Center A124 Testing Center A153 Dana Keating Student Success Center A145 Student Support Services A145 Faculty/Staff Copy Room A156 Environmental Services Campus Security A152 Classrooms A110, A113, A114, A116, A117, A133, A135, A145D, A160

LEARNING CENTER (A) Upper Level Classrooms A202, A204, A210, A211, A212, A213, A221, A222, A226, A229, A230, A231, Faculty Office

HARRY L. CRISP CONFERENCE

CENTER (B) Lower Level Academic Services B 108, B 110 B Building Conference Room (B114) Bookstore Mail Room Student Center Cafeteria Private Dining Room Classrooms B104, B105, B106, Lecture Halls B126W, B126E Cosmetology Lab Nail Technology Faculty Office

CONFERENCE CENTER (B)

Upper Level Classrooms B202, B203, B204, B223, B224, Faculty Office

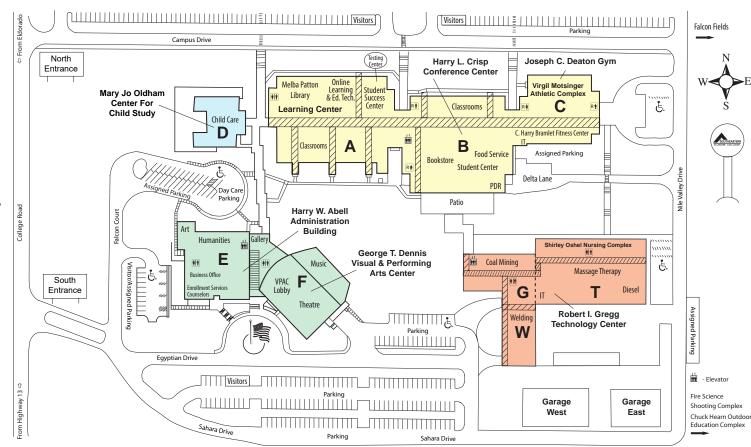
SPORTS COMPLEX (C)

Upper Level Academic Affairs Information Technology Offic Athletic Offic Coaches Office C. Harry Bramlet Fitness Center C Building Conference Room

SPORTS COMPLEX (C)

Lower Level Men's Basketball Coach Offic Deaton Gymnasium Athletic Hall of Fame

MARY JO OLDHAM CENTER FOR CHILD STUDY (D)



HARRY W. ABELL ADMINISTRATION

BUILDING (E) Upper Level Ben Cullers Presidential Suite Business Offic Human Resources Offic Art Studio Marketing/Public Info Gary Allen Forensics Center Classrooms E203 - E204 Foundation Offic

HARRY ABELL ADMINISTRATION

BUILDING (E) Lower Level

ADA OfficAdmissions/RecordsFinancial AidEnrollment ServicesCareer CenterStudent Affairs OfficAcademic Advisement

GEORGE T. DENNIS VISUAL & PERFORMING ARTS CENTER (F)

Box OfficTheaterMusic ClassroomsArt Gallery

ROBERT I. GREGG TECHNOLOGY CENTER

T Building Allied Health Offic Faculty Office Nursing Massage Therapy Diesel Technology Classrooms G Building Faculty Office Fire Science Information Technology Coal Mining Truck Driving Workforce & Community Education W Building PowerSports Welding Technology

CARMI/WHITE COUNTY CENTER DAVID L. STANLEY CENTER

1700 College Avenue, Carmi, IL 62821 SIC's extension center at Carmi offers baccalaureate, vocational, general studies,

community education, and adult basic education/ Illinois High School Equivalency Diploma classes. Placement testing services are also available. The Carmi campus phone number is 618-382-8869.



Workforce & Illinois Small Business Development Center (WISBDC) is located in G125 of the Robert I. Gregg Technology Center.

DEGREES OFFERED AT SOUTHEASTERN

A.A. Associate in Arts A.S. Associate in Science A.E.S. Associate in Engineering Science A.L.S. Associate in Liberal Studies A.F.A. Associate in Fine Arts

COLLEGE TRANSFER PROGRAMS AT SOUTHEASTERN

Two years of general studies coursework (A.A. or A.S. degree at SIC) to transfer to a four-year college or university for a Bachelor's Degree.

Accounting Agriculture **Agriculture Business Agriculture Education** Animal Science (1 Year) Architecture (1 Year) Art **Athletic Training** Biology Biotechnology **Business Administration** Chemistry **Clinical Laboratory Science Communication Disorders & Sciences** Communication/Speech **Computer Science Criminology & Criminal Justice Dental Hygiene Dietetics, Food & Nutrition Early Childhood Education Economics Elementary Education Engineering Technology** Enalish **Fashion Design & Merchandising** Finance Forestry Health Care Management History Hotel, Restaurant & Travel Management Interior Design (1 Year) Management Marketing

Mathematics **Mortuary Science & Funeral Service** Multimedia Music **Paralegal Assistant Physical Education Physical Therapist Assistant Physician Assistant** Physics Political Science **Pre-Bachelor of Science Nursing** Pre-Chiropractic **Pre-Dental Pre-Engineering** Pre-Law **Pre-Medicine Pre-Occupational Therapy** Pre-Optometry Pre-Pharmacy **Pre-Physical Therapy Pre-Veterinary Science** Psychology **Radiological Sciences Religious Studies Respiratory Therapy Secondary Education** Social Work Sociology **Special Education Sports and Fitness Theater Arts**

Career & Technical Education Programs and Courses

BUSINESS

Accounting Certificate (1 year) Administrative Assistant (AAS) Business Management Certificate (1 year) Business Management (AAS) Word Processing (1 year)

CAREER & TECHNICAL EDUCATION

Agriculture Maintenance (1 semester) Basic Operations Firefighter (3 courses) Basic Vehicle Repair Technician Certificate Diesel Technology Medium/Heavy Duty Truck Certificate (3 semesters) Diesel Technology/Medium/Heavy Duty Truck (AAS) Diesel Technology/ Heavy Equip. (AAS) Outdoor Recreation Certificate (1 year) **Outdoor Recreation Management (AAS)** Personal Trainer/Fitness Instructor (1 year) Personal Trainer (1 course) Powerports Technology (1 year) Public Safety Management (AAS) Taxidermy (1 semester) Truck Driving (8 weeks) Welding Technology Certificate (1 year) Welding Technology (AAS) Welding Technology Level II Certificate (1 year)

COMPUTER

Information Technology Certificate (1 year) Information Technology (AAS) Information Technology-Programming (AAS) Information Technology-Security (AAS)

COSMETOLOGY

Cosmetology (1 Year) Cosmetology Teacher (2 courses)

CRIMINAL JUSTICE

Criminal Justice (AAS) Corrections Certificate (1 year) Law Enforcement (1 year)

EARLY CHILDHOOD EDUCATION

Early Childhood Education (AAS) Early Childhood Education Level 2 Certificate Early Childhood Education Level 3 Certificate Infant Toddler Level 2 Certificate Infant Toddler Level 3 Certificate Illinois Day Care Director Credential

NURSING/ALLIED HEALTH

Associate Degree Nursing** RN Certified Nursing Assisting/CNA Massage Therapy (1 year) Practical Nursing** PN (1 year) Practical Nursing Part Time** Pharmacy Technician (1 semester) Phlebotomy (1 semester) Veterinary Assistant (1 semester)

SPECIALIZED PROGRAMS

Biofuels and Biodiesel Production - Online (1 and two year programs) Biofuels Production & Sustainability (AAS) CPR and First Aid Fire and Mine Rescue Safety Food Service and Sanitation

COOPERATIVE PROGRAMS

Coal Mine Technology Certificate Coal Mining Maintenance I Certificate Coal Mining Technology (AAS)

TECHNICAL RESOURCE MANAGEMENT

With credit for appropriate work experience

**These programs require a specific admission and application process. The application/testing deadline is March 29.

AAS = Associate in Applied Science Degree that is generally two years in length,



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Catalog Assignments Memo

Office of Origin: Academic Affairs

Document Summary: Memorandum regarding departmental and individual assignments for revisions to the 2019-2021 catalog, dated April 3, 2018

Memo

То:	Tyler Billman, Melody Bryant, Kyla Burford, Maggie Calcaterra, Lori Cox, Angie Dunk, Lisa Dye, Chad Flannery, Sky Fowler, Lisa Hite, Jeremy Irlbeck, Gary Jones, Diane King, Cara Lehman, Karla Lewis, Lolita Mack, Greg McCulloch, Caroline McSparin, Michelle Metten, Stacy Moore, Kimberly Rapp, Jonah Rice, Bre Richardson, Marzel Scates, Gina Sirach, Kellye Whitler, Angela Wilson, Patty Winters
From:	Karen Weiss
CC:	Ralph Boots, Paul Cummins, Jason Fitzgerald, Allan Kimball, Matt Lees, Robbie Lindhorst, Amy Murphy

Date: April 3, 2018

Re: Revisions for Summer 2019- Spring 2021 College Catalog

Attached is a spreadsheet with the assignments for the revisions for the new catalog. The document is now available on Intrinsic for you to access and make updates. Included with this email are instructions on how to access the working document and insert your updates. You will then have until <u>September 28</u> to make your changes. If you feel there is new information that should be added that has not been in previous catalogs, or items that should be omitted, share your ideas with me. Our goal is to have the new catalog delivered to campus prior to the beginning of the summer/fall registration period that begins March 25, 2019. If you have any concerns or questions, please let me know. Thank you for your assistance with this big project! Please honor these deadlines!!

Division Chairs- you also have access to the document to review, even though you don't have specific assignments. I will be in touch with you to look at the divisional organization page for any needed updates there.

We hope that by doing the catalog in this manner we have made this into a more manageable document for faculty and students. Just like the TALON, this should now become a document that can easily be updated and reproduced. Remember our web version is the official document and must be stated as such. This means that any changes in curriculum, policy, procedures, etc., made in the two year window that the catalog covers must also be made on our website.

Let me know if you have any questions or run into problems with the process. Thanks!!



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Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Academic Leadership Group Minutes 9/24/2018

Office of Origin: Academic Affairs

Document Summary: Minutes from the 9/24/2018 Academic Leadership Group meeting reminding departments to make sure webpages are up to date on the College website.

ACADEMIC & STUDENT AFFAIRS LEADERSHIP GROUP MINUTES September 24, 2018, 3:00 p.m. Room B114

Members Present: Tyler Billman, Kyla Burford, Jason Fitzgerald, Chad Flannery, Allan Kimball, Matt Lees, Karla Lewis, Robbie Lindhorst, Greg McCulloch, Michelle Metten, Amy Murphy, Gina Sirach, Karen Weiss, Kellye Whitler, Angela Wilson

Members Absent: Jeremy Irlbeck, Lolita Mack

Others Present: Cara Lehman, Benjamin Ross

State and Federal Updates - Dr. Karen Weiss

ICCB

- The Transitional Math Summit was held on September 19th for area high schools, Rend Lake College and SIC faculty and staff. This was an informational meeting regarding the addition of a fourth-year math course in the area high schools. If any of our schools opt to offer a course, we will assist them in course development but it will not be offered as dual credit.

HLC

- Dr. Weiss has started putting information into the assurance system. We are still working on collecting evidence uploading it to intrinsic.
- Work has started on the 2018-2019 federal compliance report that will need to be submitted in February, 2019.
- Dr. Linduska, the Executive VP at Des Moines Area Community College, has graciously agreed to review our assurance argument and visit SIC on November 6th to conduct a mock interview.

Enrollment & Student Services Updates

- Dean Flannery reported that SIC was up in head count as of the 10-day census. He commended the Academic Advisors on their dedication to calling students who had not reenrolled between semesters. It was noted that 40% of the students called re-enrolled for the fall semester after advisors reached out to them.

Strategic Planning Update

- The next Strategic Planning meeting will be on Monday, October 1, at 3:30 p.m. in the E Building conference room. The due date for operational plans will be given at that time.

Information Technology Update

- Greg asked the group to be mindful in submitting IT work requests to make sure rooms are ready for special events or courses, especially if it will be taking place over a weekend when IT staff are not on campus.

Assessment Committee

- 2018-2019 assessment plans and 2017-2018 results are due this Friday, September 28th.

Curriculum Committee

- The Curriculum Committee meeting scheduled for September has been cancelled. Any items for the October meeting need to be submitted by October 19th. Please make sure that each division's committee representative is well informed about any curriculum items that will be on the Curriculum Committee agenda so that they are prepared to present their division related items.

Marketing Report

Angela Wilson distributed the 2018 Marketing Focus Group Report (attached) to the group. She met with a group of nine students to help determine the most effective ways to advertise to reach potential students. Results showed social media is still a great way to make contact. Students are less likely to see ads on television as most of them stream shows through Hulu, Netflix or Amazon instead of watching cable or satellite. Students brought up additional topics, such as the eLearning/mySIC module and those results were shared with the Online Learning and Educational Technology department.

Calendar of Board Meetings

- Fall October 23; December 4
- Information for Board packets due by 1st day of each month. Please provide your Dean with FYI's for the Board.

Websites

- Please be sure all division/department websites are up to date.

Report Submissions

- The State and Federal Reporting Schedule can be found on IntrinSIC
- Always notify IT if you submit any kind of report Name of report/date submitted/agency.

Spring Schedule Development

The spring 2019 schedule review meeting will be held on October 1 at 2:30 p.m. in the CBCR. Cara will be sending the draft out this week.

2019-2021 Catalog

- Updates are due Friday, September 28. If you need additional time, please contact the Academic Affairs office. Marketing plans to send all information to the printer in January so we can receive the catalogs in time for spring registration.

Fall Staff Development Day

 October 5th will be our Staff Development Day. All classes will dismiss at 11:30 a.m. and lunch will be provided. Tier One Tactical will be coming in for a Safety/Active Shooter Drill. Please wear comfortable clothing and shoes.

Important Dates:

Sept 17 – Nov 2	Organics Plus: Janet Bixler in Art Gallery (Reception October 21)
September 26	STEM Day
October 5	Midterm
October 5	Staff Development Day (classes dismissed at 11:30 a.m.)
October 7	Cultural Art Series: Duo Sedeste Coffe Concert, Theatre LL, 2 p.m.
October 8	Columbus Day, College Closed
October 12 & 13	Young Frankenstein, VPAC, 7 p.m.
October 14	Young Frankenstein, VPAC, 2 p.m.
October 22	Spring Registration begins
October 23	College Fair
October 24	Presenting the 3-D Printer by Aaron Aul – Library, 12:30 p.m.
October 24	Curriculum Committee – B114, 3:00 p.m.
October 31	Halloween Social – PDR, 11:30 a.m.
November 3 & 4	Heritage Festival
November 9	Veterans Ceremony – VPAC Lobby, 12:30 p.m.
November 12	Veterans Day Observed, College Closed
November 15	SIC Concert Choir: Gratitude and Joy, VPAC, 7 p.m.
November 21-23	Thanksgiving Holiday, College Closed
November 28	Curriculum Committee – B114, 3:00 p.m.
November 29	TRIO Fall Honor's Luncheon – PDR

November 30 & December 1	Narnia the Musical, VPAC, 7:00 p.m.
December 2	Narnia the Musical, VPAC, 2:00 p.m.
December 7	CTE Spotlight Day
December 9	SIC Concert Choir: Choral Christmas, VPAC, 2 p.m.
December 12, 13, 14	Semester Final Exams
December 14	End of Fall Semester
December 24-31	Offices Closed for Winter Break

Reports & Updates – Around the Room

- PDP Mini-grants are available this year. One mini-grant has been awarded and three are still available. The application is available on intrinsic under PDP on the committees tab.
- The TRIO external evaluation will be taking place on October 10th and 11th. They will be conducting individual interviews with the TRIO staff, Executive Dean of Student Services, and President as part of the summative and formative evaluation of the program. The TRIO Fall Honor's Luncheon will be held on November 29th, 12:00 3:00 p.m. in the PDR. RSVPs will be sent to all faculty and staff working with TRIO in some capacity. Taylor Lauer started this week as the New Program Specialist. The TRIO grant is up and 2020 and it is time to start working on the reapplication. Lolita will be requesting institutional commitment letters from all Leadership and Faculty/Staff who wrote in the past. They can be sent via email to lolita.mack@sic.edu.

- The 2018-2019 Master Committee List has been updated and uploaded to Intrinsic.

Division Chairs:

E-Learning Update/Trainings

- Karla Lewis distributed the new Online Course Development Form (see attached handout). This form is to be used before any course can be converted to an online course and before the online course development stipend can be paid. Instructors can find a PDF fillable version of the form on intrinsic by clicking on the *SIC Forms and Manuals* tab and selecting either Academic Affairs or Faculty on the left.
- There will be an update to eLearning over Christmas break. Please keep that in mind when preparing for the Spring 2019 semester.
- Please let the Online Learning & Educational Technology department know which courses need to be copied over for spring.
- During Debbie Suh's absence, Gary Jones will be assisting the Online Learning & Educational Technology department with online courses.

Campus Communication

- Dr. Weiss reminded the group to please stay in communication with adjuncts. Remind them to check emails and voicemails regularly.
- Dr. Weiss noted it is important for all instructors to respond to student emails and voicemails in a timely manner.

Program Review for FY19

- Gina Sirach stated that all information for the FY 19 program review has been emailed out. She reminded the group to schedule an appointment with Chris Barr to discuss what data they would like to review as part of their program review. All data needs to be reviewed before narratives are written. Program Review meetings will be held during the spring semester in conjunction with Curriculum Committee meetings.

Course Outlines

- Academic Services will be contacting division chairs regarding outstanding course outlines for their division. Course outlines must be on file with the Dean's office for each semester.

- There are a few outlines still using the old supplemental page. This was updated during the spring semester of 2017. Please make sure information on the course outlines is up to date as you head into the Spring 2019 semester.
- If an instructor wants to make changes to the topics covered in a course, we need to make sure they are aligned to the objectives stated on the master. Items that require ICCB approval (course prefix, course number, course title, credit hours, catalog description, and students the course is expected to serve) cannot be updated without going to curriculum committee and ICCB.

Student Evaluation of Faculty Fall Semester 2018

- September 7 class info due to Academic Services
- October 1 evaluations distributed to instructors
- November 2 completed evaluations due to Academic Services
- November processing by CSS
- Week of December 10 results submitted to Academic Affairs and emailed to chairs
- After December 14 results **<u>emailed</u>** to faculty

Academic Rank Policy

- Dr. Weiss reminded the chairs that this is not an official policy yet. She has received feedback from the Humanities department and welcomes feedback from the other divisions as part of the review process.

Visitors in Classrooms

- For the safety of faculty, staff and students, the only people who should be in a classroom are those who are registered for the course. If a guest speaker is going to be present, the faculty member should notify their division chair and/or appropriate Dean about the visit prior to their scheduled visit. In the instance of allowing a high school student to monitor a class period, the division chair and/or appropriate Dean should be notified. Anyone who wishes to audit a course may do so but they must follow SIC's policy as stated on page 22 of the 2017-2019 catalog. Chad Flannery reminded the group the SIC is an open campus and visitors are allowed. However, there are certain rules that must be followed before we can ask someone to leave campus so please be mindful of these policies if Administration contacts you.

Faculty Schedules

- Dr. Weiss asked Chairs to remind all full-time faculty that schedules need to be turned in to the Academic Services as well as posted on faculty office doors. She reminded the group about the importance of adhering to the posted schedule hours and that prep hours are to be worked on campus. If emergencies arise, and hours need to be adjusted or revised for the week, please notify your division chair and Dean Sirach.



2018 Marketing Focus Group Report

Focus Group Report Format:

- I. Summary of Project
- II. Introduction with list of outcomes
- III. Participant demographics
- IV. Summary of findings with each outcome
- V. Conclusion/ Recommendations

I. Summary of Project:

The SIC Marketing Department held a focus group in May 2018 involving various student populations to gather information to help determine the most effective types of advertising and marketing promotions for reaching potential students. Some unanticipated results were also discovered during this project regarding the mySIC module, which will be noted.

II. Introduction

The Marketing Department held a focus group discussion with nine students on May 10, 2018. The focus group was conducted as part of an assessment project.

The discussion was designed to gather information from the students in regards to the following outcomes:

- 1. To understand why our students choose SIC.
- 2. To gauge student awareness of various advertising mediums.
- 3. To determine social media usage by students, and note if they have seen SIC posts or ads on social media.
- 4. To gauge TV usage to see if TV advertisements might be something marketing should look into again.
- 5. To find out if increased radio advertising is a viable use of marketing dollars, per student use.

- 6. To find out if students are aware of recent SIC mobile marketing advertisements.
- 7. To gauge interest in newspapers for stories and ads placed regularly by SIC.
- 8. To learn how students view the SIC website, its navigation and its functionality.
- 9. To hear from a student perspective how a college can best attract a student.
- 10. To learn how students prefer to be reached regarding campus activities, events or important information.

III. Participant Demographics

Nine SIC students took part in the focus group. Initially, a random list of 20 students was selected by the IT department for the focus group. The students were contacted with a brief introduction about the project, as well as told there would be prizes to include a \$50 gas or groceries card to one lucky participant, in order to encourage participation. Three of those contacted agreed to attend. In order to engage with more students, student workers in several different departments were requested to participate with permission from their supervisors.

Students represented were from Eldorado, Galatia, Hardin County, Harrisburg, and Bolivar, Missouri. Two students were married -- one with a child going into nursing, and the other going into elementary education. Another was an unmarried single mother of four who plans to enter the nursing program. The remainder were three traditional male students with aspirations of becoming a history teacher, nurse and state police officer, and three traditional female students majoring in dentistry, public relations and the medical field.

The marketing team felt that this group was a fair representation of the student population, and could not have anticipated that 1/3 would be planning to attend the nursing program.

IV. Summary of findings with each outcome

Outcome 1: To understand why our students choose SIC.

Question: Why did you choose SIC? (Choose all that apply.)

- $\hfill\square$ Close to home
- □ inexpensive
- $\hfill\square$ had a program I wanted
- □ friend was going
- □ Advertising I saw convinced me
- □ Counselor or Teacher recommended SIC

- □ A visit to SIC for a spotlight day or an instructor speaking at my high school convinced me
- □ I received scholarships or financial aid
- □ SIC website
- \Box My parents chose for me
- □ I just knew it was a good school
- Other_____

Findings: Of the nine participants, eight responded that it was close to home. Seven because it was inexpensive. Four due to scholarships or financial aid. Four because of a particular program. Four because a counselor or teacher recommended SIC. Four also said because they just knew it was a good school (good reputation). A couple said because of advertising they had seen, one said because a friend was going, and another said smaller classes. Two other answers were to play baseball and because one's husband attended SIC.

Surprisingly, no one noted the website, claimed their parents made them attend, or claimed a visit to SIC for spotlight days or an instructor visit aided in their decision.

Outcome 2: To gauge student awareness of various advertising mediums.

Question: Have you noticed SIC advertisements: (Choose all that apply.)

- □ On Kroger carts in Harrisburg?
- □ Short video ad at the movie theatre in Harrisburg that plays before previews?
- □ Tequilas table ads?
- Billboards in Harrisburg, Eldorado, Carmi, Paducah or Mt. Vernon?
- $\hfill\square$ Ads on the sides of RIDES busses?

Findings: Students were very well versed in SIC ads placed in the locations listed. Every student had seen at least one of the SIC billboards in the various towns, and several had noticed more than one billboard in different locations. One student even talked about how she looks for it to change each month when she is in Carmi. Seven of the students had seen Kroger cart ads and RIDES bus ads. Six had seen the Tequilas table ads in Harrisburg. Four had seen the short video at Showplace Cinemas in Harrisburg. Others (all traditional) reported rarely going to the movies.

Outcome 3: To determine social media usage by students, and note if they have seen SIC posts or ads on social media.

Question: Have you seen social media ads or posts by SIC?

a. What social media do you use regularly? (Circle all that apply.)

Facebook Twitter Instagram Snapchat Other_____

Findings: All nine students reported seeing social media ads or posts by SIC. Facebook was reportedly used by all the students, followed by Instagram with 8, Snapchat with 7 and Twitter with 4. All of the students agreed that social media was a good channel to communicate with students.

In deeper discussion, students did not want to see SIC have a snapchat account, but thought Geofilters for events would be cool. They also brought up wanting to see students do "take overs" on Instagram stories, similar to other schools, such as Belmont. (An **Instagram takeover** is the process of taking over someone else's **Instagram** account temporarily and sharing content with their audience. They would also like to see more SIC social media memes.

The students also reportedly would like to see SIC on YouTube with campus tours, program spotlights, interviews with various department instructors, etc. They had a particular interest in getting a feel for different professors before taking their classes.

Outcome 4: To gauge TV usage to see if TV advertisements might be something marketing should look into again.

Question: What kind of TV do you watch regularly? (Choose all that apply regularly.)

- □ WSIL TV 3
- □ WPSD TV 6
- □ KFVS TV 12
- □ Other cable/satellite stations
- Netflix or Amazon
- □ 0ther_____

b. What are you watching primarily? (Choose all that apply regularly.)

- Daytime TV
- □ News (morning or evening?)
- □ Evening/nighttime TV shows
- □ Movies or other

Findings: All nine of the students reported using either Netflix or Amazon TV. Six reported watching WSIL TV 3 regularly. Two watched WPSD TV 6 and KFVS TV 1, and three reported watching other cable or satellite stations regularly. Another uses Roku and Sling TV. Five watch mostly movies, four watch nighttime TV shows, a couple watch daytime TV and one reported watching the evening news. Most reported that they ignore or skip commercials when watching TV.

Outcome 5: To find out if increased radio advertising is a viable use of marketing dollars, per

student use.

Question. What ith	DIO Stations do you nsten to	(Check an that apply.)	
91.9 NPR	97.3 WRUL	102.3 WEBQ	1240 AM WEBQ
92.7 TAO Rocks	98.9 WISH-FM	104.5 WBVN	1460 AM WROY
95.1 Magic	99.5 WKDQ	105.1 VZA	Sirius Radio
96.1 HOT 96	99.9 FM -Z100	106.3 - Q106 Oldies	None
Electric 96.9 FM	101.5 CIL-FM	107.3 WDDDApp	s or downloaded music
Other (Please list)			

Question: What RADIO stations do you listen to? (Check all that apply.)

Findings: There were really no standout radio stations that were most listened to by the student participants. Several stations garnered a one or two listenership. All of the stations SIC advertises on received at least one or two hits, which is encouraging. Both nontraditionals heard SIC ads on a country station – Z100 and WRUL-FM. One of the non-traditional students mentioned hearing SIC spots a lot, and said, "They are great!"

A couple students also listen to Sirius radio and several reported listening to music via an app or downloaded to their devices. One student admitted to listening to the radio a lot, but always switching stations when a commercial comes on.

Outcome 6: To find out if students are aware of recent SIC mobile marketing advertisements.

Question: Have you noticed SIC mobile ads popping up on your devices on occasion over the past couple of years while using various apps?

Findings: The students did not show a lot of awareness about the mobile recruitment ads, which is probably due to the fact that we try to eliminate those students who are present on campus through target marketing. Therefore, they may not have seen ads in one or two years of being at SIC. However, several did report seeing SIC ads on Facebook and Instagram. These social media ads are done in-house and can be for recruitment, events, jobs, etc. The students feel this is a good way to reach out with information. Two students even remembered what some of the ads were – summer classes and classified ads (both recently placed).

Apps students reported using (although not an exhaustive list) are the various social media platforms, Apple Music, Google Forms, Spotify, YouTube, Sound Cloud, I Heart Radio, Weather apps, Pinterest, Candy Crush and other games. Nontraditional students also use PowerSchool app for their kids' school and pregnancy apps.

Outcome 7: To gauge interest in newspapers for stories and ads placed regularly by SIC.

Question: What local news	spapers do you read regularly	y? (Check all that apply.)
Carmi Times or Chronicle	Harrisburg Daily Register	Southern Illinoisan
Eldorado Daily Journal	SI Dollar Saver	Vienna Times & Goreville Gazette
Gallatin Democrat	Pope County Herald-Enterp.	Villager's Voice
Gallatin Democrat	Pope County Herald-Enterp.	Villager's Voice

None

___Hardin County Independent ____Ridgway News

___Other (Please list)_____

a. Have you seen any SIC articles or ads in any newspapers?

Findings: Six of the nine student participants reported seeing ads or articles about SIC in the newspapers. When asked if they read newspapers, three reported reading the *Harrisburg Daily Register*, four the *Southern Illinoisan*, one the *Carmi Times* or *Carmi Chronicle*, *Hardin County Independent*, *SI Dollar Saver* and *Evansville Courier & Press*. Two reported not reading newspapers at all.

This was a surprising finding, as most survey reports show that younger generations are no longer reading newspapers, but get their news in other ways such as social media. Perhaps it has to do with our rural locality, and parents or grandparents that still subscribe?

Outcome 8: To learn how students view the SIC website, its navigation and its functionality.

Question: Did you find SIC's website to be useful when you were considering college options?

- a. Did you find the website easy to find what you were looking for or difficult to navigate?
- b. Do you like the general look of the website?
- c. Any recommendations for changes/additions?
- d. Do you try to access the SIC website on your phone?

Findings: This question turned into a very interesting discussion quickly as the students thought we were talking primarily about the mySIC online classes module. I will report on the main SIC website findings first, and then switch gears to the unanticipated mySIC findings.

When discussing the main **SIC website**, the majority of the students found it useful when they were considering college options and about half said it was easy to navigate. They thought it looked pretty good, a couple mentioned it was kind of outdated and flat, explaining that it needed more dimension and texture. They also said it is hard to find information on, and they do not like having to keep scrolling down for more. They also want to see more student testimonials. They do not hate it, but they do not love it. The students recommended a live chat option available to help guide them, give them financial aid advice, admissions info, etc. They would also like to see better graphics, videos, moving graphics and buttons. They also would like to see it be more mobile friendly. One nontraditional student did mention that she thought it was easier to access information that others that she had been on (SIU, JALC). They also mentioned that they do not look at the events calendar because it takes forever to load. They requested a better way to get information on SIC events – either by text or email or an app where they can opt in for different types of events and information. However, they do like the banners that scroll at the top. Many look very nice – PowerSports caught a couple of their attention, specifically.

As the conversation turned to the mySIC module, the students had much to say, and it was not positive. Some of the comments:

- Looks terrible on the phone.
- Constantly having to zoom in and out to be able to navigate.
- It is hard to find anything.
- It is very buggy.
- None of the menu items makes sense.
- It's not user friendly.
- Mobile home page looks like something from the '90s.
- Teachers can label things however they want on their class menus, so it is hard to find things between different classes. Needs to be set up more uniformly. Some pages are the same across different teachers but are labeled differently, or some are the same page in two different places on one class's page.
- There must be an easier way to check grades and billing -- maybe something like a student app/portal similar to what they use at the Jr. High/High School level (PowerSchool, for example).
- The home page when you try to access it via mobile goes to this blank screen that asks if you want the mobile or desktop version. It looks bad and ancient. It sucks. Then when you click on the mobile version, it rarely comes up, but if it does, it is not functional, so you have to switch to the desktop version, and then you cannot see it and have to zoom in and out. It is pointless to pull it up on a mobile device.
- Sometimes when trying to submit homework, you get an error message that says, "You don't have permission..." when submitting. Then the work you just did vanishes and you have to start over. It can happen any time, so you have to make sure you save your work elsewhere. It is very frustrating.
- The top bar with the three lines does nothing. On pretty much any other app, it is the main menu. It should be a slide-out menu.
- The passwords are too long and they cannot remember the username OR passwords. Make it more simple and able to be remembered on their devices.
- The campus map is unnecessary.
- Student Center part does not work well.
- Desktop is not bad, but it is lackluster. It does not look like something a college would have...
- It is very basic. The layout is fine, except the instructions on the home page need to go away after the first visit. Why are they always there taking up space?
- Some teachers still do not post grades throughout the semester, so we cannot keep track of how we are doing in the class, and it is really frustrating. Some do not EVER post grades not even at the end. I had to look up my transcript to find out my final grade!
- I appreciate the grade book when it is used properly.

In all, they all dislike MySIC very much. We kept having suggestions to make it more like Blackboard Mobile Learn with which a couple of students were familiar.

Outcome 9: To hear from a student perspective how a college can best attract a student.

Question: In your opinion, with our previous questions still fresh in your mind, what is the best way to attract a student to a particular college or university?

Findings: Answers included social media, Facebook ads, scholarships, positive stories about people attending/ alumni, expense and fast programs.

Outcome 10: To learn how students prefer to be reached regarding campus activities, events or important information.

Question: As a student, what is the best way to reach you about campus activities, events or important info?

Findings: Six of the nine students reported that text was the best way to reach them. They would like to have the option of checking a box about certain types of events or activities of interest in the same way they can choose their instructors on txtSIC so they can be informed of those events and activities via text. They also specifically mentioned wanting notifications for their club meetings.

Six students reported that email was the best way to reach them. The students discussed that they like to be reminded about events more than once, but not too many times via email.

Only one student reported that Facebook was the best way to get them information about campus activities, events and important information.

One student did mention that posters were not a good way to reach them because there were too many posters on the boards and it is overwhelming to look at. However, another student not involved in the focus group had recently reported that flyers around campus were where she learned best about campus activities and events. They also were not sure what we meant about information on TV monitors around campus – some had apparently not noticed those. The students DO pay attention to the rotating web banners on the home page.

One idea the students came up with is event information on the bathroom stalls – even just a listing. Some had reported seeing that at other institutions and noted that it was effective.

v. Conclusion/ Recommendations

In regards to why students choose SIC, it is clear that marketing should continue to promote brand

awareness and the top accolades the school receives for various programs and teams, as several students did note the college's reputation. Although no one specifically noted the website, we will look to continue to make improvements from a marketing and recruiting standpoint and in future web redesigns to make it a more effective marketing tool. Additionally, notes of student web use and recommendations will be provided to the IT and online learning departments.

Due to student confirmation, we will also continue our use of billboards and other outdoor advertising toward potential students.

Marketing will continue to increase our efforts aimed at social media, including advertising, and hope to be able to include YouTube more in that mix in years to come, per the students' recommendations. Although students do report watching some local TV, they also report using the DVR/skipping commercial ads, so due to cost, we will probably continue not using TV for advertising at this time, although if we did decide on some TV ad placement, WSIL would be our first choice per responses.

Nothing truly conclusive came from the radio advertising responses, although it would seem that nontraditional students in particular are still listening to the radio. We may in future want to look into some music app advertising.

Due to our surprise at learning that our local students are actually looking at newspapers, we may look to factor in a little more print advertising this year, as this has been on the decline for a number of years. As time allows, we will also look to include more positive stories/spotlights about students and alumni – not just for newspapers, but also for social media and the website.

We will ask IT about the possibility of using a texting program in future that allows students to opt into club, event and activity information. In addition, we will consider working with the events coordinator and environmental services regarding investigating the possibility of providing advertisements in bathroom stalls, something that had actually come up previously.

Additionally, we will think about the use of TV monitors, as perhaps there is a better use for those, per the students' lack of knowledge about them. However, we will continue to promote programs and events on the SIC home webpage in the form of web banners.

Southeastern Illinois College

Online Course Development Approval and Stipend Form

Part I

Please complete this form **after**: 1) contacting your **division chair** to discuss course; 2) meeting with the **Online Learning & Educational Technology** department (*formerly Media Services*); and 3) reviewing the QOCI online course development and assessment **rubric**. A copy of the QOCI rubric can be obtained from the Online Learning department.

Note: Part 1 of this form must be completed before course development begins.

Attach a current course syllabus modified appropriately for online delivery listing course objectives and expected student outcomes. Please include a course outline and any other information pertaining to the delivery of the course.

Instructor Name:	Email:
Office Phone:	Division:
Course to be offered: Summer Fall	Spring Year:
Course prefix and number:	Course Title:
Is this the first online course you have developed: Ye	s 🗌 No 🗌
Division Chair (Approval Signature):	
Date:	
Coordinator of Online Learning (Approval Signature):	
Date:	
Vice President of Academic Affairs (Approval Signature):
Date:	

Send this form to the Online Learning Dept who will inform the instructor of approval to begin course development.

Instructor notified of approval to work on course? Yes No

Part II

Please complete this section **after**: 1) Division Chair, Online Learning, and Vice President have approved Part I; 2) course development is complete; and 3) training has been completed with *Online Learning* and course content meets SIC quality standards.

Instructor Training Complete:		Course is complete:		Quality standards met:	
Yes	No	Yes	No	Yes	No
Year and Term to Pay Instructor:					
Stipend Amount: (\$175 per cred online course to be been develo		new	OFFICE USE ONLY Account #'s for payment:		
Coordinator of Online Learning	(Approval Sigr	nature):			
Date	:				
Exec Dean of Academic Services (Approval Signature):					
Date	:				
Vice President of Academic Affairs (Approval Signature):					
Date:	:				
				Update	ed 8/1/2018



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Annual Cost of Attendance

Office of Origin: Financial Aid Office

Document Summary: A PDF screenshot of annual cost of attendance as listed on the SIC website. This document is provided annually to the Financial Aid Office by the U.S. Department of Education. It lists the annual cost of attendance for both in-district and out-of-district students. This chart is mailed to students with their financial award letters.

Home > Financial Aid > Cost of Attendance

COST OF ATTENDANCE

Understanding the likely costs which are incurred while attending at Southeastern is a critical part of the planning process. Direct and indirect fees are associated with attending higher education institutions. Such fees may include, but are not limited to, the items listed in the table below. Students may use the estimated costs to help calculate their estimated financial need. <u>The Net Price Calculator</u> is also another great resource for students and families.

2018-2019 Cost of Attendance

Direct Fees	Full Time	3/4 Time	1/2 Time	<1/2 Time
Tuition/fees	\$3,960	\$2,970	\$1,980	\$990
Books and supplies	\$1,012	\$759	\$506	\$253
Indirect Fees				
Room and board	\$3,037	\$2,278	\$1,518	NA
Transportation	\$2,311	\$1,733	\$1,156	\$578
Personal	\$4,302	\$3,227	\$2,151	\$0
Total	\$14,622	\$10,967	\$7,311	\$1,821
Additional room and board if not living with parent	\$6,063	\$4,547	\$3,032	NA

*Tuition and fees are based on 15 hours for fall and spring semesters. Tuition and fees vary based on program and number of credit hours.

Things to Consider:

- Southeastern does not provide on-campus living. The figures for room and board are estimates for rent, utilities, and food within the SIC district.
- The estimates listed above do not represent a final determination of the student's actual costs.
- Direct costs are generally costs every student will be assessed while attending Southeastern.
- Indirect costs vary and are not assessed on a student's SIC account. These costs are representation of costs students may accrue while attending SIC.
- Anyone in a Career, Technical, or Allied Health Program will accrue additional costs due to added equipment and/or supplies needed. For more information, visit your program's website.



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Sample Award Disclosure

Office of Origin: Financial Aid

Document Summary: Sample of the Award Disclosure students received from the Financial Aid Office

September 28, 2018

ID: 22222

SIC Student 3575 College Road Harrisburg, IL 62946 SIC Student, ID: 22222

Cost in the 2018-2019 year

Estimated Cost of Attendance	\$ 16,104 /yr
Tuition and fees	\$3,960
Housing and meals	\$3,508
Books and Supplies	\$2,024
Transportation	\$2,310
Other Educational Costs	\$4,302

Grants and scholarships to pay for college

Total Grants and Scholarships ("Gift" Aid; no repayment needed)	\$ 8,012 /yr
Grants and scholarships from your school	\$300
Federal Pell Grant	\$6,095
State of IL MAP Grant (Est.)	\$1,617
Other scholarships you can use	N/A

What you will pay for college

Net Costs	\$ 8,092 /yr
(Cost of attendance minus total grants and scholarships)	

Options to pay net costs

Work Options	
Work-Study (Federal, state or institutional)	\$3,500

Loan Options*	
Federal Perkins Loan	N/A
Federal Direct Subsidized Loan	N/A
Federal Direct Unsubsidized Loan	N/A

*Southeastern does not participate in the Federal Stafford Loan Program. Terms and conditions of the Federal Stafford Loan program may be more favorable than the provisions of private student loans.

Other Options

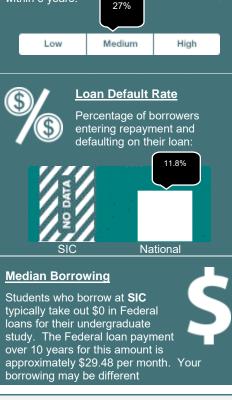
Family Contribution

- Payment plan offered by the institution
- Parent or Graduate PLUS Loans
- American Opportunity Tax Credit
- Military and/or National Service benefits
 Non-Federal private education loan
- *Parents or students may qualify to receive up to \$2,500 by claiming the American Opportunity Tax Credit on their tax return during the following calendar year.

•

The amounts listed on the shopping sheet are subject to the terms and conditions enclosed in your letter. Please read and understand each term and condition, sign, and return to the Financial Aid Office as soon as possible.

September 28, 2018



Repaying your loans

Graduation Rate Percentage of full-time students who graduate within 6 years:

To learn about loan repayment choices and work out your Federal Loan monthly payment, go to: <u>www.studentaid.ed.gov/repay-</u> loans/understand/plans

For more information and next steps:

Southeastern Illinois College

Financial Aid Office

3575 College Road Harrisburg, IL 62946 Phone: 618.252.5400 ext. 4110 E-mail: fao@sic.edu

\$ 0 /yr

Cost of Attendance (COA): The total amount (not including grants and scholarships) that it will cost you to go to school during the 2018–19 school year. COA includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees; an allowance for books, supplies, supplies, and transportation; and dependent care expenses.

Total Grants and Scholarships: Student aid funds that do not have to be repaid. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester.

Net Costs: An estimate of the actual costs that you or your family will need to pay during the 2018–19 school year to cover education expenses at a particular school. Net costs are determined by taking the institution's cost of attendance and subtracting your grants and scholarships.

Work-Study: A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses. Amount is an estimated amount a student may earn through the work study program. Students are not guaranteed a work study position. For more information on work study, please visit <u>www.sic.edu/financial-aid</u>.

Loans: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Federal Perkins Loans, Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. You can find more information about federal loans at StudentAid.gov.

Family Contribution (also referred to as Expected Family Contribution): A number used by a school to calculate how much financial aid you are eligible to receive, if any. It's based on the financial information you provided in your Free Application for Federal Student Aid (FAFSA). It's not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive. The family contribution is reported to you on your Student Aid Report, also known as the SAR.

Graduation Rate: The percentage of students who graduate from an institution. This shows students who began their studies as first-time, full-time degree- or certificate-seeking students and completed their degree or certificate within 150 percent of "normal time." For example, for a fouryear school, the graduation rate would be the percentage of students who completed that program within six years or less.

Loan Default Rate: The percentage of student borrowers – undergraduate and graduate – who have failed to repay their federal loans within three years of leaving a particular school. A low loan default rate could mean that the institution's students are earning enough income after leaving school to successfully repay their loans.

Median Borrowing: The amount in federal loans the typical undergraduate student takes out at a particular institution. It also indicates the monthly payments that an average student would pay on that amount using a 10-year repayment plan.

Terms and Conditions

Your award notice is determined in accordance with laws, regulations, and appropriations (existing or anticipated) of the U.S. Congress, Illinois General Assembly, Southeastern and other agencies. Students are required to reapply for need-based aid every year. Current awards are not guaranteed to be renewed for the subsequent year. Funding levels from the federal and state government change each year. Southeastern's Financial Aid Office reserves the right to change packaging policies annually.

Your award notice is based on information provided by you and/or your family on your financial aid application and other information. Your award(s) are subject to adjustment or cancellation if incorrect or incomplete information was provided, errors in processing occurred or you do not meet eligibility requirements.

<u>Classes that are not required for any degree or certificate may not be paid by financial aid. These include but are not limited to all</u> <u>Continuing Education courses, Phlebotomy, Certified Nursing Assistant (CNA), Pharmacy Tech, EMT courses, and Truck driving courses.</u>

Students receiving financial aid may only receive financial aid for required courses toward their degree or certificate. This may result in a reduction in financial aid awards.

Students may receive financial aid for a previously passed course once or until the student passes a previously failed course.

Students may only receive up to six years (600%) of their maximum scheduled Pell award. If a student did not receive the full amount of the scheduled award then a student's percent will be prorated on the amount of received. Once a student's Lifetime Eligibility Used equals or exceed 600%, the student may no longer receive Pell Grant.

Educational expenses used to determine financial aid eligibility are estimated, but represent the usual costs for students. The expected family contribution is determined using the standard federal need analysis formula. Veteran's educational benefits are required by federal regulations to be reported and are considered as a resource.

If your financial or marital status changes within an award year, you must notify the financial aid office.

You must be a U.S. citizen, permanent resident or eligible non-citizen to receive need-based financial aid. State residency for tuition purposes is determined from the information you provided to Southeastern. State residency for State of Illinois financial aid programs is determined in accordance with the rules of the Illinois Student Assistance Commission (ISAC).

If you withdraw or have no passing grades from Southeastern, you may owe a repayment of financial aid based on the date of withdrawal or last date of attendance. The Return to Title IV policy and procedure is located on the Financial Aid Website or you may contact the Financial Aid Office to obtain more information.

Terms and Conditions (continued)

Your award notice is based on the assumption that you will meet Southeastern's satisfactory academic progress policy requirements. Failure to meet these requirements will result in the cancellation of financial aid awards for all federal, state, and institutional financial aid requiring satisfactory academic progress. Southeastern's Financial Aid Satisfactory Academic Progress policy is located on the Financial Aid Website or you may contact the Financial Aid Office to obtain more information.

You must be enrolled in a program that is approved for financial aid funding. All associate degree programs are approved for funding. Only specific certificate programs are approved for funding.

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. If you were determined to meet the eligibility criteria for the MAP grant, an award is included on this award letter. This award may be an estimate made by the financial aid office and, if so, is identified as a "State of IL MAP Grant (Est)". MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible. Eligibility for a MAP grant is tracked by the equivalent number of semester credit hours of MAP benefits paid on your behalf. This is called MAP Paid Credit Hours. Payment for each term is being made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of 3 and a maximum of 15 MAP Paid Credit Hours. There is a limit on the number of MAP Paid Credit Hours. If this maximum is reached, you must attain junior status for your MAP grant eligibility to resume. The maximum number of MAP Paid Credit Hours that can be received is capped at 135. If a State of IL MAP Grant (Est) is not included in your award letter, you are not eligible for the grant at Southeastern.

You are required to immediately report to the Financial Aid Office any financial aid resources that you have received or will be receiving that are not currently listed on your awards. Your awards may be adjusted or canceled as a result of additional resources.

Southeastern Illinois College will deduct from your financial aid any currently owed tuition, fees, bookstore charges, meal cards, bus passes, fines, and eligible unpaid balances. If you have concerns regarding this policy or circumstances that warrant an exception to this policy, contact the Business Office.

Current financial aid may only be used to pay up to \$200 of unpaid previous balances.

Financial aid is applied to student accounts after the full drop period (usually two weeks after the semester begins). Refunds of credit balances are mailed approximately six weeks after the start of the semester. It is your responsibility to ensure the Registration Office has the correct address on file. If your permanent home address changes, you must notify the college immediately.

The Financial Aid Office will communicate and/or notify you of any changes via student email. It is your responsibility to check your email and MySIC routinely.

Students attending the summer semester are eligible for financial aid based on remaining eligibility for the award year. Federal funds are based on an annual limit. If the annual amount has been utilized for previous terms, the student is not eligible for additional funding for the summer semester.

For the protection of the student, as well as the protection of the Financial Aid Office staff, no information regarding the student's financial aid package or awards will be released over the phone.

The Financial Aid Office recognizes and complies with the Federal Educational Rights to Privacy Act (FERPA) of 1974. All files are considered confidential information. Requests by the student to review his or her file must be made in writing. Information regarding dependent students is also considered confidential. Students must give written consent to release any information. If the student is listed as a dependent on the parents' taxes, the Financial Aid Office must have a copy of the taxes verifying before releasing student confidential information.

Federal regulations prohibit students from receiving financial aid at two institutions simultaneously. If the Financial Aid Office receives notification that you are concurrently enrolled and receiving financial aid at both institutions, your aid will be removed and you will be responsible for any balance due.

Signature

- I accept the awards indicated on my award letter for Southeastern during the 2018-19 year. By accepting, you authorize Southeastern to use federal grants to pay for prior or current outstanding institutional charges other than tuition, fees, books, supplies, and fines. You have the right to cancel or modify this authorization at any time by providing written notification to the Financial Aid Office. By signing, you are indicating you have read and understand the terms and conditions of your financial aid awards.
- □ I decline the awards indicated on my award letter for Southeastern during the 2018-2019 year.

Student's signature

SIC Student, ID# 22222

Date



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Board Policy #2017 – Freedom of Information Act

Office of Origin: Board of Trustees/President's Office

Document Summary:

Board policy addressing freedom of information, and compliance with federal and state regulations

Freedom of Information Act

The Board of Trustees acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the Board for administrative effectiveness and confidentiality, the protection of the privacy of individuals, and the legitimate interests of the public in receiving public information.

The Board of Trustees will comply with the provisions of the Illinois Freedom of Information Act. Information concerning the college, and the records of such college, shall be displayed and lists of records shall be maintained as required by the Act. Public records of the college shall be available for inspection and copying. Compliance with the Act shall be effected in accordance with the Policy and regulations for implementation of this policy shall be issued by the President.

Adopted: Amended: Legal Ref:



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Board Policy #7002 – Communication with the Public

Office of Origin: Board of Trustees/President's Office

Document Summary:

Board policy addressing communication guidelines with the public with regard to printed materials, college board meetings, college meetings, including responsibilities of college personnel and cooperation with the media

Communication with the Public

Printed Materials

The College shall publish a catalog as often as may be deemed necessary which shall contain pertinent information concerning policies and regulations relating to admission, fees, student activities and services, a listing and description of programs and courses, and other appropriate information.

The College shall publish brochures descriptive of the various programs and curricula of the college and shall publish other materials from time to time as may be deemed necessary for the information of the public.

College Board Meetings

College Board meetings shall be open to the public and to the various news media. A report on all action taken shall be made to the news media serving the area.

College Meetings

Meetings of the lay and professional advisory committee and special subject area committees shall be open to the public. A report of significant action or activity of any such groups shall be given to the news media.

Responsibilities of College Personnel

The course of study, the services, information about the staff and other facets of the College are essentially public in character. The College receives money, cooperation, interest, and attention from the public. It would seem logical, therefore, to conclude that the institution has a duty to give an account of itself periodically and that any such account should include information about the staff. The public is interested in staff qualifications, interest and activities. Matters of public relations concerning the staff are channeled through the Director of Public Information.

Cooperation with the News Media

The course of study, the services, information about the staff and other facets of the College are essentially public in character. The College receives money, cooperation, interest, and attention from the public. It would seem logical, therefore, to conclude that the institution has a duty to give an account of itself periodically and that any such account should include information about the staff. The public is interested in staff qualifications, interests and activities. Matters of public relations concerning the staff are channeled through the Director of Public Information.

Cooperation with the News Media

It is the policy of the College to cooperate fully with all news media surrounding the area.

Adopted: Amended: Legal Ref:



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Board Policy #9009 – Students Right to Know and Campus Security Act

Office of Origin: Board of Trustees Policy Manual

Document Summary:

Policy addressing campus awareness of suspected criminal activity which could be a significant threat to safety

Students Right to Know and Campus Security Act

It is the policy of Southeastern Illinois College to keep students, faculty, visitors and guests to the college campus aware of any suspected criminal activity that may be of a significant threat to their safety. Information pertaining to this criminal activity will be posted in a timely fashion in the student center.

It is the policy of Southeastern Illinois College to encourage students, employees, visitors and guests to promptly report all suspected criminal actions or other emergencies occurring on campus to a responsible college employee.

- 1. Educational programs dealing with forcible and nonforcible sex offenses will be made available through the Office of Student Affairs. These include the distribution of printed materials such as Channing L. Bete Company's literature, guest speakers from local law enforcement agencies and other campus security personnel and video tapes when available.
- 2. Possible sanctions for those convicted of sexual offenses on campus and include dismissal from Southeastern Illinois College.
- 3. If any personnel allege that a sexual offense has occurred, they should report that according to the existing procedures developed and published in the Campus Security Act of Southeastern Illinois College. In such cases it is important for the accuser to preserve any evidence that may be necessary concerning proof of sexual assault.
- 4. Both the accuser and the accused shall be entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
- 5. Students also have the option of notifying proper law enforcement authorities (off-campus) and the option of being assisted by officials at Southeastern Illinois College in notifying these authorities.
- 6. Counseling services are available in the Office of Student Affairs where referrals can be made by college counselors to external agencies when needed.
- 7. Counselors and other officials in the Office of Student Affairs will work with students following an alleged sexual assault incident when requested by the accuser in changing academic situations when that possibility is reasonably available.

Adopted: Amended: Legal Ref: Cross Ref:



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Board Policy #9022

Office of Origin: Board of Trustees

Document Summary: Policy addressing Financial Aid Satisfactory Academic Progress.

Financial Aid Satisfactory Academic Progress

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

- 1. Overall Grade Point Average (GPA)
- 2. Completion Rate
- 3. 150% Maximum Program Completion Time

Failure to meet these requirements results in financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern. Programs Governed By This Policy

<u>Federal Student Aid Programs:</u> Federal Pell Grant Supplemental Educational Opportunity Grant (SEOG) Federal Work Study

<u>Illinois Grant Programs:</u> Monetary Award Program (MAP) Illinois Veterans Grant (IVG) Illinois National Guard (ING) MIA/POW Scholarship

<u>Southeastern Programs:</u> Varies by division or department

<u>Third Party or Private Donor</u> <u>Programs:</u> Varies by donor's requirements

<u>Veterans Benefits:</u> Chapter 30, 31, 32, 33, 35, 1606, 1607

OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative

GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and will not be eligible for financial aid.

COMPLETION RATE

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in suspension status and will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid.

All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the college. Students should provide the Director of Financial Aid with specific details that fully explain the extenuating circumstance (ie. Death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted case-by-case. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Dean of Enrollment and Student Services.

Decisions made by the dean are final.

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and dean must meet the minimum cumulative completion rate and/or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and dean will remain on permanent financial aid suspension. Neither the director nor dean will accept any further appeals.

FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

- 1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth this policy; or
- 2. The student must submit an appeal that is approved by the Director of Financial

Aid or Dean of Enrollment and Student Services in which the student is granted financial aid probation.

REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

STUDENT RESPONSIBILITIES

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.

Adopted: February 16, 2016 Amended: Legal Ref: The Financial Aid Office uses a census date to determine Pell credit hours and payment. The census date will be the following business day of Registration's last day to drop a full semester course with a full refund. In the fall and spring semester, this is day 11 of the semester. During the summer, this is day five of the semester. Once the Financial Aid Office has locked hours and determined payment and aid for eligible students, the Financial Aid Office will disburse aid to the Business Office. Per federal regulations, the institution must disburse excess funds to the students within 15 days of the negative balance.

To ensure compliance, federal and state law and regulations supersede College policy.

Adopted: December 8, 2015 Amended: Legal Ref: Cross Ref:



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Federal Compliance Filing

Office of Origin: Student Affairs/Executive Dean for Student Services

Document Summary:

A statement on compliance with federal and state guidelines regarding accurate, timely and appropriate information being disclosed to students

Appendix S Federal Compliance Filing

Southeastern Illinois College follows all federal and state guidelines and regulations regarding accurate, timely, and appropriate information disclosed to students about institutional programs, fees, policies, and related required information. Relevant guidelines and regulations include but are not limited to the Higher Education Opportunity Act, the Federal Financial Aid Handbook, and the Illinois Community College Board regulations. As such, the College does not have formal policies or procedures outlining adherence to such federal and state guidelines and regulations.



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Financial Aid

Office of Origin:

Document Summary: link to Financial Aid Office <u>http://www.sic.edu/financial-aid</u>



INFORMATION FOR:

Future Students Current Students Faculty & Staff

Business & Industry Community & Visitors Alumni & Foundation

Print Print

Falcon Mail Home

MVSIC txtSIC Library Resources

Online Classes

Support

Q

FINANCIAL AID

Cost of Attendance

Process

Scholarships and Grants

Forms

Policies

Student Loans

Student Worker Job Postings

Veteran Services

Tuition and Payment

Net Price Calculator

FAQ

Home > Financial Aid

FINANCIAL AID

Regular Hours: Monday - Friday 8 a.m.- 4:30 p.m. Summer Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.

Southeastern Illinois College Financial Aid Office is dedicated to making higher education more accessible and affordable for our students and their families. Our staff is student driven and strives in providing individualized attention. We offer a variety of programs including federal and state grants, institutional and private scholarships, veterans benefits, student employment, and student loans.



Our mission: The Financial Aid Office promotes higher learning, cultural awareness, and professional development through the administration and facilitation of federal, state, institutional, private, and local grants, scholarships, and loans for students and their families.

Office Information

School Code: 001757

Location: The FAO is located on the lower floor of the Abell Administration Building (building E).

Appointments: Appointments are NOT required but can be arranged if necessary.

Contact Information Phone: (618) 252-5400 (local) or 866-338-2742 (toll free), Extension 4110 Fax: (618) 252-3062 E-mail: <u>fao@sic.edu</u> Mail: Financial Aid Office Southeastern Illinois College 3575 College Road Harrisburg IL 62946

Information:

Accountability Accreditation Catalog Emergency/Security Mission Statement Privacy Statement Your Right to Know





Contact:

Southeastern Illinois College 3575 College Rd Harrisburg, IL 62946

E: <u>info@sic.edu</u> Ph: 618.252.5400 ; 866.338.2742 <u>Directory</u> <u>Maps + Directions</u> <u>Webmaster</u>

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Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: DOE Gainful Employment Disclosure Requirements

Office of Origin: Academic Affairs

Document Summary:

Department of Education Gainful Employment programs disclosure requirements from Gainful Employment Operations Manual, including listing of current Gainful Employment programs from College website

the institution will enter each GE Program's required data into the online form, resulting in an 'html' file that the institution will post to the Web site home page for that program.

Using this process, an institution will first enter (or upload) data into the Web-based application for each of its GE Programs. ED will use some of the information entered (such as the OPEID of the institution and CIP code and Credential Level for the program) to look up and import data from ED databases for use in the output disclosure Web page. The institution will enter additional institutional program-level data to be included on the output page.

ANNUAL UPDATING OF DISCLOSURE

The regulations requiring institutions to disclose the required information to prospective students about each GE Program went into effect on July 1, 2011, and this data must be updated at least annually by the institution. ED will provide further information about any future disclosure deadlines, as well as the release of the GE Disclosure Template through subsequent Electronic Announcements on the <u>IFAP</u> website.

DISCLOSURE DATA REQUIREMENTS

The institution must provide the following data for each GE Program:

- Occupations associated with the training provided by the GE Program (by name and Standard Occupational Classification [SOC] code)
- Published length of time it takes to complete the program (normal time)
- On-time completion rate
- Program costs
- Placement rate(s)
- Median loan debt (Title IV debt, private educational loan debt, and debt from institutional financing)

Before looking at each of these elements more carefully, there are a few things to know about the GE Program disclosure requirements. Disclosures for the on-time completion rate and median loan debts are calculated only for the students who completed the GE Program in the most recent award year. Please note that this is different from reporting GE information to NSLDS where all students enrolled, withdrawn, and completed are reported.

TREATMENT OF HIGH SCHOOL STUDENTS

Institutions may have students who are enrolled at their institutions in GE Programs who are also still enrolled in high school. The determination of whether or not to

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<u>Home</u> > <u>Your Right to Know</u> > Gainful Employment Programs

GAINFUL EMPLOYMENT PROGRAMS

Gainful Employment Program Disclosure

Below are Southeastem Illinois College programs meeting Gainful Employment Disclosure requirements.

Accounting

Basic Vehicle Repair Technician

Biodiesel Production

Bioenergy Production

Biofueis Production Fast-Track Certificate

Business Management

Corrections

Cosmetology

Cosmetology Teacher

Desktop Publishing

Diesel Technology MHDT

Early Childhood Education Level 2

Early Childhood Education Level 3

Ethanol Production

Infant Toddler Credential Level 2

Infant Toddler Credential Level 3

Information Technology

Law Enforcement

Massage Therapy

Medical Coding and Billing

Medical Transcription

Nail Technology

7/5/2018

Oil and Natural Gas Technician

Oil and Natural Gas Technician Short Certificate

Outdoor Recreation Certificate

Personal Trainer Fitness Instructor

Practical Nursing (Full-Time)

Practical Nursing (Part-Time)

Surgical Technology

Veterinary Assistant

Welding Technology

Welding Technology Level II

Word Processing



Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: ICCB Annual Tuition and Fee Rates 2014-2018

Office of Origin: Illinois Community College Board

Document Summary: PDF screenshot of the ICCB website listing tuition and fee rates for all community college districts in the State of Illinois. For a three-year (FY2016-2018) average, SIC ranked seventh lowest in price.



Illinois Community College Board

ANNUAL STUDENT TUITION AND FEE RATES (IN-DISTRICT, BASED ON 30 SEMESTER HOURS) AT ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICTS FISCAL YEARS 2014-2018

Dist. <u>No.</u>	District	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	3-Year Average FY16-FY18	1-Year Ch FY17-FY <u>Number</u>		5-Year Ch FY14-FY <u>Number</u>	
503	Black Hawk	\$3,450	\$3,600	\$4,050	\$4,410	\$4,470	\$4,440	\$60	1.4%	\$1,020	29.6%
508	Chicago	\$3,070	\$3,070	\$3,506 *	\$3,506 *	\$3,506	* \$3,506	\$0	0.0%	\$436	14.2%
507	Danville	\$3,600	\$3,750	\$3,900	\$4,200	\$4,500	\$4,350	\$300	7.1%	\$900	25.0%
502	DuPage	\$4,200	\$4,320	\$4,140	\$4,050	\$4,050	\$4,050	\$0	0.0%	(\$150)	-3.6%
509	Elgin	\$3,270	\$3,420	\$3,570	\$3,750	\$3,870	\$3,810	\$120	3.2%	\$600	18.3%
512	Harper	\$3,735	\$3,788	\$3,893	\$4,058	\$4,275	\$4,166	\$218	5.4%	\$540	14.5%
540	Heartland	\$4,170	\$4,170	\$4,260	\$4,320	\$4,440	\$4,380	\$120	2.8%	\$270	6.5%
519	Highland	\$3,930	\$4,020	\$4,260	\$4,560	\$4,980	\$4,770	\$420	9.2%	\$1,050	26.7%
514	Illinois Central	\$3,450	\$3,750	\$4,050	\$4,200	\$4,290	\$4,245	\$90	2.1%	\$840	24.3%
529	Illinois Eastern	\$2,760	\$2,760	\$2,940	\$3,240	\$3,450	\$3,345	\$210	6.5%	\$690	25.0%
513	Illinois Valley	\$3,030	\$3,330	\$3,570	\$3,720	\$3,900	\$3,810	\$180	4.8%	\$870	28.7%
525	Joliet	\$3,210	\$3,450	\$3,450	\$3,750	\$4,320	\$4,035	\$570	15.2%	\$1,110	34.6%
520	Kankakee	\$3,510	\$3,750	\$4,050	\$4,260	\$4,410	\$4,335	\$150	3.5%	\$900	25.6%
501	Kaskaskia	\$3,330	\$3,570	\$3,930	\$4,470	\$4,470	\$4,470	\$0	0.0%	\$1,140	34.2%
523	Kishwaukee	\$3,360	\$3,750	\$3,930	\$4,230	\$4,680	\$4,455	\$450	10.6%	\$1,320	39.3%
532	Lake County	\$3,360	\$3,630	\$3,870	\$4,050	\$4,140	\$4,095	\$90	2.2%	\$780	23.2%
517	Lake Land	\$3,234	\$3,459	\$3,459	\$3,789	\$3,990	\$3,890	\$201	5.3%	\$756	23.4%
536	Lewis & Clark	\$3,540	\$3,630	\$3,840	\$4,080	\$4,290	\$4,185	\$210	5.1%	\$750	21.2%
526	Lincoln Land	\$3,300	\$3,435	\$3,630	\$3,780	\$3,960	\$3,870	\$180	4.8%	\$660	20.0%
530	Logan	\$2,910	\$2,970	\$3,420	\$3,600	\$3,600	\$3,600	\$0	0.0%	\$690	23.7%
528	McHenry	\$3,060	\$3,150	\$3,300	\$3,390	\$3,630	\$3,510	\$240	7.1%	\$570	18.6%
524	Moraine Valley	\$3,780	\$3,930	\$3,990	\$4,170	\$4,260	\$4,215	\$90	2.2%	\$480	12.7%
527	Morton	\$2,970	\$3,315	\$3,420	\$3,630	\$3,840	\$3,735	\$210	5.8%	\$870	29.3%
535	Oakton	\$3,010	\$3,248	\$3,488	\$3,848	\$4,238	\$4,043	\$390	10.1%	\$1,227	40.8%
505	Parkland	\$3,525	\$3,945	\$4,215	\$4,710	\$4,920	\$4,815	\$210	4.5%	\$1,395	39.6%
515	Prairie State	\$3,720	\$4,215	\$4,215	\$4,755	\$5,130	\$4,943	\$375	7.9%	\$1,410	37.9%
521	Rend Lake	\$2,850	\$3,000	\$3,300	\$3,750	\$3,900	\$3,825	\$150	4.0%	\$1,050	36.8%
537	Richland	\$3,210	\$3,420	\$3,720	\$4,230	\$4,410	\$4,320	\$180	4.3%	\$1,200	37.4%
511	Rock Valley	\$2,910	\$3,030	\$3,030	\$3,300	\$3,750	\$3,525	\$450	13.6%	\$840	28.9%
518	Sandburg	\$4,200	\$4,350	\$4,500	\$4,650	\$4,800	\$4,725	\$150	3.2%	\$600	14.3%
506	Sauk Valley	\$3,090	\$3,210	\$3,330	\$3,660	\$3,990	\$3,825	\$330	9.0%	\$900	29.1%
531	Shawnee	\$2,850	\$2,850	\$3,060	\$3,420	\$3,600	\$3,510	\$180	5.3%	\$750	26.3%
510	South Suburban	\$4,133	\$4,133	\$4,583	\$4,583	\$4,883	\$4,733	\$300	6.5%	\$750	18.1%
533	Southeastern	\$2,850	\$2,910	\$3,120	\$3,390	\$3,780	\$3,585	\$390	11.5%	\$930	32.6%
522	Southwestern	\$3,240	\$3,330	\$3,420	\$3,420	\$3,660	\$3,540	\$240	7.0%	\$420	13.0%
534	Spoon River	\$3,750	\$4,050	\$4,200	\$4,500	\$4,800	\$4,650	\$300	6.7%	\$1,050	28.0%
504	Triton	\$3,090	\$3,630	\$3,870	\$3,870	\$4,020	\$3,945	\$150	3.9%	\$930	30.1%
516	Waubonsee	\$3,150	\$3,360	\$3,540	\$3,780	\$4,020	\$3,900	\$240	6.3%	\$870	27.6%
539	Wood	\$ <u>3,990</u>	\$ <u>4,260</u>	\$ <u>4,410</u>	\$ <u>4,710</u>	\$ <u>4,800</u>	\$4,755	<u>\$90</u>	<u>1.9%</u>	<u>\$810</u>	<u>20.3%</u>
	AVERAGES	\$3,379	\$3,563	\$3,755	\$3,995	\$4,206	\$4,100	\$211	5.3%	\$826	24.5%

* Chicago has variable tuition rates based on number of hours per semester. This rate is based on two semesters at 15 hours each. SOURCE OF DATA: Survey of Colleges

						FY	2014 -	FY 2014 - FY 2018			((_	5	(e	-	5
Annual based on 50 credit hours	Ъ	FY2014	Ъ	FY2015	Ъ	FY2016	F	FY2017	FΥ	FY2018	FY	\$ Change FY 17-18	% Change FY 17-18	FY	\$ Change FY 14-18	% Change FY 14-18
Chicago State University	S	11,126	S	11,610	S	11,902	S	11,910	S	11,644	S	(266)	-2.2%	S	518	4.7%
Eastern Illinois University	S	11,144	S	11,108	S	11,312	\mathbf{S}	11,580	S	11,678	\sim	76	0.8%	S	534	4.8%
Governors State University	S	9,386	\$	9,386	Ś	10,246	Ś	10,516	S	11,746	Ś	1,230	11.7%	Ś	2,360	25.1%
Illinois State University	\$	13,010	\$	13,296	Ś	13,666	Ś	14,061	S	14,061	Ś	1	0.0%	Ś	1,051	8.1%
Northeastern Illinois University	\$	12,015	\$	12,609	Ś	13,374	Ś	14,564	S	13,676	Ś	(888)	-6.1%	ss	1,662	13.8%
Northern Illinois University	\$	12,853	\$	13,510	Ś	14,318	Ś	14,292	S	14,351	Ś	58	0.4%	ss	1,498	11.7%
Western Illinois University	\boldsymbol{S}	11,766	\$	12,217	Ś	12,889	Ś	12,655	S	12,897	Ś	242	1.9%	Ś	1,131	9.6%
Southern Illinois University Carbondale	S	12,093	S	12,248	S	13,137	S	13,481	\$	13,932	S	451	3.3%	S	1,839	15.2%
Edwardsville	\$	9,666	\$	9,738	Ś	10,247	Ś	11,008	S	11,493	Ś	485	4.4%	Ś	1,827	18.9%
<u>University of Illinois</u> Chicago	S	14,330	\$	14,588	Ś	14,816	S	14,816	Ś	14,856	S	40	0.3%	S	526	3.7%
Springfield	S	11,776	S	12,195	S	12,411	S	12,617	S	12,663	S	46	0.4%	S	887	7.5%
Urbana\Champaign	S	15,258	\mathbf{S}	15,602	Ś	15,626	S	15,698	S	15,868	\mathbf{S}	170	1.1%	Ś	610	$\frac{4.0}{6}$
AVERAGE Source: IBHE Records	S	12,035	S	12,342	\$	12,829	Ś	13,100	\$	13,239	S	139	1.1%	\$	1,203	10.0%



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Memo for Fall 2018 Schedule

Office of Origin: Academic Affairs

Document Summary: Memorandum to faculty and staff for fall 2018 schedule preparation dates.

Memo

To: Amy Murphy, Ben Ross, David Wright, Kimberly Oliver, Angela Wilson, Gary Jones, Gina Sirach, Greg McCulloch, Jason Fitzgerald, Michelle Metten, Paul Cummins, Allan Kimball, Kyla Burford, Lori Cox, Marcey Martin, Matthew Lees, Keturah Dusch, Chad Flannery, Cara Lehman, Tabitha Neal, Trudy Jacobs, Holly Healy, Kimberly Rapp, Jeremy Irlbeck, Maggie Calcaterra, Tyler Billman, Bre Richardson, Lisa Hite, Renee Loesche, Angie Dunk

From: Karen Weiss

Date: November 15, 2017

Re: Fall 2018 Schedule Preparation Dates

FALL SCHEDULE DATES

December 8	Narrative Distributed
January 12	Narrative Recommendations due to Gary Jones
January 19	Schedule Recommendations Returned to Respective Offices
January 22 – February 9	Data Entry
February 12	Distribute Narrative for Review (Gary Jones)
February 12 (1:00 p.m.)	Download Schedule/IT Emails to Gary Jones
February 12 Distribute Class S	Schedule to Bookstore, Division Chairs & Advisors for Review (Schedule entry staff) (Cara to Bookstore & Advisors)
February 12 – 22	
February 23	Distribute Complete Schedule for Review (Gary Jones)
February 26 (2:30 p.m.)	Schedule Review Meeting (CBCR)
February 28	Open Web Schedule for Internal and Public Access
February 28	Schedule Returned to Offices for Final Review (Gary Jones)
March 2	Schedule Ready for In-House Printing
March 26	

Note to Division Chairs: When adding multiple sections of a course, please try to keep section letters and times in chronological order. This helps students and counselors in building schedules.



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Memo for Spring 2019 Schedule

Office of Origin: Academic Affairs

Document Summary: Memorandum to faculty and staff for spring 2019 schedule preparation dates.

Southeastern Illinois College Academic Affairs

Memo

To: Amy Murphy, Ben Ross, Kimberly Oliver, Angela Wilson, Gary Jones, Gina Sirach, Greg McCulloch, Jason Fitzgerald, Michelle Metten, Paul Cummins, Allan Kimball, Kyla Burford, Lori Cox, Marcey Martin, Matthew Lees, Keturah Dusch, Chad Flannery, Cara Lehman, Tabitha Neal, Holly Healy, Kimberly Rapp, Jeremy Irlbeck, Maggie Calcaterra, Tyler Billman, Bre Richardson, Lisa Hite, Angie Dunk, Ralph Boots, Robbie Lindhorst, Kelsi Love, Erica Griffin

From: Karen Weiss

Date: June 25, 2018

Re: Spring 2019 Schedule Preparation Dates

SPRING SCHEDULE DATES

June 28	
August 24	Narrative Recommendations due to Gary Jones
August 24	chedule Recommendations Returned to Respective Offices
August 24 - September 14	Data Entry
September 14	Distribute Narrative for Review (Gary Jones)
September 17 (1:00 p.m.)	Download Schedule/IT Emails to Gary
September 17 Distribute Class Sched	dule to Bookstore, Division Chairs, & Advisors for Review (Schedule entry staff) (Cara to Bookstore & Advisors)
September 18 – 27	
September 28	Distribute Complete Schedule for Review (Gary)
October 1 (2:30 p.m.)	Schedule Review Meeting (CBCR)
October 5	Schedule Returned to Offices for Final Review (Gary)
October 8	Schedule Ready for In-House Printing
October 8	Open Web Schedule for Internal and Public Access
October 22	

Note to Division Chairs: When adding multiple sections of a course, please try to keep section letters and times in chronological order. This helps students and counselors in building schedules.



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Net Price Calculator - website

Office of Origin: Financial Aid Office

Document Summary: A PDF screenshot of net price calculator on the SIC website. The Financial Aid Office provides a link to the net price calculator on the college website. The net price calculator provides full-time incoming freshmen students an estimate on the amount of financial aid they could potentially receive.

<

Home > Financial Aid > Net Price Calculator

NET PRICE CALCULATOR

The Net Price Calculator is designed to give potential students an early indication of how much financial aid you may qualify for as a freshman, fulltime student. As you use the calculator, please remember this is not an application for financial aid and the numbers provided are only estimates. The Financial Aid Office will notify you of your eligibility after you complete the Free Application for Federal Student Aid (FAFSA).

Net	Price	Cal	CU	ator
1100	1 1100	Sal	-u	in con

Please read. This calculator is intended to provide *estimated* net price information (defined as estimated cost of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year.

By clicking below, I acknowledge that the estimate provided using this calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on cost of attendance and financial aid provided to students in a previous year. Cost of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to http://www.fafsa.ed.gov/

Note: Any information that you provide on this site is confidential. The Net Price Calculator does not store your responses or ask for personal identifying information of any kind.

	IAGREE	
C C		



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: Tuition Rates – website

Office of Origin: Executive Dean of Administrative Services

Document Summary: PDF screenshot of tuition and fee rates on the SIC website. Tuition and fee rates, after approved by the Board of Trustees, are dissemenated to the general public via the college website and publications. The college website provides access to the most up-to-date tution and fee rates.

Home > Current Students > Tuition and Payment > Tuition Rates

TUITION RATES

TUITION AND FEE RATES-Effective Summer Semester 2017

- In-District \$106.00 per credit hour.
- Out-of-District \$172.00 per credit hour.
- Out-of-State \$180.00 per credit hour.
- Out-of-Country \$188.00 per credit hour
- Tuition for Online/Distance Learning courses \$106.00 per credit hour plus \$25.00 In-District fee or \$45.00 Out-of-District fee.
- \$2.00 Student Activity Fee, \$8.00 Technology Fee, and a \$10.00 Facility Fee per credit hour.
- Course Fees are listed in the Fall and Spring/Summer semester schedules with the other fees mentioned above.

Veteran Tuition Rate

PA 98-0306: Beginning with the 2013-2014 academic year, Southeastern Illinois College will deem any veteran using federal veterans education benefits in-district resident for tuition purposes.

Senior Citizen Tuition Rate

Tuition is waived for an in-district resident age 62 and older. Course and other fees will apply.

Border Counties Discount

Students living in Henderson, Union, Webster, Crittenden, and Livingston Counties in Kentucky, as well as Posey and Vanderburgh Counties in Indiana, will pay a discounted out of state tuition rate of \$120.00 dollars per credit hour for classes taken at the main campus or the Carmi campus.

Estimated Cost of Attendance



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

Southeastern Illinois College 2018-2019 Accreditation Review Evidence Document

Document Title: 2017-2019 Catalog

Office of Origin: Marketing

Document Summary: A PDF copy of the 2017-2019 Catalog

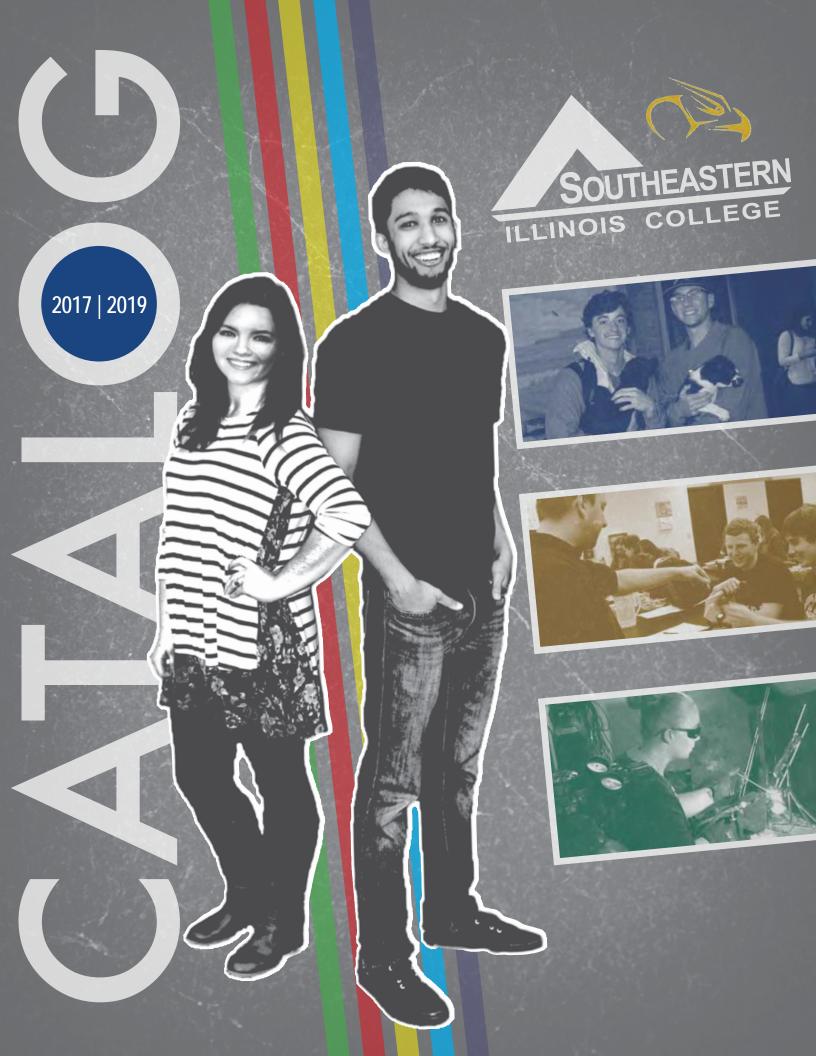


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Southeastern Facts

Type of College: Public two-year comprehensive community college

Founded: 1960

Main Campus Location: A 190-acre campus located at 3575 College Road, Harrisburg. Phone: (618) 252-5400 (local) or toll free (866) 338-2742

Additional Location: David L. Stanley White County Center, located at 1700 College Avenue in Carmi since 1987. Phone: (618) 382-8869

College District #533: Gallatin, Hardin, Pope and Saline counties; portions of Hamilton, Johnson, Williamson and White counties

President: Jonah Rice, Ph.D.

Annual Budget: Approximately \$21.7 million

District Equalized Assessed Evaluation: \$548,662,494

Annual Enrollment: Approximately 5,000 full and part-time students

Tuition: \$99 per credit hour for in-district students (Spring 2017)

Library: 60,000 cataloged items, 40 periodical subscriptions, and access to more than 40 electronic databases

Financial Aid Awarded Annually: Approximately \$3.9 million

Employees: 110 full-time, 140 part-time, as of spring 2016

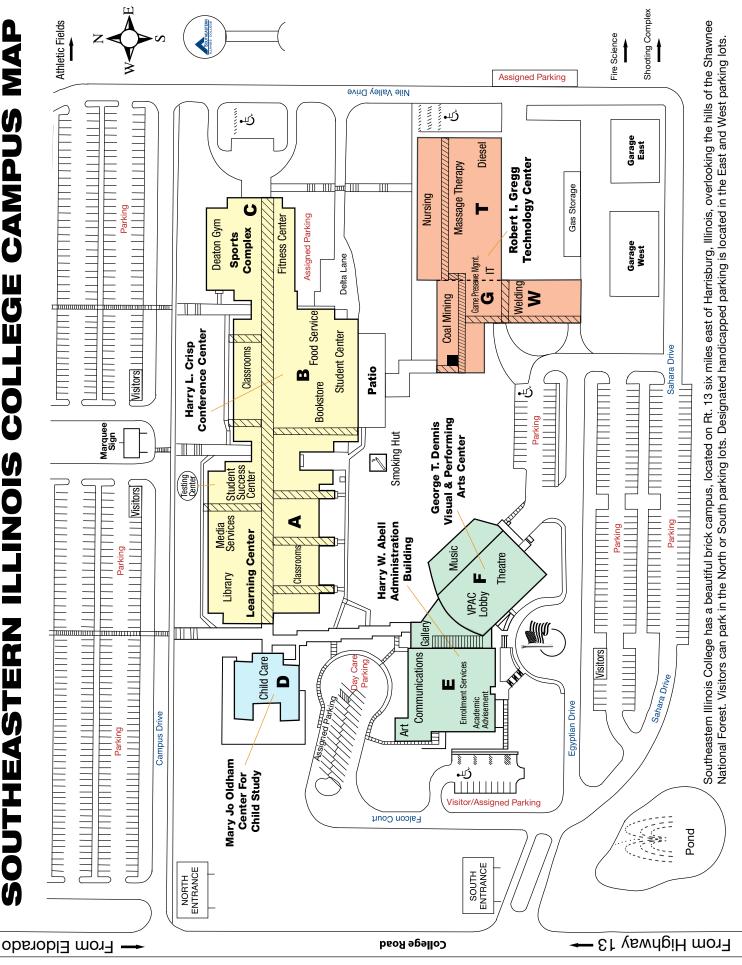
Courses of Study:

Arts and Science Associate Degree Programs Associate in Applied Science Degree Programs Associate in Engineering Science Degree Associate in Fine Arts Degree Associate in Fine Arts in Musical Theater Degree Associate in Fine Arts in Theater Acting Degree Associate in Liberal Studies Degree Occupational Certificate Programs

District Population: 52,000

Secondary Schools in District: 10





FALL 2017 - SUMMER 2019 Catalog

Volume 25

Community College District No. 533

3575 College Road Harrisburg, Illinois 62946 Telephone: (618) 252-5400 Toll-free: (866) 338-2742 www.sic.edu

Accredited By

The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1413 (312) 263-0456; (800) 621-7440

Recognized by

The Illinois Community College Board Illinois Board of Higher Education Illinois State Board of Education Illinois Department of Veterans Affairs

An Institutional Member

American Association of Community Colleges Southern Illinois Collegiate Common Market

Approved By

The State Approving Agency For Veterans Education

This catalog was printed for a two-year period, and the college consequently reserves the right to make changes in order to comply with local, state, or federal conditions or regulations. Such changes will be publicly announced and posted. Catalog content is also posted to the college's website at www.sic.edu/catalog. For the most recent curriculum guides, course descriptions, and policies, please use the links on the left side navigation pane.

Southeastern Illinois College does not discriminate on the basis of disability, race, gender, religion, source of national origin, or age in the recruitment and admission of students and adheres to a policy of equal opportunity/affirmative action in employment, educational programs, and activities. The college adheres to federal regulations such as the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. All college facilities are accessible to persons with disabilities.

President's Welcome

If you're a recent high school graduate or a returning student, Southeastern Illinois College is the place for you. Maybe you want to transfer to a senior institution or enter the workforce when you finish at Southeastern. Whatever your plans, we are your first stop on the road to success

Southeastern is the right choice for you. More and more students see the value of a quality education at an affordable price and are choosing Southeastern. Our "Triple 'A' Promise" is a large part of it.

Southeastern makes higher education affordable—we're the best bargain in the area. Our tuition is one of the lowest in the Midwest—because we know that helps you to pursue higher education. Between 70-80% of our students receive some sort of financial assistance—from need-based awards to fully endowed scholarships from the College Foundation. When a public university can be five times more expensive and a private university can be ten times the cost of attending community



college, you know it's a smart move to attend a quality institution like Southeastern.

At Southeastern, we take pride in our quality—our accountability in higher education is superior. Southeastern has one of the best ratios of full-time instructors to students in the region and we have one of the most highly qualified facult . SIC has an impeccable record with the Higher Learning Commission the best you can find in the area. We offer nationally-recognized competitive teams and clubs that provide distinction for the region. That "Seal of Approval" means a lot, and we take pride in knowing we are a highranking college.

Of course, we make accessibility a priority so that it's easy to start your future. Southeastern offers face-toface, online, hybrid, mini-semester, summer, and other creative course scheduling to make access easy. SIC is the online leader in the area for courses and degrees. Those courses and degrees transfer to universities, and our multiple bachelor completion and cooperatives with many regional universities makes earning your senior degree within reach—all from this region. Southeastern provides choices for you to make the most of your future.

We're your community college, and we're at your service. Let us show you just how good we are with our "Triple 'A' Promise."

Regards and Respects,

Jonah Rice, Ph.D President

Mission Statement

Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development.

Vision

To be the catalyst for academic excellence, community service, and economic growth in the communities we serve.

Institutional Goals

1. Provide a general education program that creates a foundation for further study and enlightened citizenship.

2. Empower students to achieve their educational goals, enabling them to successfully live and work in a culturally diverse global society.

3. Provide students access to quality transferable courses and programs.

4. Prepare students to succeed in a highly competitive workforce through career and technical education.

5. Provide opportunities in developmental and adult basic/secondary education.

6. Enhance learning by integrating educational opportunities in and out of the classroom.

7. Utilize existing and emerging technologies to equip students, enhance learning and provide services.

8. Sponsor award-winning, competitive, and service-oriented activities.

9. Offer lifelong learning opportunities to explore potentials, abilities, and interests.

10. Enrich and enhance the community through cultural and general interest events.

11. Provide resources, training and leadership for economic development of business and industry.

12. Provide a wide range of student and administrative services to support achievement of student learning and personal development.

13. Create a culture where assessment of student learning outcomes and college services are valued and used across the institution.

14. Responsibly manage the resources entrusted to the college on behalf of the community college district.

15. Establish and maintain mutually beneficial educational, corporate and community partnerships.

Evaluation And Assessment

Core Values

Fairness: We are committed to behavior free from self-interest, prejudice, or favoritism.

Integrity: We embrace moral values and the courage to live up to them.

Compassion: We demonstrate a genuine interest, concern, and respect for others.

Self-Esteem: We see ourselves and others as individuals of value and capable of pursuing our dreams.

Responsibility: We hold ourselves accountable for our conduct and obligations.

Learning: We value learning as a lifetime objective and will continue to promote the attainment of knowledge.

Often, in the home of a growing child, a yardstick is attached to a wall or doorway. From time to time, the child will run to that special spot with a parent following behind, marker in hand. Certain that he or she has grown, the child is excited to be measured. Likewise, the people at Southeastern are confident that our institution is g owing. We know this because of the assessment and evaluation tools we have in place. Through assessment, we measure the success of our students, programs, and other aspects of Southeastern Illinois College. Evaluation of each facet is very important. Assessment is like an on-going report card that involves everyone. It is our yardstick. It requires everyone to ask honest questions about performance and outcomes. This could take many shapes: tests, questionnaires, surveys, discussions, reports, portfolios. Southeastern's students, instructors, staff, and administrators can use the results of these instruments to make informed, educational decisions.

Laura Sliger, Assessment Committee Student Member 2002

HOW TO CONTACT US We welcome and encourage students to meet and talk with our staff personally.

Regular office hours are Monday-Frida, 8 a.m. to 4:30 p.m. Summer office hours are Monday-Thursda, 8:00 a.m. to 4:30 p.m. Local: 618-252-5400 Toll-free: 866-338-2742 Fax: 618-252-3062

DIRECTORY

Administrative Office	Extension
Academic Affairs –Vice President's Offic	2201
Academic Services – Executive Dean's Offic	2251
Business Affairs – Executive Dean's Offic	2510
President's Offic	2101
Student Services- Executive Dean's Offic	2401

Department	Extension	Email
	.2530	
	.2360	
	.2300	
	.2213	
	.2430	
Distance Learning Office/Assistanc	.2265	online@sic.edu
Early College/Dual Credit	.2245	dualcredit@sic.edu
Enrollment Services Fax #		
		facilities@sic edu
	.4110	
	.2482	
	.2462	
	.2453	
	.2301	
	.2261	
	.2130	
	.2331	
	.2442	
	.2265, 2124	
	.2245	
	.2486	
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	.2301	
worktoree & IL Sman Dusifiess Dev. Center		wsbuc@sic.edu

DIVISIONAL ORGANIZATION

Division of Applied Technology Division of Humanities Division of Mathematics and Science Division of Nursing and Allied Health Division of Social Science, Business and Education



DIVISIONAL ORGANIZATION

DIVISION OF APPLIED TECHNOLOGY

The Division of Applied Technology provides instruction in career education programs including: Biofuels, Criminal Justice, Diesel Technology, Fire Science, Information Technology, Outdoor Recreation, Truck Driving, and Welding Technology.

Many of the career and technical education programs at SIC offer students unique educational experiences. For example, the Diesel Technology program is the only community college program in the state of Illinois that is NATEF certified for medium and heavy-duty trucks. In addition, all instructors are ASE certified in the areas they teach. The Fire Science program is approved by the Illinois State Fire Marshal and the College operates a Regional Fire Training Center that provides training for firefighters throughout the region a well as mine safety training to area and regional coal mines. The Information Technology program, in cooperation with Southern Illinois University at Carbondale, allows students to complete the first half of their bachelo 's degree at Southeastern. Online Biofuels Certificate Programs provide training for those already working in the field, as well as those wishing to pursue a career in this growing industry. Criminal Justice students have a number of options to pursue a bachelor's degree program through select university partnership agreements.

Instructors in these programs focus on the development of the knowledge and the skills for professional entry into the various technical fields. Students are provided with the opportunity to develop skills in well-equipped, handson learning environments. The Division sponsors several program-specific clubs and activities throughout the year.

DIVISION OF HUMANITIES

The Division of Humanities incorporates two broad areas of study - fine arts and communication. The division offers courses to develop knowledge and skills in the areas of art, foreign language, music, literature, philosophy, communication, theater, rhetoric and composition. These studies are linked by a common emphasis upon personal accomplishment - aesthetic, linguistic, communicative and intellectual.

The division provides curricula leading to an Associate in Arts, Associate in Fine Arts in Art, Associate in Fine Arts in Musical Theater, Associate in Fine Arts in Theater, and instruction in several pre-professional areas. The Humanities faculty bring a broad range of experience and diversity to SIC and are actively involved in numerous student activities such as the Forensic Falcons (award-winning speech team), plays, musicals, concerts, cultural arts, and various cultural and educational trips.

DIVISION OF MATHEMATICS AND SCIENCE

The Division of Mathematics and Science maintains laboratories for biology, biotechnology, chemistry, microbiology, and physics, as well as a greenhouse for botany. Instruction leads to an Associate in Science degree or an Associate in Engineering Science Degree and instruction in several preprofessional areas.

Foundational courses in mathematics are offered to students who need to develop skills necessary to succeed in college-level courses. The division sponsors the Math and Science Club, the WYSE Academic Challenge, and the annual STEM Day for high school students.

DIVISION OF NURSING AND ALLIED HEALTH

The Division of Nursing and Allied Health provides instruction in Nursing Assistant, Practical Nursing, Associate Degree Nursing, Health Occupations, Massage Therapy, Phlebotomy, Pharmacy Technician, and other health-related programs. Cosmetology and Nail Technology programs are also included within this division. The division's programs are approved by various appropriate agencies including the Illinois Department of Public Health and the Illinois Department of Financial Professional Regulation.

DIVISION OF SOCIAL SCIENCE, BUSINESS AND EDUCATION

The Division of Social Science, Business and Education provides instruction in Economics, Government, History, Psychology, Sociology, Education, Early Childhood Education, Business, and Physical Education.

The division provides curricula leading to an Associate in Arts or Associate in Science degree, and instruction in several pre-professional areas.

To meet the needs of students, courses are offered at a variety of locations, using a variety of instructional modalities, including traditional classroom, twoway interactive, online, blended/ hybrid, legislative simulations and field observations that literally breathe life into the course material.

The division also offers a wide variety of extracurricular activities through student groups: Early Childhood Education Club, Education Club, Model Illinois Government (MIG) and Student Government (SICSG.)



ADMISSIONS & REGISTRATION



Students are encouraged to visit the admissions and registration desk, located in the lower level of E Building, Monday through Friday 8 a.m. - 4:30 p.m.

ADMISSIONS & REGISTRATION

ADMISSION REQUIREMENTS

Southeastern Illinois College is a comprehensive community college that welcomes all who wish to utilize its various educational programs, community services and physical facilities. In its admission and recruitment of students, Southeastern does not discriminate on the basis of age, disability, marital status, military status, national origin, race, religion, gender or other legally protected status.

GENERAL ADMISSION (9001)

Southeastern admits applicants to associate degree and certificate programs as follows:

- by a certificate of graduation (official transcript) from a secondary school*;
- 2. by transfer from other accredited colleges or universities;
- by presentation of an earned state approved high school equivalency exam; and,
- 4. by special permission if the applicant wishes to attend as a part-time or unclassified student.

There are several programs that have special admission requirements. Refer to the following sections of the catalog or see an academic advisor, the appropriate dean and/or division chair for further information.

*A home school diploma will be considered equivalent to a high school diploma only if the state in which the home school curriculum was completed recognizes the home schooling as such.

ADMISSION PROCEDURE

Students applying for admission to degree or certificate programs must complete the admission process outlined below:

- Complete a Student Information Form and submit it to theEnrollment Services Office, Southeastern Illinois College, 3575 College Rd., Harrisburg IL 62946-4925; or, apply online at: www.sic.edu/ apply.
- 2. Provide proof of residency.
- 3. Submit an official copy of high school transcript or

state-approved high school equivalency exam scores. Transfer students must also submit official copies of transcripts from any colleges previously attended.

- 4. Take the college placement exam. Exemptions to this requirement include:
 - a. Students who have taken college-level English or math at another college or university and received a grade of "C" or higher;
 - b. Students who possess a degree from another college or university;
 - c. Students who received an enhanced ACT* composite score of 20 or higher, or 20 or higher on the English component, are exempt from taking the English and reading placement exams. Students with a MATH content exam score of 20 or higher are exempt from taking the math placement exam.
 - d. Students who received an SAT* composite score of 1020, or a minimum of 480 on the evidencebased reading and writing section are exempt from taking the English and reading placement exams. Students with an SAT composite score of 1020, or a minimum SAT math section score of 530 are exempt from taking the math placement exam.
- 5. Meet with an academic advisor to schedule classes.

*Students who plan to transfer to a four-year college or university are

encouraged to take the ACT or SAT as it is required for admission at some senior institutions. See an Academic Advisor for information.

UNCLASSIFIED ADMISSIONS

Students who do not have a high school diploma or high school equivalency exam certificate may not be admitted to associate degree or certificate programs as regular, full-time college students, but are encouraged to enroll in the high school equivalency exam preparation courses. They may take any non-credit community service courses.

Students without a high school diploma or high school equivalency certificate may be granted special permission to enroll in a limited number of college credit courses while concurrently enrolled in a high school equivalency test preparation course. In order to be granted permission, the student may be required to take a college placement exam. Those students who score at college level may enroll in college credit courses. College level work will be restricted to twelve (12) semester hours until the student successfully passes the state approved high school equivalency exam. Acceptance of applications and granting of admission are subject to completion of the application process.

ADMISSION TO ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, ASSOCIATE IN ENGINEERING SCIENCE AND ASSOCIATE IN FINE ARTS DEGREES

High School Subject Requirements Effective with the 1993 Fall Semester, Illinois state law requires that new freshmen applicants and transfer applicants with less than 26 semester or 39 quarter hours of college-level credit must, also, satisfactorily complete high school course requirements for admission into the Associate in Art, Associate in Science, Associate in Engineering Science and Associate in Fine Arts degree programs. Students who do not meet these high school requirements will be admitted on a provisional basis.

High School Course Requirements are as follows:

- Four (4) years of English (emphasizing written and oral communications and literature);
- 2. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
- Three (3) years of laboratory science (biology, chemistry, physics, earth science or other college preparatory science courses);
- 4. Three (3) years of social science (emphasizing history and government, with anthropology, economics, geography, political science, psychology, and sociology also being acceptable);
- 5. Two (2) years of electives (foreign language, music, art, or vocational education).

EXEMPTIONS: When admitted, students in the following categories are exempt from the High School Subject Requirements:

- 1. Transfer students with more than 26 semester or 39 quarter hours of college credit.
- 2. Students who have earned an ACT composite score of 20 or higher or an SAT composite score of 1020 or higher and,
- Students who have scored at college level on an SICapproved college placement exam.

In addition to the admission requirements noted above, all students are required to take a college placement exam. If through testing, students demonstrate a need for remediation in English, math, or reading, they may be provisionally admitted to the program. Placement into remedial courses may occur even if a student has met the high school requirements.

Provisional Admission

Students who do not score at college level on SIC's approved placement test will be considered deficient in those respective areas. These deficiencies can be rectified by successful completion of related college coursework and enable students to be fully admitted to a transfer program.

Provisionally admitted students will be required to make up all course deficiencies as early as possible during the first 30 semester hours of credit. A deficiency may also be corrected at another institution prior to transfer to Southeastern Illinois College. Once all course deficiencies have been satisfied the student will be fully admitted to a program.

All students who demonstrate through testing a need for remediation in English, math or reading will be required to successfully complete the required developmental coursework before the student can enroll in any entry level course in the same subject area and must be taken as early as possible during the first 30 semester hours of credit.

ADMISSION OF HIGH SCHOOL STUDENTS

Students 16 years of age or older, still enrolled in a high school, may be considered for enrollment in college credit courses by meeting specific eligibility requirements. The student must complete the admission process and meet all college requirements for the course(s) in which they enroll. Additionally, if the courses(s) in which the student wishes to enroll are offered during the regular school day established by the secondary school, and are not being taken through a dual credit agreement or the Early College Program, prior approval of the chief executive officer of the secondary school must be received. If the student is taking courses through a dual credit agreement or the Early College Program, the policies, procedures and

guidelines of those programs would be followed. High school students are required to meet the same standards as any other college student and are given the same credit, which is placed on the student's permanent academic transcript.

Students under 16 years of age must meet specific eligibility requirements in order to enroll in college credit courses. If the student is taking courses through a dual credit agreement or the Early College Program, the policies, procedures and guidelines of those programs would be followed. Students who are pursuing high school-level curriculum through home schooling are eligible to enroll based on the same requirements as students enrolled in district high schools. Appeals for consideration of special circumstances may be made to the Vice President of Academic Affairs.

STUDENTS WHO DID NOT COMPLETE HIGH SCHOOL

Any student who is 16 or 17 years of age and has severed connection with a secondary school must submit a written statement from the chief executive officer of the secondary school in which the student has legal residence, certifying that the relationship has been severed.

ADMISSION BY TRANSFER FROM ANOTHER COLLEGE OR UNIVERSITY (9024)

Transfer students from other colleges or universities will be admitted based on the same admission criteria as other students. Transfer students must also complete the admission process.

It may be possible for individuals who are entering Southeastern Illinois College to be granted credit toward graduation for work previously completed at other colleges, universities, business schools, vocational institutes, military centers and similar agencies, or through testing. Transfer credit is college credit previously earned at another recognized college or university. To receive transfer credit:

- 1. The student must provide an official transcript from the previously attended college or university to Southeastern Illinois College.
- 2. Southeastern will accept transfer credit from postsecondary institutions that are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Southeastern has no equivalent course, the credit will be accepted as elective credit only.
 - a. Credit earned in remedial or developmental courses will not be accepted. Southeastern will recognize that remediation has been met where appropriate.
 - b. Credit hours only are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.
 - Courses in which the c. student has earned a grade of "D" or greater will be accepted in transfer provided the student's cumulative grade point average from the transferring institution is a 2.00 or greater on a 4.00 scale. If a student has a cumulative grade point average below 2.00, credit will be awarded for only those courses in which a grade of "C" or higher was earned.

Non-Accredited Programs

Students who have attended programs not accredited by the Higher Learning Commission or by a comparable regional accrediting association must successfully complete a proficiency examination, where available, for each course for which the student is seeking credit.

Appeal Process

Students who wish to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining their reasons to the Vice President of Academic Affairs.

ADMISSION OF INTERNATIONAL STUDENTS

Prospective international students who wish to apply to Southeastern must have a minimum score of 520 on the paper-based Test Of English as a Foreign Language (TOEFL), 190 on the computer-based TOEFL, or 68 on the internet based TOEFL and must meet all degree program requirements. International students must provide documentation that TOEFL guidelines have been met or provide certification that English is their first language. For complete information concerning the TOEFL exam, applicants may write to: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541, or visit the website at www.ets.org/toefl. In addition, international students must be able to document their ability to be selfsupporting or be financially sponsored

Southeastern Illinois College may issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) to an international student for the purpose of obtaining an F-1 Visa. An international student will be registered and an I-20 processed through the Student and Exchange Visitor Information System (SEVIS). In order for an I-20 to be issued, the student must complete the following steps:

- 1. Complete and submit the Southeastern Illinois College Student Information Form.
- 2. Provide proof, in an English translation, of completion of secondary education.
- 3. Complete a financial statement that shows evidence that the student has the resources to be self-supporting or is being financially sponsored, and provide official documentation of funds and amounts via a current bank statement or letter from the sponsoring organization.

- 4. Declare the student's intention to pursue an A.A., A.S., A.E.S., A.F.A. or A.A.S. degree.
- 5. Provide official documentation indicating the student has met the TOEFL guidelines as previously prescribed or provide certification that English is the student's first language

International students who are residing in the United States under Visa status other than an F-1 and wish to take courses must provide proper documentation indicating the student is registered with the Department of Immigration. The following steps must be completed:

- 1. Complete and submit the Southeastern Illinois College Student Information Form.
- 2. Provide proof, in an English translation, of secondary education.
- 3. Provide official documentation indicating the student has met TOEFL guidelines as previously described or certification that English is the student's first language
- 4. Provide official documentation indicating Visa and passport status.

PLACEMENT TESTING

Southeastern uses ACCUPLACER for placement of students into developmental or college level courses. Placement testing is required of all students who are enrolling in an associate degree program or in an English or math course. Students who have an ACT composite score of 20 or higher or an SAT composite score of 1020 or a minimum of 480 on the evidence-based reading and writing sections are exempt from taking the English and reading placement exams. Students with an SAT composite score of 1020, an ACT composite score of 20, or a minimum SAT Math section score of 530, are exempt from taking the math placement exam. Students who have taken and successfully completed English or math courses at another college or university are

exempt from taking the placement test. Scores on ACCUPLACER are used, in conjunction with high school coursework and grades, to determine placement in appropriate developmental or college level courses.

SENTENCE SKILLS/WRITING & READING PLACEMENT

(Effective September 1, 2016)

If you meet one of the following exemptions, you do not have to take a writing or reading placement test:

- If you have an ACT English, an ACT English/Writing, or an ACT composite score of 20 or higher, you do not have to take the writing or reading placement tests.
- If you have an SAT composite score of 1020 or higher, or a minimum of 480 on the evidenced-based reading and writing sections, you do not have to take the writing or reading placement tests.
- If you have taken and successfully completed a college-level English

course at another college or university, you are exempt from writing and reading placement testing. Course placement recommendations based on test scores are as follows:

Writing Skills

			8
Asset	Compass	Accuplacer	Placement
23 - 32	Below 15	40 & Below	Mandatory placement into ENG 101.
33 - 34	15 - 18	41 - 46	Mandatory placement into ENG 101 and English 109 (to be taken concurrently).
35 - 40	19 - 48	47 - 76	Mandatory placement into English 109 and recommended placement into ENG 101.
37 - 40		70 - 76	Optional: Placement into ENG 121Z with concurrent enrollment in ENG 105Z
41 - 55	49 - 99	77 - 120	Placement into English 121.

Reading Skills

Asset	Compass	Accuplacer	Placement
23 - 32	46 & Below	27 & Below	Mandatory placement into ENG 101.
33 - 34	47 - 53	28 - 42	Mandatory placement into ENG101 and READ 106 (to be taken concurrently).
35 - 36	54 - 65	43 - 53	Mandatory placement into Reading 106 and recommended placement into ENG101.
37 - 40	66 - 76	54 - 79	Mandatory placement into ENG 109
41 - 53	77 - 99	80 - 120	No reading class is required.

Students may contest their ACCUPLACER test scores. The ACCUPLACER may be taken only twice during an academic year. Contact the Student Success Center at 618-252-5400, extension 2442, to schedule testing.

MATHEMATICS PLACEMENT

If you meet one of the following exemptions, you do not have to take a mathematics placement test:

- If your ACT MATH score is 20 or higher.
- If your SAT composite score is 1020 or higher, or your SAT Math section score is 530 or higher.
- If you completed 4 years of collegeprep math (Algebra 1 or higher) with a "C" or better in each class.
- If you completed 3 years of collegeprep math (Algebra I or higher) with a "B" average.

Students meeting one of these exemptions may enroll in any collegelevel math course. Work with an academic advisor to determine the course needed for your intended major. <u>Math placement scores are valid for 3</u> <u>years. After that time, the placement</u> <u>test must be repeated.</u> All other students must take the ACCUPLACER test for placement. After initial placement, advancement is based on course prerequisites. If you **did not** take Geometry in High School and you are a <u>STEM</u> major, Math 108 is required before you can take any college-level math course. Contact an Academic Advisor for MATH courses requiring a Geometry pre-requisite.

	ASSET	COMPASS			ACCUPLACER		
	Elem. Alg.	Pre. Alg.	Algebra	Coll. Alg.	Arthk.	Elem. Alg.	Coll. Math
Who Takes →	Everyone	Everyone		Alg 1 D/E	Alg 1A/B/C -OR- GED Math	Alg 2 A/B/C -OR- GED Math	
To enroll in ↓						150-174	175-200
Math 101	23 - 38 with Alg 1 D/E	1 - 38			0 - 59		
Math 106 Math 151	23 - 38 with Alg 1 A/B/C	39 - 100	1 - 36		60+	0 - 59	
Math 109 Math 155	39 - 55 with Alg 1 D/E		37 - 63	1 - 23	101+ may take Elem. Alg.	60 - 85	0 - 39
Math 125 Math 128 Math 144 Math 204	39 - 55 with Alg 1 A/B/C		64 - 100	24 - 100		86+	40 - 63
Math 141 Math 142 Math 143 Math 161	50 - 55 with 4 yrs Alg 1 and above			55 - 100 with 4 yrs Alg 1 and above			64+

PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

Southeastern has a number of programs that have special admission requirements and some that have selective and/or limited admission. Students applying for admission to these programs must also complete the regular admission process in addition to meeting the special requirements of those programs. The following sections provide information on each of these programs.

Early Childhood Education

Program Admission Procedures:

Illinois law requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services.

Currently, all Early Childhood Education (ECE) courses require interaction/observation. Other courses may be added. All of these courses are required for completion of the A.A.S. in Early Childhood Education.

To show that the requirements are satisfied, students must

1. Be electronically fingerprinted at a DCFS site.

In addition to the above, all Practicum I and Practicum II students must:

- 1. Have a physical exam, including TB test, showing that the student meets Illinois health requirements.
- 2. Have three letters of reference on file

All of these requirements must be met before entering class and receiving proper state and local forms. *Note: This can and will change if Illinois law changes.*

Students seeking enrollment into the practicum (ECE 220) must also have successfully completed the following prerequisite courses: ECE 141, ECE 121, ECE 142, ECE 115, ECE 114, ECE 143, ECE 116, ECE 214 and receive consent of instructor. Students seeking enrollment into the practicum (ECE 221) must also have successfully completed the following prerequisite courses: ECE 121, ECE 141, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143, ECE 214, ECE 240 and ECE 220 and receive consent of instructor. Refer to specific course description for prerequisite requirements.

Those seeking enrollment into ECE 299 Practicum (Director Practicum) need to have completed the A.A.S. degree in Early Childhood Education and obtain approval from the Education Coordinator.

Cosmetology Teacher

Admission to the Cosmetology Teacher certificate program is made on a competitive basis with a ranked waiting list. Minimum requirements for admission to the Cosmetology Teacher certificate program are

- 1. letter of application;
- 2. current/active cosmetology license;
- 3. transcript of cosmetology coursework;
- 4. verifiable documentation of a minimum of two years of experience within the last five years
- 5. two verifiable references from past employers/clients; and,
- 6. College approved placement test scores.

All of the above documents must be submitted to SIC's Enrollment Services office. The top candidates will receive an interview with the above information considered in the selection process. Failure to attend a scheduled interview will be grounds to disqualify a candidate. The number of students accepted is dependent on instructor availability. Southeastern Illinois College requires that students have a high school diploma or state approved high school equivalency certificate to earn a college certificate. Cosmetology Teacher students are required to wear appropriate/

designated attire to all cosmetology clinic labs.

Associate Degree Nursing (RN)

Program Admission Policy Statement

Any applicant to the Southeastern Illinois College Associate Degree Nursing Program must follow the admission procedure approved for the Southeastern Illinois College Associate Degree Nursing Program. (This procedure includes the admission procedure for Southeastern Illinois College.)

Admission to the program is nondiscriminatory concerning race, creed, religion, gender, national origin, or disabling condition within the ability to carry out performance to the standards of the profession. As an institution of higher education, normal admission policies for the college will be followed. The college does not discriminate against persons on the basis of race, sex, religion, disability, age, or ethnic origin.

Preference will be given to residents of Southeastern Illinois College District #533. Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline will not result in a change in the acceptance list for that year. An out-of-district student who establishes residency after the application deadline may reapply the following year as a resident of District #533.

Program Admission Procedure

- 1. Submit an application for admission to the Enrollment Services Office at SIC indicating ADN/RN as your major.
- 2. Be a high school graduate or equivalent. Submission of an official high school transcript or GED certificate is required. Have official copies of all college transcripts sent to the Enrollment Services Office

- 3. Be currently enrolled in an approved Practical Nursing program that will be completed prior to ADN enrollment OR submit a copy of a current unencumbered Illinois LPN license. Transcripts will provide proof of completion of the Practical Nursing program.
- 4. Take a standardized prenursing examination which will measure general education achievement. Refer to the ADN application packet for information pertaining to minimum score requirements for the preentrance exam, the TEAS, Assessment Technologies Institute (ATI), as well as exam fees. Register to take the TEAS exam at Southeastern Illinois College, 618-252-5400 ext. 2442.
- 5. Attend a mandatory advisement meeting regarding the Associate Degree Nursing program. Associate Degree program advisement packets and applications will be provided at the advisement meeting. **Required attendance documented by advisement attendance form*.
- 6. Submit an application for the Associate Degree Nursing program. Applications must be submitted during the advisement meeting. The applicant's file must be completed by the deadline date to be considered for acceptance. The deadline for the fall program is March 31 each year. Contact the Nursing Office at ext. 2331 for further information or with questions concerning deadlines.
- Complete ALL pre-requisite courses with a grade of "C" or better before entering core nursing courses.

 Applicant files will be evaluated and rank ordering of those with complete files will be done. Letters of acceptance will be sent to the top-ranked applicants from the Director of Nursing. Complete file means that the Southeastern Illinois College application AND the application to the Associate Degree Nursing Program are present. Thetranscripts and test scores must be present also.

Final selection into the program will be by rank order using the above mentioned criteria. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the program. It is the student's responsibility to ensure that all requirements have been met. Preference will be given to the residents of the Southeastern Illinois College district. Proof of residency is required at time of application and must be submitted no later than the deadline date for application to the program.

Acceptance Requirements

Physical examination, required immunizations, criminal background check and drug screening are mandatory. For clinical rotation, current Healthcare Provider Cardiopulmonary Resuscitation (CPR) card is required throughout the Nursing Program. Students will not be able to attend any clinical without these requirements.

If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, the student will not be allowed to attend courses in the program. A conference will be conducted with the candidate and the Director of Nursing.

A mandatory meeting with the Director of Nursing will be required for all accepted candidates. Final acceptance to the program requires that all of the above criteria be met. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the nursing program. It is the student's responsibility to ensure that all requirements have been met.

The applicant must be aware that they will be expected to honestly answer the personal history questions required by Illinois Department of Financial and Professional Regulation on the application for the NCLEX-RN examination.

Practical Nursing Program (PN)

Program Admission Policy Statement

Any applicant to the Southeastern Illinois College Practical Nursing program must follow the admission procedure approved for the Southeastern Illinois College Practical Nursing Program. (This procedure includes the admission procedure for Southeastern Illinois College.)

Admission to the program is nondiscriminatory concerning race, creed, religion, gender, national origin, or disabling condition within the ability to carry out performance to the standards of the profession. As an institution of higher education, normal admission policies for the college will be followed. The college does not discriminate against persons on the basis of race, sex, religion, disability, age, or ethnic origin.

Preference will be given to residents of Southeastern Illinois College District #533. Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline will not result in a change in the acceptance list for that year. An out-of-district student who establishes residency after the application deadline may reapply the following year as a resident of District #533.

Program Admission Procedures

- 1. Submit an application for admission to the Enrollment Services Office at SIC.
- 2. Be a high school graduate or equivalent. Have an official

high school final transcript or GED scores sent to the Enrollment Services Office

- 3. Have official copies of all college transcripts sent to the Enrollment Services Office
- 4. Take a standardized prenursing examination which will measure general education achievement. Refer to the PN application packet for minimum score requirements for the preentrance exam, and for exam fees. Register to take the exam at Southeastern Illinois College at 252-5400, ext. 2442.
- Attend a mandatory meeting regarding the Practical Nursing program. Advisement Packets and applications will be provided at the meeting.
- Submit an application for the Practical Nursing program by the application deadline, which is March 31, for entry the following fall semester. The applicant's file must be complete by the deadline date to be considered for acceptance.
- Complete ALL pre-requisite courses, with a grade of "C" or better, before entering core nursing courses.
 Students applying for the Hybrid Online PN Program must successfully complete a two-credit hour online course with a grade of "A" or "B".
- 8. Applicant files will be evaluated and rank ordering of those with complete files will be done. Letters of acceptance will be sent to the top-ranking applicants for the full-time program from the Director of Nursing. Complete file means that the Southeastern Illinois College application AND the application to the Practical Nursing program are present. Also, the transcripts and test scores must be present.

Final selection into the program will be by rank order using the above mentioned criteria. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the program. It is the student's responsibility to ensure that all requirements have been met by the application due date. Preference will be given to the residents of the Southeastern Illinois College district. Proof of residency is required at time of application and must be submitted no later than the deadline date for application to the program.

Acceptance Requirements

Physical examination, required immunizations, criminal background check and drug screening are mandatory. For clinical rotation, current Healthcare Provider Cardiopulmonary Resuscitation (CPR) card must be maintained throughout the nursing program. Students will not be able to attend any clinical without these requirements.

If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, a conference will be conducted with the candidate and the Director of Nursing. A mandatory meeting with the Director of Nursing will be required for all accepted candidates.

Final acceptance into the program requires that all of the above criteria be met. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the Practical Nursing program. It is the student's responsibility to ensure that all requirements have been met.

The applicant must be aware that they will be expected to honestly answer the personal history questions required by Illinois Department of Financial and Professional Regulation on the application for the NCLEX-PN examination.

Registration Procedures

Each student must be admitted to the college prior to registering for classes following the admissions procedures outlined earlier in this section or on the website. Course

schedules that contain specific registration dates and times are available online at www.sic. edu. Advisement and registration appointments are scheduled for new students as admission files are completed. MySIC is also available at www.sic.edu and provides an online registration option for continuing students. Registration is held in the lower level of the Abell Administration Building (Building E) in the Advising Center and Enrollment Services Office. There are options available for registering online, by mail, by fax, by phone, and in person. Information about these options is printed in each schedule of classes. The registration process is below:

New Students must meet with an advisor to register for classes. Appointments may be made with advisors once the admission file is complete. A completed file includes

- 1. Student Data Form
- 2. Accuplacer, ACT, SAT scores; or, any other College-approved placement test results
- 3. An official high school transcript/GED scores
- 4. Proof of residency

Call 252-5400 (local) or 866-338-2742 (toll free) ext. 4120 or 4130 for information concerning registration appointments.

Continuing Students have the following options for registration:

- A. Online registration is available using MySIC. Students may use their curriculum guide or work with an advisor to select classes. Assistance with MySIC is available by emailing helpdesk@sic. edu. Detailed information and instructions for using MySIC are available on the *Help Tab* in MySIC.
- B. On campus registration is available by appointment or on a walk-in basis.
- C. Email, fax, mail, or telephone registration options are also available.

OFFICIAL WITHDRAWALS AND ADDS

During early registration, classes may be added and dropped using MySIC. After early registration, students must ALWAYS OFFICIALLY add and drop classes by processing add and drop forms with the Enrollment Services Office or an advisor. The process is as follows:

To Add a Class:

- 1. See your advisor for approval.
- 2. Process the ADD Form at the Enrollment Services window or with the advisor.
- 3. Pay for the class.

To Drop a Class:

If it becomes necessary for you to withdraw from a class, students must process an official withdrawal with the Enrollment Services Office. Students may notify the office in person, by phone at 252-5400 (local) or 866-338-2742 (toll free), ext. 4120, by email at admissions@ sic.edu, or by fax: 618-252-3062. Not attending class does not constitute an official withdrawal nor does advising an instructor of one's intent to drop a course constitute an official withdrawal.

If the above procedure for officially dropping a course is not followed, students may be issued a "WA" grade by their instructor for nonattendance or non-participation (see WA Grade Policy 9001.1 in Academic Standards & Regulations section of this Catalog). Students who withdraw from a class during the full-refund period or who are issued a WA by their instructor for non-attendance during that time will not have the course or the drop (W or WA) reflected on their transcript. Students officially dropping a course after the full-refund period will have a W on their transcript for the dropped course. Students who receive a WA from an instructor after the full-refund period will have a WA on their transcript for those courses. Neither of these grades affect a student's grade point

average. However, "W" and "WA" grades may affect financial aid by causing students to not meet the Standards for Academic Progress required for financial aid eligibilit . Students may officially withdraw from 16 week courses until two weeks prior to the end of the class (last regular day of class—not including final exam days). For classes shorter than 16 weeks, please see the withdrawal chart in the Schedule of Classes or at www. sic.edu. If a student does not drop a class prior to the final drop date, they will be issued the letter grade earned at the time they stopped attending the class by the instructor.

TUITION AND RESIDENCY

Current tuition rates and fees may be found in each *Schedule* of *Classes* or online at www.sic. edu under "Financial Aid." In addition to tuition, Southeastern charges universal student fees for student activities, technology and facilities. See the current *Schedule* of *Classes* or the website (www. sic.edu) for current tuition and fee amounts. Other fees may also apply to specific courses. Tuition and fee rates are subject to change and may change during the academic year.

In-District Residency/Tuition (9002)

An in-district student is one whose legal residence is within the boundaries of Southeastern Illinois College District #533. Students will be requested to submit documentation of residency at the time of admission. Students who are U.S. citizens or permanent residents of the U.S. and have occupied a dwelling within the district for at least 30 days prior to the beginning of the semester will, with appropriate documentation, be classified as residents of the Southeastern Illinois College district. The following documents may be presented to verify residency:

• High school transcript from a high school physically located in SIC's District.

- Illinois driver's license
- Illinois automobile license registration
- Illinois voter registration card
- Proof of ownership and/or occupancy of a residence
- Utility or telephone bill
- Property tax statement
- Documentation showing existing status as a district resident

Special Residency Employed Full-Time In District

Students who live outside the Southeastern Illinois College district, but are employed full-time by a business or industry located within the district, may qualify for in-district tuition. Students must provide written documentation of such employment from the employer to the Enrollment Services Office. Questions may be directed to the Enrollment Services office at 252-5400, ext. 4120.

Out-Of-District Residency/Tuition

An out-of-district student is a person whose legal residence is outside the boundaries of the Southeastern Illinois College District #533, but in the state of Illinois. See a *Schedule of Classes* or the college website at www.sic.edu for current tuition rates. This rate is subject to change.

Out-Of-State Residency/Tuition

Any person who is a resident of another state will be considered an out-of-state applicant. All international students are classified as out-of-state. See a current *Schedule of Classes* or the college website at www.sic.edu for current tuition rates. This rate is subject to change.

Senior Citizen Tuition/Fees

In-district residents who are 62 years of age or older may take classes tuition free. However, fees, including the fee for auditing classes, are not waived.

REFUND AND WITHDRAWAL POLICY (9023)

Southeastern Illinois College determines withdrawals and refunds by the official begin date, lengt of the class, and the date at which the student notifies the Registratio Office of the withdrawal. Classe that are between the lengths of 13-16 weeks allow students to withdraw within the first two weeks of class or ten days, to receive a full tuition refund or credit for the course. Classes that are between 8-12 weeks in length allow students to withdraw within the first week of class, or fi days, to receive a full tuition refund or credit for the course. Classes that are between three to seven weeks of length allow students to withdraw through the first two days of clas to receive a full tuition refund or credit for the course. For courses less than three weeks, the student must withdraw before the first day o class to receive a full-tuition refund or credit for the course. To ensure compliance, federal and state law and regulations supersede College policy.

For more information, please see the Refund and Withdrawal schedule printed in the *Schedule of Classes* or on the SIC website at www.sic.edu under "Current Students." Students receiving federal student aid who withdraw from all their courses within a semester may be required to repay a portion of their financial aid The Financial Aid Withdrawal Policy in its entirety is available in the Financial Aid section of the college catalog or online at www.sic.edu/ financialaid

Cooperative Agreements

Southeastern Illinois College participates in the state cooperative plan with other community college districts in the state of Illinois for the purpose of increasing student access to instructional services. Illinois residents who reside in other community college districts and wish to attend a program at Southeastern Illinois College which is not available at their home community college may do so under the *State Cooperative Agreement*. Students should contact their home community college to receive authorization to participate in the *State Cooperative Agreement.*

Should a student's home community college not participate in the State Cooperative Agreement, then the student should apply for a chargeback. The chargeback, if approved, permits the student to attend Southeastern Illinois College at the in-district tuition rate. Generally, chargebacks are approved only for programs unavailable to students at their home community college. Students should receive authorization at least 30 days before classes begin at Southeastern Illinois College. Students should contact their home community college for an authorization letter and/or additional information.

University Agreements

Southeastern Illinois College has a number of articulation agreements with various fouryear colleges and universities for specific programs. A listing of these colleges and universities and the partnership programs is provided on the website at www.sic.edu/ academics/university-partners. See the Executive Dean of Academic Services or the Vice President of Academic Affairs for questions or further information.







ACADEMIC STANDARDS & REGULATIONS



ACADEMIC STANDARDS & REGULATIONS

GRADING SYSTEM

An alphabetical grading system is used at Southeastern Illinois College. The meaning of each letter grade is indicated below:

- A Outstanding
- B Very Good
- C Satisfactory
- D Passing, but below average
- E Failure
- I Incomplete
- P Pass
- PR Proficienc , credit only, no grade given
- AU Audit
- W Official withdrawal (no refund This option must be exercised before the official withdrawal deadline, which is two weeks before last day of class (one week during summer semester)
- WA Administrative withdrawal, including unofficial withdrawals by instructors for lack of attendance
- S Satisfactory
- RC Recycle

Incomplete Grade (I)

An incomplete grade may be requested by a student and may be given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory work is involved, has been satisfactorily completed in the judgment of the instructor, whose decision is final. Examples of such missing work include a test or final examination, a pape, or a term project that might be completed **without further class attendance.** The following conditions apply:

- 1. An "I" may not be assigned at midterm.
- 2. In requesting an "I" grade, the student automatically waives the right to request to receive a "W" grade at a later date.
- 3. Incomplete academic work must be completed during the first 16-week semester following the initial awarding of the "I" grade. The student may NOT re-enroll in the course during this period

of time. It is the student's responsibility to arrange with the instructor for completion of unfinished work

4. If the unfinished work is not completed during the next 16-week semester and the instructor does not submit a semester grade at the end of the 16-week semester, the "I" will become final and will remain permanently on the student's record. In the event that the "I" becomes "permanent," a student may receive credit for the course only by re-enrolling in the course (at full tuition payment) and by fulfilling all course requirements.

WA Grade (9001.1)

A WA grade signifies an unofficia withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance or lack of participation in an online class. The following conditions apply:

> 1. WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program define excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports. For classes that meet less than the full semester. the non-participation time for

a WA will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.

- 2. The WA grade is non-punitive for SIC grade point average calculations; however, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.
- 3. Instructors will file a WA drop form for students who have been assigned the WA grade. The WA grade may also be issued as a midterm grade to indicate nonattendance/ nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.
- 4. Tuition refunds for students who have been issued WA grades will be consistent with the current tuition refund policy.
- 5. If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for

excessive absences may be required to present appropriate medical documentation before being readmitted to class.

- 6. WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades
- A student wishing to challenge the WA grade will have due process. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal form should be submitted to the Executive Dean of Student Services for review.
- The WA grade may be used to administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, or the Vice President of Academic Affairs.

Pass\Fail Grades (P/F)

A pass\fail (P or E) grading system is also available to students who are pursuing an Associate Degree at Southeastern.

The conditions are as follows:

- A student must be in good academic standing to elect the pass\fail option. This includes first semester students
- 2. A student will be allowed a maximum of 12 semester hours of pass\fail option toward an Associate Degree, with the provision that no two courses of a sequential nature be taken as pass\fail.
- A student taking courses on a pass\fail basis that result in an "A" or "B" grade will receive the "A" or "B." However, the course will be counted against the pass\fail limit of 12 semester hours.
- Students taking courses on a pass\fail basis that result in a "C" or "D" will receive a "P" grade for pass. The "P" grade is not calculated into the overall grade point average (OGPA).

- Students taking courses on a pass/fail basis that result in an "E" grade will have the "E" recorded on the official transcript and calculated into overall grade point average.
- Students will be allowed a maximum of two courses of pass\fail option per semester, provided the maximum of 12 hours is not exceeded.
- 7. Students must designate at the time of registration their desire for pass\fail grading in a course.
- No course identified as a major course (if the major is declared) may be taken as pass\fail.
- 9. Instructors will not be informed by Student Affairs which students are taking courses on a pass\fail basis.

AUDITING A COURSE (AU)

An individual may register in a course without intent to earn academic credit and be designated as an auditor for the course. The following conditions apply:

- 1. Auditors must follow the same registration procedures and pay the same tuition and fee charges as a student enrolling for credit.
- 2. Auditors are expected to attend all class sessions, but are not required to take examinations or complete written assignments.
- 3. Auditors may not change their status as an auditor after the class begins.
- 4. Refunds will be issued on the same basis as those for students who are officially enrolled.
- 5. Audit classes cannot be used to determine full-time status eligibility for financial aid, athletics, academic or other honors.
- 6. Auditors will receive a grade of AU on their transcript. The AU is not calculated into the OGPA.

- 7. Students may register for a class as an auditor only if there are seats available in the class and cannot displace a student enrolled for credit.
- 8. There is a \$20 per credit hour fee for audited classes. The audit fee applies to all audited classes and is not covered by employee or senior citizen waivers.

SATISFACTORY/ RECYCLE (S/R)

Most non-credit community education classes will use grades of "S" for satisfactory completion, and "RC" for recycle. These grades are not calculated into a student's grade point average.

DEVELOPMENTAL COURSE GRADES

Students receive letter grades of "A", "B", "C", "D", and "E" in developmental courses, which are calculated into students' grade point averages. Grades earned in developmental courses will NOT be used to calculate eligibility for Vice President's or President's Lists.

REPEATED COURSES

If a student has not completed a course with a grade of "C" or better, the course may be repeated once. The following conditions apply:

- 1. The class will be listed on a student's transcript both times, maintaining the record that the course has been repeated.
- 2. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.
- 3. The lower of the two grades will be converted to an "R" on the transcript and will not be used in computing the cumulative grade point average.
- 4. A grade of "P" in a pass/fail course is counted as successful completion and may not be repeated.
- 5. If, in an extraordinary situation, a student must take a course a third time, the student will be

required to pay out-of-state tuition rate.

6. If a course has been approved by the ICCB (Illinois Community College Board) to be repeated, the student may repeat the course or credit as often as approved by the ICCB. Students who are receiving financial aid may receive financial aid for failed courses until a passing grade is received. However, students may only repeat a previously passed course once and receive financial aid

ACADEMIC AMNESTY (9005)

Southeastern Illinois College has an Amnesty policy for students who need a second chance to pursue their academic goals. This is an institutional "forgive and forget" policy where selected semesters of a student's previous grades will not be calculated in the grade point average. Other institutions to which a student may transfer may not recognize Academic Amnesty awarded by Southeastern. The policy is as follows:

- 1. To be eligible to apply for Academic Amnesty, the student must be enrolled at Southeastern Illinois College.
- Coursework for which the student seeks Amnesty must be at least four calendar years old.
- Academic Amnesty will be applied to full semesters, not individual courses.
- 4. The courses included under Academic Amnesty will not be considered in future grade point average (GPA) calculations, nor will they be used to fulfill any degree requirements, regardless of the original grade. They will, however, remain on the student's transcript.
- Academic Amnesty will not be effective nor noted on the transcript until the student has successfully completed 15 consecutive credit hours with a grade "C" or better in each course.

CALCULATING GRADE POINT AVERAGE

Grade point averages are computed on the basis of quality points earned. Quality points are assigned according to the following scale:

Grade	Quality Points		Semester Hours		Total Quality Points	
A Receives	4	and if	3	would equal		12
B Receives	3	and if	2	would equal		6
C Receives	2	and if	4	would equal		8
D Receives	1	and if	1	would equal		1
E Receives	0	and if	5	would equal		0

Grade Quality Points X Semester Hours equals Total Quality points. Total Quality Points divided by Total Semester Hours equals Grade Point Average (GPA).

- 6. Academic Amnesty does not affect the calculation of Financial Aid Standards of Academic Progress. However, students may submit an appeal of their Financial Aid status to the Financial Aid Office
- A student can apply for Amnesty only once. Once Amnesty has been granted, the student cannot at a later time request the Amnesty to be rescinded or modified. Application forms are available in the Enrollment Services Office

PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses for fall and spring semesters; 6 hours for summer semester) who has a semester grade point average of 4.00 is placed on the President's Honor List for the semester. **Developmental courses do not count as part of the 12 (or 6 for summer) hours.**

VICE PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses; 6 hours for summer semester) who has a semester grade point average of 3.25 or higher is placed on the Vice President's Honor List for the semester. **Developmental courses do not count as part of the 12 (or 6 for summer) hours.**

ACADEMIC PROBATION AND SUSPENSION (9006)

Academic Probation

Students who are enrolled at Southeastern Illinois College are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of grades earned. Students not making satisfactory progress will be placed on academic probation if, after completing six (6) or more credit hours, they fail to achieve the following minimum cumulative grade point average:

Graded Semester Hours	Minimum Cumulative GPA Required for Good Standing
0 - 16	1.60
17 - 32	1.70
33 - 47	1.85
48+	2.00

To be taken off probation, students must meet the minimum cumulative grade point average for good standing at the end of a probationary semester. Students will remain on probation when they do not meet the minimum cumulative grade point average at the end of the probationary semester, but do attain a 2.0 semester grade point average. In each successive semester that the grade point average for that semester is 2.0 or greater, students will continue on academic probation until they meet the minimum cumulative grade point average for good standing. If the semester grade point average

falls below 2.0, students are subject to academic suspension.

Some programs have academic progress standards that are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence.

A student who is on probation may not enroll in more than 12 credit hours without the written approval of the Executive Dean for Student Services.

Academic Suspension

Students who, during their probationary semester, do not raise their cumulative grade point average to the minimum requirement or attain a 2.0 semester grade point average will be placed on academic suspension. Academic suspension will result in the involuntary separation of the student from the institution for a period of one 16-week semester, excluding summer. Students on academic suspension may attend the summer semester, and grades will be factored into their cumulative grade point average. While on academic suspension, students may enroll in noncredit, adult or continuing education courses.

Students who petition to re-enroll after academic suspension must be cleared by the Associate Dean of Enrollment Services/Registrar. They will then be placed on academic probation and will follow the guidelines of academic probation as stated above.

Students transferring to Southeastern Illinois College from another college or university will be admitted in good standing without regard for their past academic status.

Some programs have academic progress standards which are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence. A student dismissed from a program for failing to meet the program's standards may still remain a student at Southeastern if he/she continues to meet the general academic progress standards. *Academic programs with their own specific academic p ogress standards have program handbooks to document those standards for students*.

Students may appeal their academic status by submitting a written appeal

and supporting documentation to the Associate Dean of Enrollment Services/ Registrar.

ACADEMIC DISMISSAL

All Nursing and Allied Health Programs have specific standards of academic performance that all students must meet to continue enrollment in these programs. Students who are enrolled in these programs should refer to the program handbook and guidelines for information concerning these academic standards or contact the Director of Nursing and Allied Health at 252-5400, ext. 2331.

CLASS ATTENDANCE (9001.1)

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in collegesanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

- arrive to class on time and remain in class until dismissed.
- come to class prepared.
- participate in classroom activities.
- complete all assignments.

CLASSIFICATION OF STUDENTS

Students who have completed fewer than thirty semester hours of college credits are classified as freshmen. Students who have completed at least 30 semester hours of credit but less than 60 hours are classified as sophomores. Unclassified students are those who do not meet the minimum requirements for entrance as regular college-level students or those who have earned an Associate Degree or higher.

ENROLLMENT, INSURANCE AND OTHER VERIFICATIONS

The Enrollment Services Office is the certifying office for most types of enrollment verifications. Students should bring all student loan deferment forms, insurance enrollment verifications, good student discount forms, and other similar types of verification requests to the Enrollment Services Office. Any requests requiring the release of private information must be accompanied by a signed release by the student. There is no fee for this service; however, a two-business day processing time is requested.

GRADE ACCESS BY STUDENTS (MYSIC)

Students may access grades online using MySIC. Students must use their student ID number and password. Student IDs are generated and mailed to the student after the Student Infomation Form is processed. Instructions on how to activate student accounts are located on the SIC website at: www.sic.edu/ falconnet. Students may print grades for a single term or they may print their complete academic record from MySIC. Students may contact the Enrollment Services Office with questions concerning information about grades. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the college. Students may discuss the resolution of their indebtedness with the Business Office.

GRADUATION

An application for graduation must be completed and returned to the Enrollment Services Office one semester prior to the semester of graduation. A graduation ceremony is held in May of each year. Graduates from all three semesters may participate in this ceremony; however, diplomas are not issued until the semester that graduation requirements are met. There is a \$20 graduation fee that covers the cost of the diploma cover, cap, and gown. Caps and gowns should be ordered before spring break in the College Bookstore. Students who are exempt from the \$20 graduation fee are those who are earning certificates of 12 hours or less. Students must apply for graduation and pay the \$20 graduation fee whether they plan to attend the graduation ceremony or not. Students must complete at least 12 semester hours of credit from Southeastern Illinois College to be awarded a degree or certificate from SIC

TRANSCRIPTS

Official transcripts of the students educational records at Southeastern Illinois College are issued, sent, or released by the Enrollment Services Office only upon receipt of a written request from the student and payment of a \$5 fee. A written request with the student's signature must be submitted at least two working days before the transcript is needed. Questions regarding transcripts may be directed to 252-5400, ext. 2453 or emailed to registrar@sic. edu.

Students may also print an unofficial transcript from MySIC. Students should be advised that most colleges and universities accept only official transcripts mailed to the receiving institution by Southeastern. A transcript request should include the student's name (including maiden name and any other previous last names), Student ID Number (if known), date of birth, dates of attendance at SIC, email address, address to which the transcript should be sent, signature and date. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the institution. Students may discuss the resolution of their indebtedness with the Business Office.

Southeastern is now able to provide electronic transcripts delivered through eSCRIP-SAFE to network recipients or outside the network to third parties. Transcripts are never delivered by email; email is limited to notification and reminder messages regarding the delivery of transcripts.

TRANSFER AND OTHER CREDIT

Transfer Credit from Colleges & Universities (9024)

It may be possible for individuals who are entering Southeastern Illinois College to be granted credit toward graduation for work previously completed at other colleges, universities, business schools, vocational institutes, military centers and similar agencies, or through testing.

TRANSFER CREDIT is college credit previously earned at another recognized college or university.

To receive transfer credit:

- 1. The student must provide an official transcript from the previously attended college or university to Southeastern Illinois College.
- Southeastern will accept transfer credit from postsecondary institutions which are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Southeastern has no equivalent course, the credit will be accepted as elective credit only.
 - a. Credit earned in remedial or developmental courses will not be accepted.
 Southeastern will recognize that remediation has been met where appropriate.
 - b. Credit hours only are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.
 - c. Courses in which the student has earned a grade of "D" or greater will be accepted in transfer provided the student's cumulative grade point average from the transferring institution is a 2.00 or greater on a 4.00 scale. If a student has a cumulative grade point

average below 2.00, credit will be awarded for only those courses in which a grade of "C" or higher was earned.

NON-ACCREDITED PROGRAMS

Students who have attended programs not accredited by the Higher Learning Commission or a comparable regional accrediting association must successfully complete a proficiency examination, where available, for each course for which the student is seeking credit.

Appeal Process: Students who wish to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining their reasons to the Vice President of Academic Affairs.

MILITARY CREDIT

Southeastern Illinois College accepts credits from veterans and service members earned while serving in the Army, Air Force, Marines, Navy, and Coast Guard. Students will be granted credit for military education or training along with their military occupation. Veterans and service members should submit their official Joint Services Transcript (JST) to the Veterans Services Office to be evaluated. Veterans may request a JST by visiting https://jst.doded.mil/ smart/dod. Southeastern will accept all American Council on Education (ACE) credit recommendations that are applicable towards the student's degree or certificate at Southeastern. Not all suggested credits on a veteran's or service member's JST will be awarded if the courses are not equivalent to a Southeastern course or is not applicable towards the student's degree or certificate. Veterans should also submit a Member 4 copy of their DD214 to the Veterans' Services Office. Southeastern will provide two semester credits of physical education and three semester credits for HYG 121 at the presentation of a Member 4 DD214.

CREDIT FOR ATTENDANCE AT CORRECTIONAL TRAINING FACILITIES (9008)

Any individual who has successfully completed the Illinois Department of Corrections Correctional Officers Training Academy pre-service training program or the Federal Bureau of Prisons Training Academy Program, and who successfully completes three semester hours in the Law Enforcement/ Correctional Officers Training Program through Southeastern Illinois College, upon application and documentation will be eligible to receive credit in the following courses:

Introduction to Corrections

CRJ 213	3 semester hours
Internship	
CRJ 216	3 semester hours

Any individual who has successfully completed the Police Training Institute Program and has successfully completed a minimum of fifteen (15) semester hours of general course work with a minimum of six (6) semester hours in CRJ course work with a "C" or higher grade, upon application and documentation will be eligible to receive credit in the following courses:

Policy Patrol Procedures

CRJ 117	3 semester hours
Criminal Law II	
CRJ 211	3 semester hours
Internship	
CRJ 216	3 semester hours

EARLY COLLEGE PROGRAM FOR HIGH SCHOOL STUDENTS (9002.6)

The Early College Program allows eligible high school students the opportunity to complete a number of college courses while still in high school, giving them a head start on a college degree and saving substantial dollars on college tuition. High school students residing in the Southeastern Illinois College District who have completed their freshman year of high school are eligible to apply for the Early College Program (ECP). Students accepted into the ECP will receive a partial tuition waiver; however, fees and other associated course expenses, including textbooks, must be paid by the student. Courses that fall within the ECP are baccalaureate transfer courses and online career and technical education courses. If approved by the high school, courses may be taken for dual credit, which allows students to receive high school credit as well as college credit. Courses may also be taken as dual enrollment courses with only college credit being earned. For additional information on the ECP, contact the High School Recruiter and Dual Credit Coordinator at ext. 2245, or the Enrollment Services Office at ext. 2440 or 4120. Eligibility requirements and the full ECP policy (9002.6) can be found on the SIC website by typing in Early College Program in the search option

Career and Technical Education Dual Credit

Southeastern offers a variety of career and technical education (CTE) courses for dual credit, which means that students receive both high school and college credit for these courses. Some programs are offered on SIC's campus, while others are available in the local high schools. Courses in welding, diesel technology, information technology, early childhood education, and business are some of the options from which students may choose. Eligibility requirements and information about this program can be found on the SIC's website by typing in Career and Technical Education Dual Credit Program on the search option. For additional information, contact the High School Recruiter and Dual Credit Coordinator at ext. 2245, or the Academic Services Office at ext. 2251

TESTING FOR CREDIT OPTIONS

The College shall, upon request, grant credit to a student who demonstrates proficiency in a subject by performance on an approved examination, e.g., College Level Advanced Placement (CLEP), Advanced Placement (AP), or International Baccalaureate (IB), provided however, that such student shall not be granted more than 29 semester credit hours by examination, with maximum amount of 15 semester credit hours from IB; and such student shall successfully complete at least 15 semester credit hours at the College before credit based on an examination will be granted.

Advanced Placement Credit (AP)

AP Credit is awarded to students who achieve a minimum test score of three (3) on the Advanced Placement Test administered upon completion of the 12th year of an enriched curriculum offered at local high schools in conjunction with Educational Testing Service, The College Board, AP Exams, PO Box 6671, Princeton, NJ 08541.

- 1. Students who take an Advanced Placement Exam at their high school after taking an Advanced Placement Course must have their Advanced Placement scores sent to Southeastern Illinois College in order to have the credit posted on their Southeastern Illinois College transcript.
- For credit earned, the course, number of semester hours, and the score are affixed to the official college transcript. Advanced Placement Credit is added to the student's semester hours but is not calculated in the student's overall grade point average.
- 3. Advanced Placement Credit will be affixed to the officia college transcript when the student has successfully completed one semester (one or more classes) of college



AP Examination	Credit Granted	SIC Courses
Art: History	3	ART 121
Art: Studio Drawing	3	ART 141
Art: General	3	ART 141
Biology	4	BIOL 121
Chemistry	5	CHEM 121
Economics: Micro	3	ECON 122
Economics: Macro	3	ECON 121
English Language and Composition	3	ENG 121
English Literature and Composition	6	ENG 121 & 122
Government & Politics: U.S.	3	GOVT 121
History: U.S.	6	HIST 241 & 242
Mathematics: Calculus AB	9	MATH 161 & 162
Mathematics: Calculus BC	5	MATH 221
Music: Theory	4	MUS 181
Physics B	4	PHYS 221
Psychology	3	PSYC 121
Spanish Language	4	SPAN 121
Statistics	4	MATH 141

coursework at Southeastern Illinois College.

4. Advanced Placement Credit may be earned by passing any of the Advanced Placement exams listed, with a score of 3, 4,or 5.

NOTE: Southeastern Illinois College accepts Advanced Placement Credit with a score of "3" or higher for courses offered by the College. Students are encouraged to speak to an academic advisor or consult with their prospective transfer college or university about Advanced Placement Credit for transferability.

College Level Examination Program (CLEP) Credit

The College Level Examination Program (CLEP) provides an opportunity for students to earn credit based upon performance on nationally recognized standardized tests developed by the Educational Testing Service for the College Board, College Entrance Examination Board, PO Box 6600, Princeton, NJ 08541. **Transfer students are advised that not all colleges and universities recognize** CLEP credit and should check with the college or university for which they plan to complete a degree to see if they accept CLEP credit.

Some civilian employees, military spouses, and veterans may be eligible for funded CLEP exams. For more information, visit https:// clep.collegeboard.org/military.

To schedule an appointment for a CLEP exam, contact the Testing Coordinator at 618-252-5400 ext. 2442. Appointments are made for a two-hour block of time.

All CLEP testing is computer-based testing. An instant score report will be received upon completion of an exam (except for CLEP exams with essays). See https://clep. collegeboard.org for questions about CLEP and for sample questions. CLEP brochures are available from an academic advisor.

- Southeastern Illinois College will accept up to a maximum of 29 CLEP credits from a student transferring from an accredited college or university.
- Southeastern Illinois College will not award

CLEP credit if a student has received college credit in an equivalent course or has completed coursework more advanced than what is covered by the CLEP exam.

- For credit earned, the course, number of semester hours, and the score are affixed to the official colleg transcript. CLEP credit is added to the student's semester hours but is not calculated in the student's overall grade point average.
- CLEP credit will be affixed to the official college transcript after the student has successfully completed one semester (consisting of one or more classes) of college coursework at Southeastern Illinois College.
- Students who are successful in earning CLEP credit in the areas of College Composition, Humanities, Social Science, and Science will still be required to meet the general education graduation requirements identified elsewhere in this catalog.

The maximum of 29 hours of CLEP credit may be earned by the scores listed on the next page.



BUSINESS	Semester Credit Hours	Score	Course
Financial Accounting	3	50	BUS 191
Business Law	3	50	BUS 297
Information Systems & Computer Applications	3	50	IT 119
Management	3	50	BUS 271
Marketing	3	50	BUS 276

COMPOSITION & LITERATURE	Semester Credit Hours	Score	Course
American Literature	6	50	ENG 261 & 262
Analyzing & Interpreting Literature	6	50	ENG 241 & 243
College Composition without essay	3	50	ENG 121
College Composition with essay	6	57	ENG 121 & 122

FOREIGN LANGUAGES	Semester Credit Hours	Score	Course
Spanish, Level I	8	50	SPAN 121 & SPAN 122
Spanish, Level 2	16	63	SPAN 121 & 122, 221, 222

SCIENCE & MATHEMATICS	Semester Credit Hours	Score	Course
Biology	8	50	BIOL 221 & 222
Calculus	10	50	MATH 162 & 221
Chemistry	10	50	CHEM 121 & 122
College Algebra	4	50	MATH 128
Pre-Calculus	4	50	MATH 161
Natural Sciences	4	50	BIOL 121

HISTORY & SOCIAL SCIENCES	Semester Credit Hours	Score	Course
American Government	3	50	GOVT 121
Educational Psychology	3	50	EDUC 241
History of the US I: Early Colonization to 1877	3	50	HIST 241
History of the US II:1865 to present	3	50	HIST 242
Macroeconomics	3	50	ECON 121
Microeconomics	3	50	ECON 122
Psychology	3	50	PSYC 121
Social Sciences & History	6	50	SOC 121 & ECON 121 or HIST 121
Sociology	3	50	SOC 121
Western Civilization I: Ancient Near East to 1648	3	50	HIST 121
Western Civilization II: 1648 to Present	3	50	HIST 122

INTERNATIONAL BACCALAUREATE (IB) CREDIT

Southeastern Illinois College accepts International Baccalaureate (IB) for courses offered by the College. *(Refer to the following chart for specific courses listed.* Students are encouraged to speak to an academic advisor or consult with their prospective transfer college or university about International Baccalaureate credit for transferability. Credit awarded for International Baccalaureate (IB) will be recorded on the student's

official transcript

PROFICIENCY CREDIT

- 1. Students may receive credit in certain SIC courses by taking a locally developed proficiency examination. This examination may include written questions, oral questions and performance testing OR any combination of these, demonstrating competency in the area for which a student seeks credit. The successful passage level will be determined by the instructional division that develops and administers the test. Not all courses may be taken by proficienc .
- 2. The transcript symbol of "PR"will be assigned by the instructor after the completion of the proficiency test, which is administered and graded by the instructor, with the knowledge and consent of the instructional dean. Because a normative, standardized test is not used, each student who requests a proficiency test must
 - a. Request an application from the Executive Dean of Academic Services. Complete the form and obtain the instructor and dean's signature.
 - b. Register for the course and pay the full tuition.

International	Baccalau	reeate (IB) Accept	ed Tests
Subject Test	Score	Credit Hours Awarded in Semester Hours	SIC Course Equivalent(s)
Art (higher)	5	3	ART 121
Biology (higher)	6 or 7	8	BIOL 221, BIOL 222
Biology (higher)	5	4	BIOL 121
Biology (standard)	6 or 7	4	BIOL 221
Chemistry (higher)	6 or 7	10	CHEM 121, CHEM 122
Chemistry (higher)	5	4	CHEM 123
Economics (higher or standard)	6 or 7	6	ECON 121, ECON 122
English A1 (higher)	6 or 7	6	ENG 121, ENG 122
English A2 (higher)	6 or 7	6	ENG 121, ENG 122
Film (higher)	5	3	COM 128
History (higher)	6 or 7	6	HIST 242, HIST 121
History (higher)	5	3	GOVT 226
Information Technology	6 or 7	3	IT 119
Math (higher)	6 or 7	5	MATH 162
Further Math (standard)	6 or 7	10	MATH 162, MATH 221
Music (higher)	5	3	MUS 121
Philosophy (higher or standard)	6 or 7	3	PHIL 121
Physics (higher)	5	4	PHYS 121
Physics (higher)	6 or 7	10	PHYS 221, PHYS 222
Psychology (higher or standard)	6 or 7	3	PSYC 121
Spanish A2 (standard)	6 or 7	8	SPAN 121, SPAN 122
Spanish B (higher)	6 or 7	8	SPAN 121, SPAN 122
Spanish B (standard)	6 or 7	4	SPAN 121
Theater (higher)	5	3	THTR 121

- c. Fulfill all testing requirements (oral, skill demonstration, written, etc.) which are stipulated for the test.
- d. Understand that the symbol "PR" (Proficiency) will be recorded on the student's official transcript in lieu of a letter grade upon successful completion of the proficiency test.

In the event of failure, a grade of "E" will be recorded on the transcript.

FINANCIAL ASSISTANCE



FINANCIAL ASSISTANCE

The Financial Aid Office (AO) at Southeastern Illinois College assists students with financial aid for post-secondary education. Financial aid is awarded as grants, scholarships, loans and employment from various federal, state, institutional and private sources. Financial aid is available to students with financial need and those without need. A Free Application for Federal Student Aid (FAFSA) should be submitted to determine eligibility for the various financial aid programs

HOW TO APPLY FOR FINANCIAL AID

Students who seek federal, state, or institutional assistance should apply for assistance using the Free Application for Federal Student Aid, (FAFSA). The application is free and students must reapply every year beginning October 1. Students should avoid other websites that charge for this service.

To apply for federal and state financial aid, you must:

- Gather all financial documents such as your previous year tax return, W-2's, 1099s, etc. for the student (and parents if applicable).
- Create an FSA ID username and password at fsaid.ed.gov for the student and parent (if applicable).
- Go to the official AFSA website at www.fafsa.gov, to fill out the AFSA and list SIC's federal school code 001757.
- Students (and parents, if applicable) are highly encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. The IRS DRT imports the tax information directly from the IRS for accuracy and convenience. Before you submit, you must have created an FSA ID for the student and parent (if applicable). Students and parents must agree to the terms and conditions of the use of federal aid funds, sign, and submit.

The Department of Education will process the student's FAFSA within four to five days and prepare it for delivery to the schools with the federal code(s) a student lists on the application. After the school receives a student's FAFSA, it will be evaluated to determine if and what financial assistance a student is eligible to receive. It is common for the Financial Aid Office to request more information from students/parents in order to clarify information submitted on the FAFSA. To expedite this process, students with access should continually check the MySIC portal, and look under the financial aid documents section. Here you will find the information required. Students should also check their SIC email account regularly for requests for information.

For students with disabilities or other special needs, or for students without internet access, the Financial Aid Office invites you to come to the College where we will personally assist you with your FAFSA application. Appointments are required in order to provide optimal service.

TYPES OF FINANCIAL AID AVAILABLE

Federal Programs

Pell Grant - Students seeking a degree or certificate may use Pell Grant funds to pay for tuition charges, books, transportation, and other costs related to the student's education. Pell Grant award amounts are based upon the student's demonstrated financial need. (Note: Some programs and/or classes are not Pell payable.)

Supplemental Educational Opportunity Grant (SEOG) - grants are awarded to undergraduate students to help pay for college educational expenses. Consideration for the SEOG grant is based on exceptional need, enrollment, overall grade point average (OGPA), and application date.

Federal Work Study (FWS) - FWS is an employment program provided by the college with funds received from the federal government. Students eligible for this program on the basis of financial need may seek employment on campus. To determine eligibility for the FWS program, students must first complete the AFSA. Students interested in employment should go online to the Financial Aid website at www.sic.edu/financialaid and navigate to Student Worker Job Postings. Jobs are limited and are on a first come, firs serve basis. Students are not guaranteed a FWS position due to limited funding.

State Programs

Illinois Monetary Award Program (MAP) - Undergraduates with demonstrated financial need, as determined by the Illinois Student Assistance Commission (ISAC), are eligible for this award. MAP grant eligibility is limited to a total of 75 MAP paid credit hours for students not yet classified as juniors. Independent students must meet Illinois residency requirements and be enrolled for at least three credit hours. Parents of dependent students must be residents of Illinois. As with other grants, MAP has limited funding. For MAP consideration, students must complete their FAFSA early. Students are encouraged to complete their FAFSA before March 1.

Veteran's Education Benefits

Southeastern appreciates our veterans and service-members for their service and dedication to our country. Veterans, Active Duty members, and spouses and dependents of veterans have many resources to assist with their educational expenses. Southeastern Illinois College maintains a certifying official in the Financial Aid Office to assist veterans and their dependents with educational benefits. Those who feel they may be eligible should contact the Financial Aid Office to determine what benefit are available and decide what program may benefit them. Common veteran educational programs at Southeastern include the following:

- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)

- Post 9/11 Educational Assistance Act
- Dependents' Educational Assistance Program (DEA)
- Montgomery GI Bill for Active Duty and Selective Reserve
- Vocational Rehabilitation

More information regarding veterans' and state education benefits is available at www.sic.edu/veterans.

Other Financial Assistance

Institutional Work Study (IWS) -

Students who do not qualify for the Federal Work Study program may participate in the Institutional Work Study (IWS) program. Similar to the Federal Work Study program, students may work on-campus. Hours of employment generally range between five and 20 hours a week and vary by department. Positions are posted on the Financial Aid website at www.sic.edu/ financialaid at the Student Worker Job Openings link. Jobs are limited and are on a first come, first serve basis

Private Student Loans – Southeastern does not participate in the Federal Student Loan program. An alternative to federal student loans are private student loans. Private student loans are offered by private banks and lending institutions. The applicant (and coborrower if necessary) must meet the credit requirements established by each lender. Interest rates, terms, and conditions vary among lenders. Students and families should carefully consider their options and only borrow what is necessary. Private student loans are not eligible for forgiveness programs and have limited deferment options. Students apply directly with the lender. For more information, please visit our website at www.sic. edu/financialaid or call the Financial Aid Office at ext. 4 10. Please note that the terms and conditions of the Federal Stafford Loan program may be more favorable than the provisions of private student loans.

Southeastern Illinois College Scholarships

The College offers approximately 300 academic-based, performance-based, athletic-based, and private scholarships to area students. Common scholarships offered include the following:

- Art
- Theatre
- Music
- Forensics
- Applied Technology
- Nursing and Allied Health
- Social Science, Business, and Education

To apply for scholarships, students must complete and submit the annual SIC Scholarship Application along with an essay and current high school or college transcript. The application deadline is February 28th of each year, with the following exceptions:

- Nursing and Allied Health Divisional Scholarship deadline - March 31;
- Performance Scholarship priority deadline is February 28, however, applications may be accepted until all scholarships are awarded; and,
- Student Ambassador Scholarship deadline is March 31.

To apply and to learn more about SIC Scholarships, please visit www.sic.edu/ scholarships.

SIC FOUNDATION ENDOWED AND ANNUAL SCHOLARSHIPS

Through contributions of donors, alumni, and community members, the SIC Foundation awards endowed and annual scholarships to students exhibiting financial need, as well as scholastic, leadership and service achievement. Students may apply for scholarships by completing an SIC scholarship application available on the SIC website. Recipients are selected by the SIC Foundation Scholarship Committee or the individual scholarship donors.

The Foundation administers scholarships and grants which are awarded to students by businesses, corporations, civic organizations, governmental entities, individuals, and family trusts committed to strengthening academic excellence and student success. Students interested in knowing more about these scholarships and grants may call the SIC Foundation Office at 252-5400 ext. 2482 (local) or 866-338-2742 (toll free).

Please visit the Foundation page of the SIC website for a full listing of all endowed and annual scholarships available to current SIC students and incoming high school students. Some scholarships are not listed as they come through local service and civic organizations in the college district.

FINANCIAL AID POLICIES AND PROCEDURES

Standard of Academic Progress (9007)

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating progress towards the student's certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

1. Overall Grade Point Average (GPA)

2. Completion Rate

3. 150% Maximum Program Completion Time

Failure to meet these requirements results in financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial ai eligibility at Southeastern.

Programs Governed By This Policy

<u>Federal Student Aid Programs:</u> Federal Pell Grant Supplemental Educational Opportunity Grant (SEOG) Federal Work Study

Illinois Grant Programs: Monetary Award Program (MAP) Illinois Veterans Grant (IVG) Illinois National Guard (ING) MIA/POW Scholarship

<u>Southeastern Programs:</u> Varies by division or department

<u>Third Party or Private Donor Programs:</u> Varies by donor's requirements

<u>Veterans Benefits</u> Chapter 30, 31, 32, 33, 35, 1606, 1607

OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and the student will not be eligible for financial aid

COMPLETION RATE

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in

suspension status and the student will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.). Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid. All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the College. Students should provide the Director of Financial Aid with specific details that fully

explain the extenuating circumstance (i.e. death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted on a case-by-case basis. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Executive Dean of Student Services. Decisions made by the Dean are final

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and Dean must meet the minimum cumulative completion rate and/ or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the Dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and Dean will remain on permanent financial aid suspension. Neither the director nor Dean will accept any further appeals.

FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

- 1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth in this policy; or,
- 2. The student must submit an appeal that is approved by the Director of Financial Aid or Executive Dean of Student Services in which the student is granted financial aid probation.

REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

STUDENT RESPONSIBILITIES

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.

Financial Aid Withdrawal Policy

The Department of Education (ED) states a school must determine the amount of Title IV program assistance earned once a student withdraws from school. The Title IV programs governed by this law include: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When a student withdraws during the period of enrollment the amount of Title IV program assistance that the student earned up to that point is determined by a specific formula. If the student received more assistance than the amount earned, the student must return the excess funds. The amount of assistance a student earned is determined on a prorated basis. For example, if a student completed 30% of the period of enrollment, the student earned 30% of the assistance scheduled to receive. Once the student completes more than 60% of the period of enrollment, the Department of Education indicates the student earned 100% of the scheduled assistance for that period.

Students enrolled in module courses (i.e. courses that do not span the entire

length of the period of enrollment) and withdraw before the second module course(s) begins, must provide written confirmation of intent to attend the second module. Regardless if the student completes the first module but does not attend the second module, the student will be considered a Return to Title IV student and must return a portion of their Title IV aid.

The withdrawal date is determined by the date the student officially withdrew from the class or unofficially withdraws, which is the last date of academic related activity determined by the instructor. For information on how to formally withdraw from a class, see Enrollment Services' *Withdrawal and WA Grade Policies*.

If the student did not receive all the funds earned, a student may be due a post-withdrawal disbursement. Any grant funds disbursed for postwithdrawal will pay any outstanding balances owed (tuition, fees, books, fines, etc.).

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds the student received or is scheduled to receive. The Financial Aid Office notifies students in writing if they must return any unearned grant funds to the Department of Education. Student must make arrangements with the Financial Aid Office to return unearned grant funds. The student has 45 days to repay any overpayments. After 45 days, the student must contact the Department of Education. Students may not receive any subsequent financial aid until overpayment is resolved.

The order funds must be returned are as follows:

- 1. Federal Pell Grants
- 2. Federal Supplemental Educational Opportunity Grants (FSEOG)

If the student (or school) received excess Title IV program funds that must be returned, Southeastern will return within 45 days the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned

percentage of received funds, or

2. The entire amount of excess funds.

Southeastern requires students to pay the college the funds that were returned. If a student owes the college after funds are returned, the Financial Aid Office will charge the student's account for the amount owed. The Financial Aid Office, in writing, notifies students if they owe any grant funds to the college. Students must make repayment arrangements with the Business Office. Unresolved balances prohibit the student from registering for subsequent semesters or receiving transcripts. Students may also be sent to a debt collection agency.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy established by Enrollment Services. Therefore, a student may still owe funds to Southeastern to cover unpaid institutional charges. Southeastern's withdrawal policies and refund policy are located on the website, under "Academic Policies."

FINANCIAL AID REFUND (9022)

The Financial Aid Office uses a census date to determine Pell credit hours and payment. The census date will be the following business day of registration's last day to drop a full semester course with a full refund. In the fall and spring semester, this is day 11 of the semester. During the summer, this is day five of the semester. Once the Financial Aid Office has locked hours and determined payment and aid for eligible students, the Financial Aid Office will disburse aid to the Business Office. Per federal regulations, the institution must disburse excess fund to the students within 15 days of the negative balance.

To ensure compliance, federal and state law and regulations supersede college policy.

ABILITY TO BENEFIT (9002.7)

Federal regulations require students who are seeking Title IV aid to meet one of the following standards below:

- 1. High school diploma;
- 2. Recognized equivalent of

a high school diploma (i.e. GED or a state certificate or transcript received by a student after the student passed a State-authorized examination);

- 3. Excelled academically in high school, able to provide documentation that he or she excelled academically in high school, and has met the formalized admissions policy determined by the Registrar;
- 4. Homeschool completion credential;

- 5. Enrolled in a career pathway program and meet the following conditions;
 - a. Pass an independently administered Department of Education approved ATB test (i.e. ACCUPLACER, CELSA, or WBST), and
 - b. Complete at least six credit hours that are applicable toward a degree or certificate at Southeastern.









ADULT AND COMMUNITY EDUCATION

The College recognizes that education is a lifelong process and strives to meet the needs of the community by helping to develop the potential ability of all individuals. It recognizes the importance of each segment of the community to its mission and encourages interest and participation in the fulfillment of that mission. The College works in close cooperation with area schools, agencies, businesses, and community groups.

ADULT BASIC EDUCATION CLASSES

The College offers courses in Adult Basic Education and high school equivalency test preparation on campus and in various locations around the district. See SIC's website at www.sic. edu for a current schedule of classes. Courses included under the Adult Education program include content that aligns with the GED test including Language Arts, Math, Social Studies, and Science. The focus of the program is not only to ensure that students receive their high school equivalency diplomas, but also, to ensure they are prepared to enter into post-secondary education, including certificate programs, and the workforce. Students can improve basic skills, prepare for the high school equivalency test, increase employability, or prepare to enter a college or career program. The Student Success Center and computer labs on campus and at the White County Center in Carmi are open to Adult Education

students. Call (618) 252-5400, ext. 2300 for assistance.

HIGH SCHOOL EQUIVALENCY TESTING

Southeastern Illinois College is an official GED testing site for southeastern Illinois. Applicants must register one week in advance of the testing date. The cost of the test is \$30 per subject area (four subject areas; price is subject to change). Testing is done on the computer.

Students must register online at http:// www.gedtestingservice.com/testers/ test-on-computer. Students must have an email address and a credit or debit card. If they have neither, vouchers are available through the Regional Office of Education (512 N. Main St., Harrisburg, IL). If students have trouble registering online, they should call 1-877-EXAM-GED. Students who are restricted from using the internet should call the number above. You must also have lived in the state of Illinois for 30 days and be at least 17 years of age. A photo ID is required on the day of testing. Individuals should arrive 30 minutes early for the test. Seating is limited to 10 students per testing session. For additional information, call SIC at 618-252-5400, ext. 2442 (toll free 866-338-2742). Information is also available on the SIC website at www.sic.edu/academics/ged/ ged-testing.

COMMUNITY EDUCATION COURSES (NON-CREDIT)

The College offers a variety of community education or non-credit courses throughout the college district. The courses are usually of a hobby, leisure, or non-traditional nature and are offered in a flexible manne . The Community Education schedule is available on SIC's website at www.sic. edu, or call (618) 252-5400, ext. 2300 for assistance.



GENERAL INFORMATION & INSTITUTIONAL POLICIES



Southeastern Illinois College's Student Government 2017 SIC Student Government is the only recognized representative body for the student community, and it has a number of different functions – from helping fund many student-run organizations to addressing student issues and concerns, to proposing resolutions that brings about change in the academic and social life of our campus.

GENERAL INFORMATION & INSTITUTIONAL POLICIES

ACADEMIC GRIEVANCES

The Academic Grievance Procedure is established for student grievances relating to grades. In matters relating to grades, the instructor's judgment is normally deemed final and conclusive. For instance, an instructor's judgment that a grade should be a B and not an A is final and binding and will not be reviewed by grievance procedures.

Students may not appeal the professional judgment exercised by an instructor in assigning a grade except under the following circumstances:

Academic Grievance Procedure

Students may initiate an appeal if the student believes that one or more of the following has occurred:

- 1. Inconsistent grading standards were used to grade students of the same class.
- 2. The instructor altered the grading procedure as defined in the course outline without advising the class of the change.
- The instructor deviated from his/her established grading policy.
- 4. A student's assignment is graded and an explanation of the method for determining the grade is not provided by an instructor.
- 5. A final grade is lowered because a student missed an examination for a College function and was not permitted to make up the exam.
- 6. The student's grade was improperly computed.
- The instructor alleges that a student has been involved in academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research.

A student may initiate the Academic Grievance process by using the following steps:

Step 1.

Within 15 calendar days of the grades being posted by the College, the student may request a meeting with an instructor to discuss a course grade.

The instructor shall meet with the student within 7 calendar days to discuss the grade.

Step 2.

If a student is dissatisfied with the instructor's response, the student may appeal to the appropriate division chairperson. Such an appeal must be in writing within 15 calendar days of the meeting with the instructor and must clearly identify and explain the basis for the appeal. The division chairperson will render a written decision within 10 calendar days of the appeal. If the division chairperson is the faculty member involved, then the student may appeal to the appropriate Dean/Vice President.

Acceptable Use Policy for Information Technology and Electronic Resources 4019

Southeastern Illinois College (the "College") provides electronic information resources and other computer-based resources to support the College's educational mission. Students, faculty, staff and others who use the College's computer-based resources are required to adhere to this policy.

This policy applies to all computer hardware and software owned or operated by the College, College electronic mail, College websites, and College online services and bulletin board systems. "Use" of the College network shall include use of or obtaining access to the wired or wireless network from any electronic device whether or not owned or operated by the College.

Acceptable Use

The use of electronic information resources, other computer-based resources and media (the "System") must be consistent with the mission of the College. You are expected to act responsibly and follow all College policies, procedures and guidelines when using the System. College owned electronic equipment and resources should be restricted to educational and business use. System users have no expectation of privacy in connection with the use of the College's System.

Privileges

Access to the System is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the System may result in loss of privileges or other disciplinary actions as the College deems appropriate.

Security of System and Responsibilities of System Users

Security must be a high priority for all users. System users shall not disclose their personal login ID or password/PIN to anyone, including another college employee, or attempt to log into the System as another person.

Users are prohibited from transmitting social security numbers or credit card information through email or other insecure means unless reasonable precautions are taken to encrypt or password protect the information. All System users are required to maintain the confidentiality of student and personnel records.

Users are required to act responsibly in regards to the content and maintenance of their electronic mailbox. This includes but is not limited to general maintenance, not engaging in activities that would encourage inappropriate or illegal content, and not engaging in activities compromising System data, integrity, security, or performance.

The College provides email systems to students and employees and evaluates the integrity, risk, and compliance aspects of each email system. Because email accounts are assigned based on student and employee personally identifiable information, use of College email systems is the only manner in which the College and others can reasonably assume that it is communicating with the correct individual.

Students and employees who communicate via email to conduct College related business must utilize their College provided email accounts upon enrollment or employment. Prospective students or employees may temporarily use personal email accounts during the application for enrollment or employment process. Personal email accounts may also be used on a limited basis for password resets when other information is provided to identify the individual. For their own personal protection, faculty and staff are discouraged from using their College email account for personal use.

Efficient Use of Resou ces

Users must accept limitations or restrictions on computing resources, such as storage space, time limits or amounts of resources consumed. Users should not engage in any activity detrimentally affecting other users of the System.

User Identificatio

Concealing or misrepresenting one's identity is a violation of college policies, and is subject to disciplinary action.

Vandalism

Any type of vandalism or attempted vandalism (physical or electronic) to any part of the System, a College computer, computer peripherals, the College network, or files of others is prohibited and may result in disciplinary action. Vandalism includes, but is not limited to, malicious destruction or deletion of college information, downloading, uploading, or creation of computer viruses or malware.

Specific P ohibited Uses

In addition to the other prohibitions contained in this policy, the following activities which are unacceptable and may result in disciplinary action, include, but are not limited to:

- 1. Accessing, retrieve, view or disseminate obscene, indecent, sexually explicit or vulgar materials or messages unrelated to the educational mission of the college.
- 2. Retrieving, view or disseminate any material in violation of any federal or state regulation/law or College policy. This includes, but is not limited to, improper use of copyrighted material or intellectual property.
- 3. Intentionally manipulate information on any sensitive applications such as accounting, student, employee, and business records, or tamper and/or attempt to gain unwarranted access to student or employee personal network files. Sensitive files should b stored in a secure place.
- 4. Engaging in for-profit commercial activities, including advertising or sales for personal gain.
- 5. Sending of a chain letter.
- Soliciting money for religious or political causes unless it is an approved fundraising activity for a student organization.
- 7. Harassing, threatening, intimidating, or demeaning any person or group of people for any reason, including but not limited to race, color, religion, gender, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military status, sexual orientation, disability, source of income, housing status, or any other category protected by law.
- 8. Disrupting the educational process or interfere with the rights of others.
- 9. Disrupting information network traffic or interfere with the network or connected systems.
- 10. Circumventing or attempt to circumvent system security

measures through the use of software or other measures.

- 11. Gaining access without permission to the files of others, or vandalize another user's data or files
- 12. Gaining unauthorized access to College electronic resources or other entities using a College computer and/or network.
- 13. Improperly forge or alter electronic mail messages, or use an account owned by another user.
- 14. Invading another person's privacy. This includes, but is not limited to, improperly disclosing personally identifiable information such as name, social security number, address, or phone number.
- 15. Using the System or any system resources to send unsolicited commercial email.
- 16. Violating any software license agreement.
- 17. Downloading, copying, printing or otherwise storing or possessing any data, in violation of these rules and/or College policy.
- 18. Engaging in any unlawful use of the system.

Additional Policy Guidelines for College Employees

Employees are required to maintain a 15+ character password. Employees are required to store passwords in a secure manner.

Employees with any device, including but not limited to cell phones, College owned or personally owned, that access College information without additional authentication/login, are required to protect that information through the use of a password or pin before that information may be accessed.

Employees are required to store college data and mission critical files on the College network. "Cloud" offpremise storage may only be used to store personal student and employee information where an approved contract or agreement exists between the College and the provider. A copy of the contract or agreement must be on file with both Information Technology and the Business Office. Files stored on a local computer should be temporary and personal or sensitive data limited.

Employees are discouraged from using any portable media or device to store personal or private information. When use is completely unavoidable, reasonable protection of encryption and password protection of that information is required. Any data loss or misuse of personal or private information is a serious matter and the employee(s) involved may be subject to disciplinary or additional action.

Sanctions and Discipline

If an individual engages in any of the prohibited acts listed in this policy, or violates this policy and s/he may be subject to College disciplinary actions including, but not limited to, the following:

- 1. Suspension or revocation of System privileges;
- 2. Suspension or termination of employment;
- Academic suspension or expulsion;
- 4. Referral to legal authorities for prosecution; and
- 5. Other sanctions, discipline or action the College deems warranted.

Anyone receiving disciplinary action has the right to an appeal through the College's Disciplinary Grievance Procedures. Repeated violation of this policy will be grounds for escalated disciplinary action and/or appropriate legal action.

Disclaimer

The College makes no warranties, whether expressed or implied, for the System. The College is not responsible for any damages suffered, including the loss of data, resulting from delays, non-deliveries, deliveries, or service interruptions. Use of information obtained via the System is at the user's own risk. The College assumes no responsibility for the accuracy or quality of information obtained through the System. This policy and all its provisions are subordinate to local, state, and federal statutes.

ACCREDITATION

Southeastern Illinois College is recognized by the Illinois Community College Board as a degree granting institution. The College is also accredited by the Higher Learning Commission.

Higher Learning Commission 230 South LaSalle Street Suite 7-500 Chicago, IL 60604 info@hlcommission.org (800) 621-7440/312-263-0456

AMERICANS WITH DISABILITIES ACT

Southeastern Illinois College adheres to the policy and practice as put forth in both the Federal Rehabilitation Act, Section 504, and the Americans with Disabilities Act, 1990. Southeastern Illinois College strives to make available its facilities, services, and educational programs to any individual with a disability. Through the ADA Coordinator's Office (E 126), Southeastern Illinois College will provide any reasonable accommodations to qualified individuals with disabilities. Individuals requiring special accommodations must submit documentation verifying the nature of the disability at the time of admission or at the time that a request for accommodation is made. Recommendations for auxiliary aids and services will be made on a case-by-case basis. Questions may be directed to the ADA Coordinator at extension 2430.

CELL PHONE AND OTHER ELECTRONIC DEVICE POLICY (9017)

Cell phones should be put on vibrate/ silent mode when entering classrooms, labs, Learning Resource Center, or any other instructional area. The use or observation of personal pagers, cell phones, and other electronic communication devices is prohibited during class/lab instructional time. In the case of emergencies, students should indicate to the instructor that they have an emergency situation and leave the class to address the situation.

The use of other electronic communication and entertainment devices, including laptops, and

electronic devices with photographic capabilities, is prohibited during instructional time and should be turned off and put away upon entering the classroom/lab. Students with legitimate reasons for using this equipment during class/lab can do so only after receiving explicit consent of the instructor/ supervisor. Devices with photographic capabilities may not be used to take photographs of instructional materials, i.e. exams, etc., or for photographing individuals against their will or knowledge. While Southeastern Illinois College is a public institution, it is not a public place, and therefore, taking photographic images of people, places, etc., requires prior approval of the administration.

Instructors have the authority to impose more stringent rules for use of all electronic equipment in the classroom based on the specific circumstances of any class/lab they are teaching. Noncompliance will result in disciplinary action as outlined in the Standards of Conduct.

CONSUMER INFORMATION

The following pieces of information are available upon request from the Executive Dean for Student Services, located on the lower level of the Abell Administration Building (E 128).

- Graduation/completion and transfer-out rates
- Athletic graduation completionand transfer-out rates; athletic participation and EADA Report/data
- Campus Crime Statistics and Institutional Security Policies
- Family Educational Rights and Privacy Act (FERPA) annual notificatio
- Financial aid availability and eligibility information
- Requirements and procedures for withdrawing from Southeastern Illinois College
- Cost of attendance
- Refund Policy and return of financial aid fund
- Academic programs

- Southeastern Illinois College accreditation and association affiliation listin
- Services and facilities for disabled students
- Study abroad programs
- Drug and Alcohol Abuse Policy
- Voter registration and availability on campus
- Financial Aid Ability to Benefi
- Leave of absence

COPYRIGHT COMPLIANCE (4020)

The purpose of the Copyright Compliance Policy is to provide guidelines and procedures for employees and students to ensure that both know and abide by the laws that govern copyright and intellectual property rights. Failure to comply with this policy, the laws of the State of Illinois or the federal government will result in disciplinary action. See http:// sic.edu/copyright for the complete policy.

DRUGS AND ALCOHOLIC BEVERAGES (7004.1, 9010)

State and local ordinances, which prohibit the use and/or sale of alcohol, drugs, and tobacco, shall be observed. A local Board policy at Southeastern Illinois College prohibits the use of or trafficking in, alcoholic beverages or drugs in any activity sponsored by the College regardless of the location. This regulation is strictly enforced. Violators will be prosecuted. Information concerning substance abuse is made available through the College.

DRUG-FREE WORKPLACE POLICY (6003)

Southeastern Illinois College will provide a drug and alcohol free environment and workplace as defined by the Drug Free Workplace Act of 1988 (41 U.S.C. §701 et seq.) and the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C §7101 et seq.). Southeastern has adopted this Policy in an effort to prevent alcohol and drug abuse while providing a safe working and learning environment.

The College prohibits the possession, use, distribution, dispensing, and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity.

The use of alcohol within the workplace is prohibited except when authorized by the Board of Trustees or its designee, for approved College functions. Employees convicted of a violation of a criminal drug statute occurring in the workplace must notify the College (Human Resources Director) within five (5) days of their conviction. Southeastern Illinois College will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the work place. Southeastern Illinois College may impose disciplinary action and/or require the participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Any employee or student who violates this policy may be subject to disciplinary action, including termination from employment or expulsion from the institution.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 et seq.), the College will not discriminate against a person based solely on their status as a registered qualifying patient. No College employee may report to work or engage in any College-related work while under the influence of illegal drugs, including medical marijuana. No student may use or possess marijuana, including medical marijuana, on campus.

The College President or designee shall establish a program and rules to implement this Policy. The procedures will be delineated in the employee guidebooks, the Student Handbook, and other appropriate publications.

Amended: January 21, 2014

EMERGENCY CONDITIONS

Southeastern Illinois College is committed to providing a safe learning and working environment for its students and staff. The college has established a National Incident Management System (NIMS) compliant Campus Emergency Operations Plan which is accessible through our website, www.sic.edu. See the TALON Student Handbook for detailed procedures for the most common emergency scenarios. For further assistance, contact Security (ext. 2911), the Executive Dean of Student Services Office (ext. 2401 or 2400), or the Business Office (ext. 2510).

EQUAL OPPORTUNITY POLICY (3007)

Southeastern Illinois College is committed to providing equal opportunity through its employment practices and educational programs, and through the many services it provides to the community. The Board of Trustees of Community College District No. 533 will make all personnel decisions without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, or disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, military status, source of income, housing status or any other category protected by law.

Furthermore, the Board of Trustees is committed to expanding equality of employment opportunity. The Board of Trustees will develop and maintain educational programs and services that are sensitive to the emerging needs of members of minority groups and women. And, finall, the Board of Trustees will initiate programs that will increase, on the part of all personnel, sensitivity to the interests and needs of those who have historically been discriminated against.

EDUCATIONAL GUARANTEES

Guarantee of Educational Effectiveness Baccalaureate/Transfer Programs

Southeastern Illinois College, as an assurance that students can obtain a quality education at their local community college which fully transfers to complete their baccalaureate education, guarantees that students can transfer their courses to four year colleges or universities. If, with the written consent of an authorized counselor, a course is selected to transfer to a specifically designated college or university, is successfully completed, and is not accepted for transfer, Southeastern Illinois College will refund tuition and fees for that course. This guarantee is valid only when all procedural guidelines have been observed.

Students wishing to obtain more information about the educational guarantee for transfer programs, or desiring to sign a guarantee contract, should speak with the Executive Dean for Student Services or a Southeastern Illinois College academic advisor.

Guarantee of Educational Effectiveness **Career and Technical Education Programs**

As a part of its commitment to quality, Southeastern Illinois College guarantees its students, and the public, the educational effectiveness of its career and technical education (CTE) programs of instruction. All graduates of the College's CTE programs will have obtained the academic and technical skills that the program is designed to teach, as outlined in the program competencies lists. Graduates who, with their employers, determine they are lacking in the academic or technical skills contained in the program, and graduates who have been unable to pass required licensing exams, with the exception of the Truck Driving and Truck/Heavy Equipment Driver certificate programs, shall be permitted to enroll in a maximum of 12 credit hours of appropriate existing instruction as well as receiving access to tutoring, advising, and customized instruction at the discretion of the College, free of tuition and fees. Those desiring additional information on educational

guarantees for CTE programs should consult the Executive Dean of Academic Services at ext. 2250.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (9018)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

> 1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

> Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information

contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception that permits disclosure without consent is to protect the health or safety of students or other individuals. Education records may be released to appropriate law enforcement officials, public health officials and trained medical personnel, where there is an articulable and significant threat. Educational agencies must record the disclosure and to whom the information was disclosed within a reasonable time period of a threat. (*U.S. Department of Education Amendment, effective January 8, 2009)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southeastern Illinois College to comply with the requirements of FERPA. The name and address of the office that administers FER A are:

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

The college has designated as directory information the following student information:

- Student name
- Student local/home address & telephone number
- Current term hours carried
- Major field of study
- Classification (freshman, sophomore)
- Academic unit
- Dates of attendance
- Degrees and honors earned and dates
- The most previous educational agency or institution attended prior to enrollment at Southeastern Illinois College
- Participation in officially recognized activity or sport, and weight, height and pictures of members of competitive teams
- Picture
- Electronic mail address
- Enrollment status (full-time, part-time, etc.)

Students who do not wish to have released any or all of the information listed above should complete a Request to Restrict Student Directory Information Form in the Enrollment Services Office. The restriction on the release of student information is valid for one school year and must be renewed annually each fall semester.

FIREARMS AND WEAPONS (6017)

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of firearms will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of firearms is strictly prohibited on all college property with the exception of shotguns (herein after exclusively referred to as "Firearms") used as part of college authorized activities for the Game Preserve Management Programs, Shooting Complex Management Programs, Competitive Shooting Teams and special events that may be specifically authorized by the Board of Trustees. Such use will be restricted to that part of campus designated specifically for the program or authorized event. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive shooting team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport firearms on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive shooting. If a special event is approved by the Board of Trustees which allows others to possess, use and transport firearms exclusively for the event, the college's instructions for the possession, usage and transportation of such firearms will be made known in writing to all participants prior to entering the college's property. Firearms transported by these students, instructors, coaches and authorized event participants will be unloaded and cased at all times until arrival at the designated parking area for the program or event. A firearm may be used at a designated program or active event area only in strict adherence to the rules, regulations and instructions for said program or active event including but not limited to gun safety requirements. Only individuals authorized to possess, use and transport firearms under the conditions set forth in this policy will be allowed to transport a firearm by vehicle on college property. The transportation will be allowed only to the designated parking area for the program activity or approved event. Such vehicular transportation must be done in accordance with all applicable Federal, State and local ordinances/laws. This policy is enforceable by instructors, coaches, administrators and the security department of the college.

CONCEALED CARRY POLICY (6023)

I. Introduction and Statement of Purpose Southeastern Illinois College ("College") establishes this Concealed Carry Policy ("Policy") pursuant to the 2013 Firearm Concealed Carry Act, 430 ILCS 66/5 et seq. ("Act"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry concealed firearms on the College campus in accordance with the College's authority under the Act to promulgate rules and regulations.

This Policy has the following purposes:

- A. To reaffirm the Board of Trustees' position that the presence of firearms on campus, in any of the College buildings, or in any of the College's facilities is dangerous and contrary to the mission of the College.
- B. To recognize that the Act affords certain limited rights to individuals possessing a valid license to carry a concealed firearm
- C. To establish consequences and penalties for a violation of this Policy.
- II. Definition
 - A. The term "firearm" is defined as a loaded or unloaded handgun.
 - B. The term "concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or onto or about a person within a vehicle.
 - C. The term "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. "Handgun" does not include:
 - 1. a stun gun or taser;
 - 2. a machine gun as

defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code;

- a short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code; or
- any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors.
- D. The term "clear and present danger" has the same meaning as in Section 105 of the Firearm Concealed Act, as amended. Accordingly "clear and present danger" means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examine , school administrator, or law enforcement official

III. Persons Covered by this Policy

This Policy applies to all employees, students, and other individuals on College property.

IV. Reaffirmation of Prohibitio

Except as provided in this Policy, or in Firearms Policy 6017, no individual shall possess, carry, or have control of a firearm either on his or her person or in his or her vehicle on any property owned or otherwise controlled by the College. This prohibition includes, without limitation, the following areas:

- A. The College's main campus in Harrisburg.
- B. The David L. Stanley White County Center.
- C. Any building owned, leased, or otherwise under the control of the College.
- D. Anywhere on the grounds of the College.
- E. Anywhere on the College's parking areas, sidewalks, and common areas.
- F. Any vehicle owned, leased, or controlled by the College.
- V. Exceptions

The provisions of this Policy do not apply to the possession of firearms in College vehicles, College buildings, or on College grounds if the use or possession of the firearm falls within one of the following exceptions:

- A. Subject to Board approval, firearm use or possession may be permitted where such use or possession is part of a College approved course or curriculum. Such use will be restricted to that part of campus designated specifically for the course or program. For College approved courses, students will not be permitted to bring their firearms into the classrooms or College buildings. Students will only bring firearms to the shooting range at specific times designated by the instructor. Firearms must be unloaded when taken to the range and be approved by the instructor. Ammunition should be brought to the range separate from the firearm. No student is ever allowed on the range at any time other than during class time under the supervision of the approved College instructor.
- B. The firearm is carried by a full-time law enforcement officer required to carry a firearm as a condition of his or her employment, or by an enforcement officer from an external agency conducting

official business at the College. This exception does not apply to off-duty law enforcement officers on campus, including off-duty law enforcement officers attending classes as students.

VI. Parking Lot Safe Harbor

A firearm may be transported into a College parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must firs be unloaded before removal from the vehicle.

- VII. Penalties for Violation
 - A. Any student who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the student should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or expulsion from the College.
 - B. Any College employee who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the employee should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or termination of employment.
 - C. Any individual visiting or conducting business on College property who knowingly carries a firearm

onto College property, or who carries a firearm onto College property under circumstances in which the individual should have known that he or she was in possession of a firearm, may be banned from the College for a period of time to be determined by the College's Administration.

D. In addition to the above sanctions and penalties, any individual who violates this Policy may be subject to arrest and criminal prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

VIII. Clear and Present Danger Reporting

Pursuant to the Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Executive Dean of Student Services or in his/her absence, the Director of Environmental Services, shall be the College President's designee responsible for this reporting requirement.

IX. Signage

The Environmental Services Department shall be responsible for determining the clear and conspicuous posting of at all building entrances. As required by the Act, the signs shall state that concealed firearms are prohibited, and shall be in accordance with the design approved by the Illinois Department of State Police. The signage shall fully comply with any administrative rules or procedures that may be promulgated by the Illinois Department of State Police.

X. Education

The Executive Dean of Student Services shall have the responsibility of educating students and employees about the Act, this Policy, and other relevant College Policies.

XI. Delegation

The College's Board of Trustees delegates to the College President or designee the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Firearm Concealed Carry Act and other relevant laws and regulations.

The College President or designee shall from time to time report to the College's Board of Trustees regarding any additional policies, regulations or procedures needed and the status of implementation of this Policy

ARCHERY POLICY (6017.1)

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of bows and arrows will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of bows and arrows are strictly prohibited on all college property with the exception of compound, re-curve, and long bows used as part of lab activities and special events associated with the Southeastern Illinois College Archery Program. Arrows shall be restricted to using field tip points. The use of broad-head points is prohibited. Targets shall be positioned no farther than 55 yards from the point of arrow release. Uncased bows and arrows are allowed on campus only in the gated restricted area east of the main campus buildings known as the SIC Archery Team Practice Range and only during times when duly authorized college personnel are on site. All local, State, and Federal laws and regulations apply when transporting bows and arrows in vehicles and when transferring bows and arrows from

vehicles to the practice range, during which times bows and arrows must remain cased. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive archery team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport bows and arrows on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive events. If a special event is approved by the Board of Trustees which allows others to possess, use and transport bows and arrows exclusively for the event, the college's instructions for the possession, usage and transportation of such items will be made known in writing to all participants prior to entering the college's property. This policy is enforceable by instructors, coaches, administrators and the security department of the college. Students, employees and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary sanctions.

MILITARY CALL TO ACTIVE DUTY (9015)

Tuition Refund

Any active student who is required to withdraw from classes during his/ her regular semester, intersession, or summer term due to active military obligations will be entitled to a full refund of tuition (unless paid by a State/federal agency) upon proper evidence and notification to the College within the semester, session, or term of withdrawal. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Readmissions Requirements for Service Members

The College will not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted to the College will be readmitted with the same academic status as the student had when he/she last attended the College. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Any student whose absence from the College is necessitated by reason of service in the uniformed services is entitled to readmission if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at the College;
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years; and
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the College.

No advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student's absence from the College.

A student who submits an application for readmission to an institution must provide to the institution documentation to establish that:

- the student has not exceeded the specified service limitations; and,
- the student's eligibility for readmission has not been terminated.

The College may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission to an institution under this section by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

- a separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge;
- a dismissal of such person permitted under section 1161(a) of Title 10, U.S.C.; or,
- a dropping of such person from the rolls pursuant to section 1161(b) of Title 10, U.S.C.

Options for Students Not Wishing to Withdraw

Option 1: An instructor may issue an incomplete (I) grade.

Option 2: If the student is called to active duty late in the semester (1 or 2 weeks prior to the end of the semester) the faculty has the discretion to develop a plan for the student to complete the course early.

SELECTIVE SERVICE

All young men age 18 are required to register with Selective Service through the local post office or by going to the Selective Service website at www.sss. gov.

SEXUAL HARASSMENT, ANTI-HARASSMENT & NON-RETALIATION POLICY (9016)

Sexual and other types of harassment and discrimination of, or by, students or employees participating in Collegesponsored functions is prohibited by Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, other federal, state and local laws prohibiting discrimination and harassment, and College Board Policies.

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College will not tolerate sexual or any other type of discrimination or harassment of, or by, any of its students, employees, vendors, officers, officials, boar members, volunteers or agents. Actions, words, jokes or comments based on an individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law, will not be tolerated.

Definitions of Harassment

Gender discrimination and sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching, brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment may involve individuals of the same gender.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

 Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;

- 2. Submission to, or rejection of, such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose, or effect, of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or employment environment.

Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

- 1. A pattern of conduct that a reasonable person would find intimidating, hostile, or offensive, *i.e. gestures, facial expressions, speech, or physical conduct of a sexual nature;*
- 2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- 3. Statements, comments, jokes, questions, or anecdotes of a sexual nature that a reasonable person would find intimidating, hostile or offensive.

Discrimination and harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/her friends. relatives, associates, because of race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, or any other category protected by law and that: (1) has the purpose or effect of unreasonably interfering with an individual's educational or work performance or experience; (2)

has the purpose or effect of creating an intimidating, hostile or offensive environment; or (3) otherwise adversely affects an individual's education or employment opportunities or working conditions.

Harassing conduct includes but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation (including through E-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by this policy is unacceptable on campus and in any College related setting or event that is off-campus, such as during trips, conferences, meetings and Collegerelated social events.

Retaliation is Prohibited

Any person who, in good faith, brings forth a complaint of sexual or other harassment will not be subject to retaliation. The College absolutely prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any student, employee or other person who retaliates against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination. or for engaging in any other form of protected activity, like an employee who engages in harassment or discrimination, will be subject to disciplinary action.

The College will take all necessary steps to protect the rights of both the complainant and the alleged harasser. The College will annually advise students, employees, faculty, administrators, staff, and other members of the College community of its policy prohibiting discrimination, sexual and other harassment, and retaliation.

Reporting Discrimination, Investigation Procedures, and Corrective Measures

The College strongly urges the reporting of all incidents of discrimination, harassment and retaliation. Any student or employee who believes that he or she has been discriminated against or harassed, should report such incidents to the appropriate Vice-President, the Executive Dean for Student Services, any other dean or supervisor, or the Human Resources Administrator. All reports or complaints will be promptly, fully and fairly investigated. Appropriate and prompt remedial action will be taken to resolve the discrimination and harassment, and the results of the investigation will be communicated to the complaining person.

Appeals

An employee may appeal to the Board of Trustees if he/she is dissatisfied with the results of the investigation or the corrective measures taken. All appeals must be in writing.

Responsibility of Supervisors and Witnesses

Any vice president, dean, supervisor or manager who becomes aware of any possible sexual or other harassment or discrimination of or by an employee should immediately advise the Human Resources Administrator, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment and discrimination, regardless of the identity or position of the offender, or whether or not the reporting employee was the intended victim.

Bad Faith Complaints

Given the possibility of serious consequences for an individual accused of harassment, complaints made in bad faith or otherwise false and frivolous complaints are considered severe misconduct and may result in disciplinary action, up to and including termination.

Policy Dissemination

The College will regularly advise employees, students, and other members of the College community of this policy prohibiting discrimination, harassment and retaliation.

Investigation Procedure For Sexual Harassment and Other Discrimination

Any student who believes that he or she has been harassed should report such incidents to the Executive Dean of Student Services, any other dean, or any senior administrator. All reports or complaints will be promptly, fully and fairly investigated by the Executive Dean of Student Services, or, if the Executive Dean of Student Services is the alleged harasser, by the President's Office or designee. Appropriate and prompt remedial action will be taken to resolve the harassment. The Executive Dean of Student Services will issue findings within twenty one (21) days from receipt of a report or charge of sexual or other harassment. Substantiated charges of harassment will result in appropriate disciplinary and corrective action up to and including expulsion of the offending party.

Appeals

If either the complaining or offending party disagrees with the decision of the Executive Dean of Student Services, they may request a hearing before the Disciplinary Review Panel, as described in Step #4 of the Disciplinary Grievance Procedure outlined in the Student Handbook.

SMOKING REGULATIONS (6005)

No Smoking/Tobacco Products 6005

Effective July 1, 2015, smoking is prohibited at all property, grounds, and facilities owned or operated by Southeastern Illinois College.

In accordance with the Smoke-Free Campus Act (the "Act"), which prohibits smoking at any public university or community college; smoking is prohibited at Southeastern Illinois College. Pursuant to the Act, smoking is prohibited on all College property, including buildings, grounds, parking lots, and vehicles that are owned or operated by the College. This policy includes all smoking and smoking tobacco substitutes including e-cigarettes. No tobacco products may be sold or given out as complimentary items on Campus. Signs will be posted at all main entrances clearly indicating that smoking is not allowed on College property or in College-owned vehicles.

This policy covers students, employees, and guests of the College. The College may refer students who violate this Policy to the Executive Dean of Student Services for disciplinary procedures pursuant to the Student Handbook, and College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Other disciplinary actions may follow up to and including discharge.

SOLICITATION (6019)

Southeastern Illinois College is a two year, public community college. It is not, however, an open access, public place. Therefore, it is the policy of Southeastern Illinois College that solicitation, canvassing, distribution or selling of merchandise by noncollege personnel or organizations is prohibited unless the activity is sponsored by a College department or club and has received written approval from the President or his/her designee. Any citizen, organization, college sponsored club, employee, or student must complete a written request from the Office of the Executive Dean of Student Services. Only those activities which are consistent with and promote the mission of the college will be granted approval.

Any individual or organization who has been denied their request may appeal to the President whose decision is final

STANDARDS OF CONDUCT (9013)

To provide a safe environment, Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the college community are engaged. Students enrolling in the college are expected to conduct themselves in a manner compatible to the college's function as an educational institution. Misconduct for which students are subject to discipline include but are not limited to the following:

- 1. Academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research;
- 2. Furnishing false information to Southeastern Illinois College

with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud;

- Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards
- Assault, or threatening in a menacing manner, striking or wounding another person;
- Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby;
- Destruction of, damage or injury to, or unauthorized use of property not one's own;
- 7. Theft, burglary, or breaking and entering;
- Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material;
- 9. Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College;
- Possession, use, furnishing on the campus or at any collegeowned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law;
- 11. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises;
- 12. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic
- Unauthorized entry into any premises owned or controlled by Southeastern Illinois College;

- 14. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties;
- Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conductwould be deemed illegal harassment under State or Federal law;
- 16. Possession of stolen goods;
- 17. Gambling on Southeastern IllinoisCollege-owned or supervised property;
- Participation in hazing as defined by Illinois State Statutes;
- Failure to comply with Southeastern Illinois College Board of Trustees policy and/ or State regulations regarding the use of intoxicating liquor while on the campus or at any Southeastern Illinois College supervised activity, as indicated under Board Policy 9010;
- 20. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication.
- 21. Use of any obscene, abusive, or threatening gestures or language toward another person;
- 22. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or educational environment.
- 23. Gross disobedience and/or misconduct.

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension.

All students and college employees have a duty to report any incidents or suspicious activities that they observe. 50

Sanctions

Sanctions are designed to provide Southeastern Illinois College students, employees and community members with a productive and safe educational environment. Sanctions are designed not only to punish a student for violation of the above Standards of Conduct, but also to correct the behavioral conduct at issue. Possible sanctions that a student may face may include, but are not limited to, the following:

- 1. Not in Violation: A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.
- 2. **Warning:** A verbal or written directive to the student that the student is violating, or has violated, the Standards of Conduct.
- 3. **Probation:** A verbal or written notification that the student is violating, or has violated, the Standards of Conduct and further violation will result in more severe sanctions.
- 4. Loss of Privilege: Denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study,facilities, services or offices, or participation in clubs, organizations, or Collegesponsored events.
- 5. **Restitution:** Direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.
- 6. Withdrawal from Class: Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
- 7. Limited Access: Administrative restriction to selected parts/locations of campus buildings.

- 8. Counseling or Education Seminars: Required participation in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
- 9. Suspension: Denial of any participation in an academic or College related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study.
- 10. Expulsion/Permanent Suspension: Permanent denial of any participation in an academic or College related activity, or to be on College premises, with consequent loss of tuition and fees of the student from the College.
- 11. Immediate Temporary Suspension: In cases of serious misconduct, which has or may result in significant disruption to the College and/ or serious safety concerns for staff and students, a student may be temporarily suspended by the Executive Dean of Student Services, prior to any hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/chargers with the Executive Dean prior to imposition of the suspension. Any hearing on the charge/notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified
- 12. Other sanctions which the College administration may deem appropriate given the conduct at issue.

Disciplinary Grievance Procedure

The Disciplinary Grievance Procedure is established for student grievances relating to the conduct and behavior of students. Any current student or member of the college community may initiate a complaint for alleged violations of the prescribed code of student conduct.

Step 1.

Within five (5) business days all reports of alleged non-academic student code violations must be submitted to the Executive Dean of Student Services, or designee. The complaint should be a brief written statement providing a summary of the facts deemed to constitute a violation.

Step 2.

The Executive Dean of Student Services, or designate, within five (5) business days will notify the student of the grievance.

Step 3.

The Executive Dean of Student Services, or designate, shall review any reported student misconduct and shall give the student the opportunity to present his or her personal version of the incident or occurrence before determining a resolution or imposing discipline. The Executive Dean shall state the resolution in writing.

If the student fails to schedule and/ or attend the conference with the Executive Dean of Student Services, or designee, the Executive Dean will proceed with the deposition based on the review of the available information..

Step 4.

If the student desires to appeal the findings and/or decision of the Executive Dean of Student Services, a written request for a hearing before the Disciplinary Review Panel must be filed by the student in the Office of th Executive Dean of Student Services within five (5) business days after the original decision was mailed.

Step 5.

Upon receiving a request for a hearing from the Executive Dean of Student Services, the Moderator within five (5) business days will call a Disciplinary Review Panel together. The Disciplinary Review Panel will consist and be selected by the Moderator of one student, two faculty members, one administrator, and the Moderator as chair.

The Disciplinary Review Panel itself will decide whether or not a case warrants a hearing and will either accept an appeal and set a hearing date or dismiss it without a hearing. The Disciplinary Review Panel will make this determination on the basis of a review of the student's appeal letter and of the written record of the internal procedures of the college. Grievances will be dismissed without a hearing if the Disciplinary Review Panel finds them to be frivolous, inconsequential or otherwise without merit, or if grievances have not followed the proper preliminary steps. Should a hearing be necessary, it will be scheduled by the Moderator within seven (7) working days. Those attending the hearing will be members of the Disciplinary Review Panel, the plaintiff, and the defendant. The decision of the Disciplinary Review Panel is final and will be communicated in writing to all parties involved.

Preservation of Records

Dependent upon the type of action taken, disciplinary records are maintained on file in the Office of th Executive Dean of Student Services for specific periods of time

- 1. Not in Violation: One calendar year, unless involved in additional violations within the one calendar year period.
- 2. Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars: One calendar year, unless the student has engaged in additional violations within the one calendar year period.
- 3. **Probation:** Two calendar years after the date of the last action taken.
- 4. Suspension: Permanently.
- 5. Expulsion: Permanently.
- 6. Alcohol or drug-related violations: Three years following the academic year of violation.









STUDENT GRIEVANCE PROCEDURES

Southeastern Illinois College is committed to providing a prompt and equitable means of resolving student complaints against actions and decisions taken by the College and its employees. Southeastern believes communication and open dialogue are hallmarks of the educational process, and are essential to student success.

Scope

For specific complaints or grievances, please refer to the appropriate policies

Nature of Complaint	Applicable Policy/Procedure
Sexual Harassment Complaint	Sexual Harassment, Anti-Harassment, & Non- Retaliation Policy (9016)
Discrimination	Sexual Harassment, Anti-Harassment, & Non- Retaliation Policy (9016)
Grade Appeals	Academic Grievance Policy
Out of State Academic Student Complaint	See http://www.sic.edu/academics/online-courses- and-programs/onlinestudentcomplaintprocedure Then utilize General Student Grievance Procedures below.
Student Conduct Complaint	Standards of Conduct (9013)
Denial to Selective Admission Program	Special and Selective Admissions Appeal Procedures

General Student Grievance Procedures

A student may elect to pursue a grievance if they believe a college decision or action has adversely affected their status, rights, or privileges as a student. If a student has a grievance involving a college professor or staff member, they are to process such grievance through the college administrative structure.

An informal grievance may be addressed to any faculty or staff member, as appropriate to the concern. The student should first discuss any grievance thoroughly with the faculty or staff member. If the grievance is not resolved, the student may initiate a formal grievance by appealing to the supervisor of the faculty or staff member. Formal grievances must be written and signed by the student. Any unresolved grievance can be processed through the college administrative structure up to the appropriate Executive Dean/Vice President, if necessary.

The resolution of student grievance will be transmitted in writing to the student and through the administrative structure to all involved parties as necessary.

Procedure

- 1. The student must meet with and discuss the grievance thoroughly with the faculty or staff member in an attempt to reach a resolution immediately, but no later than 10 business days after the incident has occurred.
- 2. If resolution is not achieved and the student wishes to pursue the grievance further, a student may initiate a formal appeal to the faculty or staff member's direct supervisor or division chair. The appeal must be presented in writing to the supervisor. The appeal must be filed within 10 business days after the meeting with the faculty or staff member.
- 3. The supervisor receiving the grievance will do the following within 10 business days:
 - a. Inform the faculty or staff member of the receipt of the grievance/ appeal.
 - b. Investigate the situation which may include but not be limited to requesting a statement of circumstances relevant to the grievance from the faculty or staff member, a conference with either or both parties, and additional documents and other information relevant to the situation.
 - c. Provide a decision in writing regarding the grievance within 10 business days after the requested documents are received and/or conferences concluded.

- 4. If the student wishes to appeal the supervisor's decision, the student must pursue the appeal through the College's administrative structure up to the appropriate Executive Dean/Vice President by repeating steps 2 and 3.
- 5. Should the grievance/ appeal reach the level of the appropriate Dean/Vice President, the decision of the Executive Dean/Vice President is final

Appeals

To ensure fairness and respect to all parties involved, an appeal of a grievance/decision should meet certain criteria. When appealing, a student should demonstrate that the investigation/decision meets at least one of the following criteria:

- Due process was not provided or the appeal was not thoroughly considered/ investigated.
- 2. The result of the resolution/ decision is not appropriate for the appeal.
- 3. New information has become available that was not available at the time of the original resolution/decision.

Should a student fail to demonstrate that the appeal meets one of the above criteria, the supervisor may elect to not consider the appeal and will notify the student in writing. At this point, the decision of the supervisor is final

Record Keeping

In accordance with Higher Learning Commission (HLC) regulations, the college is required to maintain documentation on student complaints and their resolutions. In the event that a division chair, director, supervisor, administrator, etc., receives a formal, written grievance, the supervisor must document the grievance on the complaint record form, which details the grievance and resolution to the agreement. All complaint record forms will be forwarded to the Office of the Executive Dean of Student Services for record keeping. Twice an academic year, the President's Cabinet will review a summary of the grievances to inform the policy and procedure making process.

STUDENT INFORMATION

Students should read and be familiar with the college catalog, the college website (www.sic.edu) and the TALON student handbook. These three college publications provide the basic policies and regulations as they relate to students. Changes may occur in all three of the documents during or between printings; therefore, all information should not be considered as absolutely final. Most current changes in policies, regulations, or course and curricular matters are found on the college website at www.sic.edu.

STUDENT LOAD/CREDIT HOURS (9019)

Course credits are recorded in semester credit hours. The normal course load for a full-time student is fifteen hours per semester. However, a full-time student may take between twelve and nineteen hours per semester. A student enrolled in eleven semester hours or less is considered part-time. Based on a student's previous performance, an academic advisor may recommend a heavier or lighter load. Students on scholastic probation and suspension must abide by the policies related to coursework. A student wishing to take more than nineteen hours per semester may do so only with written permission of the Executive Dean of Student Services.

TRAFFIC AND PARKING REGULATIONS AND CAMPUS SECURITY

Parking permits are required for student, faculty, and staff of Southeastern and may be obtained in the Bookstore, B123, or Business Office for a \$5 fee. Complete information about parking and traffic regulations can be found in the TALON student handbook or on the college website at www.sic.edu. You may contact security at 618-926-4986 during the day, 618-926-5403 after 3:30, and at extension 2911 anytime. The security office is located in room A152B.

WEATHER RELATED CLOSURES

Classes will meet and the college will be open and operative during bad weather unless the President or his/ her designee officially cancels classes. The geographic size of the college district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the college is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time.

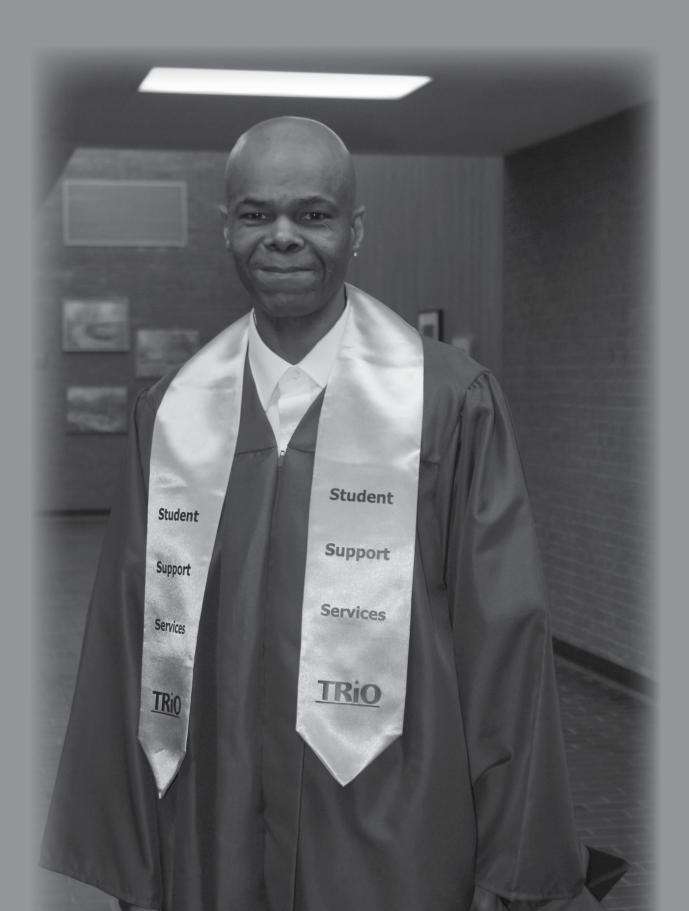
Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- Southeastern Illinois College Homepage (www.sic.edu)
- Text message to cell phones (Sign up at www.sic.edu/txtsic)
- Facebook (www.facebook. com/southeastern.illinois. college)
- Twitter (twitter.com/SIC_ EDU)
- Instagram.com/
 SoutheasternIllinoisCollege
- SIC Switchboard (618-252-5400)
- Some local media may also be notifie





STUDENT SERVICES



ACADEMIC ADVISEMENT AND CAREER COUNSELING

Academic Advisement is available on a walk-in basis or by appointment. All students are urged to meet regularly with an academic advisor, located on the first floor of E Buildin

Hours of operation:

Fall/Spring semester: Monday – Friday 8:00a.m. – 4:30p.m.

Summer semester: Monday – Thursday 8:00a.m. – 4:30p.m.

Phone: 618-252-5400 (866-338-2742 toll free), ext. 4130

Academic Advising assistance is available to all students. The mission of the advisors is to facilitate student growth. The ability to identify realistic educational and career goals that extends beyond the college experience is important. Advisors advise for vocational and transfer majors, counsel for career development and attainment, register students for classes, prepare students for transition to a university, and provide numerous other services to students. A collection of Illinois and many out-of-state college catalogs is also available, as well as various other resources.

Career Counseling is available to all students. Online resources are available to assist with career interest inventories, occupational information, scholarships, grants, awards, financial aid information, college, and university information.

CAREER SUPPORT PROGRAMS

Students enrolled in Career and Technical Education programs at Southeastern Illinois College and have completed at least 12 credit hours are eligible for assistance from the Carl D. Perkins Career and Technical Education Act of 2006. The purpose of this program is to provide individuals with opportunities throughout their lifetime to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the U.S. competitive (2006 Perkins Act). Support provided to learners includes tutors, lab assistants, note takers, and adaptive equipment or material. For

eligibility requirements, assistance with services, or questions, contact the Perkins Coordinator at 252-5400 ext. 2300.

CHILD CARE - Mary Jo Oldham Center for Child STUDY (MJOCCS)

At Southeastern Illinois College, the MJOCCS is available for children from 15 months to entry into first grade, and includes an Illinois State Board of Education Pre-Kindergarten component for qualifying three to five-yea -olds. This center is an integral part of the college's instructional program in Early Childhood Education offered by the Division of Social Science, Business and Education. The center is open every day that the college is open. During the summer the college runs on a four day week, Monday-Thursday; however, the MJOCCS is open Monday – Friday during the summer. The MJOCCS is available to children of SIC students, faculty and families in the surrounding communities.

For further information about tuition, fees, etc., or a personal visit to the Center, call 252-5400 (local) or 866-338-2742 (toll free) ext. 3410 or 3400 to speak with the MJOCCS Coordinator. Information is available on SIC's website at www.sic.edu.

CLUBS, COMPETITIVE TEAMS AND STUDENT ORGANIZATIONS

Southeastern has numerous competitive teams, student clubs and student organizations. A complete listing with descriptions is provided in the current TALON (student handbook) or on the SIC website at www.sic.edu/studentactivities.

FITNESS CENTER - C. Harry Bramlet Fitness Center

The C. Harry Bramlet Fitness Center is located on the mezzanine in Deaton Gymnasium, and consists of various weight machines and exercise bikes. Before using the equipment in the Fitness Center, students must register for the Fitness Center PE class and attend an orientation session that will show the proper use of each machine.

The final grade for the student will be based on the number of visits to the center during the semester. Students may take the PE course above on a pass/ fail basis, for a grade, or as an audit. If taken on audit basis, an additional audit fee of \$20 will be assessed. No college credit is earned when taken as an audit. The cost of the program per student is the current tuition rate for one semester hour of college credit plus a lab fee.

For a listing of dates and times the C. Harry Bramlet Fitness Center is open, see the SIC website at www.sic.edu under "Community & Visitors" or call 618-252-5400 ext. 3205. Days and times will also be posted in the Fitness Center each semester. Students may workout at their convenience anytime the center is open. The College reserves the right to adjust the schedule to accommodate usage.

STUDENT TECHNOLOGY SERVICES

ACCOUNT SETUP

Students can activate their online student services accounts (MySIC, Falcon Mail, etc.) using the Setup Instructions located at www.sic.edu/ setup.

<u>HELP DESK</u>

If you need technical assistance, submit a support request at: http://www.sic.edu/ support.





EMAIL - FALCON MAIL

Every student at SIC is issued an Office 365 account. Office 365 is a suite of applications: Email (Falcon Mail), Office Applications (Word, Excel, etc.), One Drive for document storage, and many other features.

Falcon Mail accounts are used by instructors and other college officials to notify students of assignments, important dates, events, and information. Critical dates such as registration, tuition due dates, class drop deadlines, book buyback periods, financial aid information, and graduation deadlines will be sent to students' Falcon Mail accounts.

MySIC STUDENT PORTAL

MySIC is a student portal for accessing online classes and services. Just a few of the many features of MySIC are listed below:

- Register for classes online
- Access online and hybrid classes
- Retrieve student class schedule
- View financial aid and account information
- Sign up for the eCashier payment plan
- Retrieve final grade
- Print an unofficial transcrip

TEXT NOTIFICATIONS - txtSIC

TxtSIC is an opt-in text messaging service to notify students of campus closures for weather and other emergencies. Additionally, students may choose to receive text alerts for instructor class cancellations. While there is no charge for this service, there may be a per text message charge from your cell phone provider. For additional information please visit www.sic.edu/ txtsic.

WIRELESS INTERNET ACCESS

Wireless access is available in the interior of all campus buildings. The *SICopen* network is for use by students, faculty, and staff on their personal devices. *SICFalcon* is an internal wireless network for faculty and staff use on SIC owned devices.

JOB PLACEMENT

Southeastern Illinois College works with area employers to identify parttime and full-time job openings for Career and Technical Education (CTE) students. Employment opportunities are posted on SIC's website at www.sic. edu/employment. Additionally, bulletin boards with job postings are located in the Technology Center (G Building), Student Center (B Building), and Student Services (E Building). For more information and/or to obtain resources and assistance, contact the Perkins Coordinator at 618-525-5400, ext. 2300. SIC offers an employability skills class (EMP 111) that is open to all students to assist with job search skills and to improve employability skills.

LIBRARY (Melba Patton Library)

The services of the Melba Patton Library support instructional programs and student educational needs by offering a collection of print and nonprint media. An extensive collection of full-text online resources includes access to journals/magazines, electronic books, and other publications. Library resources can be located by visiting the library website at http://sic.edu/library.

As a member of the Consortium of Academic Libraries in Illinois (CARLI), library users have access to the collections of 85 academic libraries in Illinois through I-Share. I-Share provides the College with an online catalog of its library holdings as well as a merged, unified catalog of more than over 12.9 unique items and 38 million total items. For items not located in Southeastern's library, users with a library barcode may request items from other I-Share member libraries. Delivery is normally within 2-3 days, and the requestor will be notified by telephone.

Library barcodes are placed on the back of the Student Identification Card. Current students without an ID card may obtain one at the library circulation desk. Students must present a printed class schedule along with a picture ID to receive an ID/library card. Community members who reside with the college district may purchase a library card for a \$5 annual fee.

The library also offers students and the public access to computers that include a variety of software programs as well as high speed internet. Free wireless internet is also available in the library. In addition, a variety of seating is offered to patrons including carrels and tables for individual study, and rooms for group study. Computer printing, photocopy and fax machines are available for student and public use at a minimal cost for photocopies and fax services.

The Library is closed during all holidays observed by the college. For current hours of operation please visit www.sic.edu/library.

DISTANCE LEARNING

Distance learning opportunities at Southeastern Illinois College consist of videoconference courses and online courses. Distance learning gives students the opportunity to receive college credit while completing coursework at home through online courses or having the convenience of attending classes closer to home through videoconference courses. All distance learning courses are fully accredited college courses. Online courses require students to be selfmotivated and work independently, but is an excellent opportunity for students who cannot attend traditional classes on campus.

Several degree and certificate programs are available online. Contact an academic advisor for details or visit www.sic.edu/onlinedegree for more information.

VIDEOCONFERENCE COURSES -

Each semester Southeastern offers selected courses through videoconferencing technology. Videoconference classrooms are located in Rooms A114, A117, B223, and T220 on the SIC main campus. Remote sites are located at Southeastern's White County Center in Carmi, Eldorado High School, Galatia High School, Carrier Mills High School, Gallatin County High School, NCOE High School, and Harrisburg Medical Center as well as other community colleges, universities, and high schools throughout the state and nation. These completely interactive classrooms allow students to communicate with the instructor and students at the originating site and other remote sites both visually and with real-time audio. A schedule of classes to be taught via videoconferencing technology is listed in each class

schedule and can be found through the "Course Schedule" link on the SIC website. Choose "Interactive Distance Learning" from the method dropdown menu to see all classes offered in this format. Prospective students should check with an academic advisor for additional information concerning the requirements and content of each class.

ONLINE COURSES - Southeastern recognizes that in today's busy world many individuals who wish to attend college are limited by their schedules and family commitments. Online courses provide students who are unable to attend traditionally scheduled campus classes the opportunity to take classes and even complete an associate degree. For online courses, students use a computer to connect to the college's online learning management system. Students must have access to a computer connected to the internet. Having a computer at home with internet access will give the student the most flexibility for completing online courses. Computers in various labs on campus can also be used. Standard classroom books and printed materials are used in combination with online lectures, assignments, and supplementary course materials. Online lectures may be text-based or consist of some combination of text, graphics, sound, video and various other types of learning activities. Most online courses use a threaded discussion forum to share information, collaborate, and interact with other members of the class.

The majority of online courses offered by Southeastern Illinois College are 100% online; however, there are a few courses that require an on-campus lab component. Online students should expect to spend at least as much time for study as in a traditional classroom. Students will manage their own learning by using online information and materials. Students should be self-disciplined, motivated, and possess basic computer experience using common software applications, a networked computer, and a Web browser. The content and rigor of the online courses offered by SIC are equivalent to on-campus versions of the same courses.

STARFISH EARLY ALERT

Southeastern utilizes Starfish Early Alert, an early identification and intervention system designed to enable academic success, retention, and graduation. When academic indicators suggest a student may be experiencing difficulties that may negatively impact academic success, the instructor may raise an alert or referral flag that

- notifies the student of the concern through an email to the student's Falcon Mail account;
- 2. requests that an Academic Advisor contact the student to discuss and follow-up on the issue; and,
- 3. encourages the student to discuss the matter with the instructor.

If students receive an email notification of an early alert or referral in any of their courses, they are encouraged to contact the instructor as soon as possible to discuss the issue. The purpose of the discussion is to determine the severity of the issue, accurately assess its potential impact on their academic success, and to plan and put into action steps to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact the Executive Dean for Student Services Office at extension 2401.

STUDENT SUCCESS CENTER

Testing is one of the major functions of the Student Success Center.

- ACCUPLACER Used for placement of students into the appropriate levels of English, Math and Reading, is available free of charge on a regularly scheduled basis or by appointment.
- Test of Essential Academic Skills (TEAS) Test – Given to students applying to Southeastern's Practical Nursing program or the Associate Degree in Nursing program. There is a charge for this test and an appointment must be scheduled in advance.

- Work Keys Para-Professional
 Exam Given to individuals
 applying to be a teacher's aide.
 This exam requires advance
 payment and registration.
- CLEP (College Level Examination Program) – Requires advance payment and registration.
- CNA (Certified Nurses Aide Exam) – Scheduled through the CNA instructor or Southern Illinois University at Carbondale at 618-453-4368. For information concerning these tests, call the Student Success Center at 252-5400 (local) or 866-338-2742 (toll free), ext. 2383. Hours vary depending on testing schedules.
- **GED Test** Applicants must register one week in advance of the testing date. The cost of the test is \$120 (subject to change). All testing is done on the computer. Students must register online at http://www. gedtestingservice.com/testers/ test-on-computer. Students must have an email address and a credit or debit card. If they have neither, vouchers must be purchased through the Regional Office of Education (512 N. Main., Harrisburg, IL). If students have trouble registering online, they should call 1-877-EXAM-GED. Students who are restricted from using the internet should call the number above. Applicants must have lived in Illinois for 30 days and be at least 17 years of age. A photo ID is required on the day of testing. Individuals should arrive 30 minutes early for the test. Seating is limited to 10 students per testing session. For additional information, call SIC at 618-252-5400, ext. 2383 (toll free 866-338-2742). Information is also available on the SIC website at www.sic. edu/academics/ged/ged-testing.

Tutoring is another service provided in the Student Success Center. Visit the Center to request tutoring services during its regular hours of operation, or call 618-252-5400, ext. 2383 for further information.

Computer labs is another service provided in the Student Success Center. Visit the Center to request tutoring services during its regular hours of operation, or call 618-252-5400, ext. 2383 for further information.

TRIO / STUDENT SUPPORT SERVICES (SSS)

TRIO/Student Support Services (SSS) is a federal Title IV program designed to improve student success in college by providing comprehensive academic support. Any person who is currently a Southeastern Illinois College student may apply for admittance into TRIO. To be accepted into TRIO, students must meet the federal low/moderate income guidelines, AND/OR be first generation college students (neither parent that the student resided with completed a bachelor's degree), AND/OR have a documented physical or learning disability. Services include:

- Instruction in career and personal development
- Tutoring in almost any subject
- Exposure to cultural activities
- Study skills workshops
- Transfer assistance (including visits to four-year universities)
- Academic, personal, and financial literacy counselin
- Scholarship opportunities

For more information, call 252-5400, ext. 2432, 2433 or 2435, or 2473.

VOTER REGISTRATION

Illinois Voter Registration Applications are available online at www.elections. state.il.us. Mail-in voter registration applications are available at the college switchboard located on the lower level of E building and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.













COMMUNITY SERVICE



ART AT SOUTHEASTERN

Students and visitors to Southeastern will experience a diverse collection of art on the college campus where large monumental sculptures grace interior and exterior spaces. The Art Gallery of the George T. Dennis Visual and Performing Arts Center features rotating exhibitions year round.

In 1987, the artist Bob Dixon completed installation of a series of three monumental welded sculptures. Sentinels Guarding the Winds of Time, located south of the Learning and Conference Centers' lobby represents two vigilant figures celebrating mankind. On the north side of campus, gracing the entrance to the lobby of the Learning and Conference Centers, Pegasus' Portal represents the gateway of the winged horse Pegasus, who according to Greek Mythology brought a widespread dispersal of learning to the world with schools available for all people. Symbolizing the omega of one's formal education while celebrating the commencement and continuation of life-long learning, Wings and Echoes embellishes Southeastern's nature preserve east of Deaton Gymnasium.

As part of Illinois' Art in Public Places program, Southeastern acquired two more large-scale sculptures upon completion of the George T. Dennis Visual and Performing Arts Center, the Harry W. Abell Administration Building, and the Mary Jo Oldham Center for Child Study. Installed in 1999, Night of the Meteor Shower and Solar Pathways are the work of Christiane T. Martins, an internationally known Illinois artist. Composed of brushed and polished stainless steel, Night of the Meteor Shower enhances the lobby of the George T. Dennis Visual and Performing Arts Center, while Solar Pathways adorns the entrance to the Child Study Center.

The Southeastern Illinois College Foundation provides generous support for art acquisitions on campus. Many of the works of art displayed in the main corridors of the Conference and Learning Centers were selected by the College Art Purchase Committee and funded by the Foundation in honor of retired and deceased college faculty members. In 1990, the Southeastern Illinois College Foundation dedicated Pristine Illinois Landscape, a mural depicting the unspoiled beauty of the Southern Illinois landscape as experienced by Native Americans and the early European visitors. Painted by artist-naturalist Robert G. Lawson, this large painting hangs in the lobby of the Learning and Conference Centers.

Art at Southeastern Illinois College offers rich and varied experiences and enhances the environment of the institution for the benefit of the College family as well as the community at large, from young children through senior citizens who visit the campus. This collection represents Southeastern's commitment to and appreciation for the arts, humanities, history and education.

COMMUNITY SERVICES

The College frequently hosts seminars, workshops and conferences for partner groups and the general public. The topics range from consumer, educational and business interests to those of more hobby or leisure activities. The College is willing to work with outside organizations in cooperative planning and development of programs to meet their particular needs.

The Melba Patton Library is available for general use by district residents. The library houses not only the largest library collection in southeastern Illinois, but also many newspapers, magazines and journals, internet access, and a wide variety of online publications.

Additional information about community service programs sponsored by the College may be obtained by calling the Community Education Office at 618-252-5400, ext. 2300. Community groups wishing to inquire about using SIC's facilities for an event should call extension 2486 for information regarding applicable fees and facility availability.

MARY JO OLDHAM CENTER FOR CHILD STUDY

At Southeastern Illinois College, the Mary Jo Oldham Center for Child Study (MJOCCS) is available for children 15 months to entry into first grade. This center is an integral part of the College's instructional program in Early Childhood Education offered by the Division of Social Science, Business and Education. The center is open every day that the College is open. During the summer the College runs on a four-day week, Monday-Thursday, however, the MJOCCS is open Monday – Friday during the summer. The MJOCCS is available to children of SIC students, faculty and families in the surrounding communities.

For further information about tuition and fees or for a personal visit to the Center, call 252-5400 (local) or 866-338-2742 (toll free), ext. 3410 or 3400 to speak with the MJOCCS Coordinator. Information is available on SIC's website at www.sic.edu.

SIC ALUMNI & FRIENDS ASSOCIATION

The Southeastern Illinois College Alumni & Friends Association plans and conducts various activities throughout the school year to develop a spirit of fraternity among the alumni of the College, as well as to encourage loyalty and goodwill toward the institution and the communities it serves. Alumni events include student/ athlete outreach, scholarships for children of SIC alumni, alumni lecture series, along with various fundraising activities.

THE SIC FOUNDATION

The Southeastern Illinois College Foundation was established by the College Board of Trustees in November 1983 to provide a means of raising and administering funds from the private sector to support activities and programs at the College. The Foundation serves as a depository for gifts presented to the College by individuals, businesses, civic groups, and corporations wishing to participate philanthropically in the growth and future of Southeastern Illinois College. In its fundraising capacity, the Foundation supports Southeastern in its mission to provide numerous educational opportunities for the development of intellectual, cultural, social, personal, and productive skills

to the residents of Community College District 533. The Foundation supports activities that improve one's quality of life, extend educational opportunities, and contribute to the College's constant pursuit of excellence.

The SIC Foundation was formed and organized as a partner with the institution but exists as a component unit of the College. It is separately incorporated in the State of Illinois as a non-profit charitable o ganization, and is governed by a Board of Directors, and operates according to its own set of by-laws. The Foundation has been designated by the Internal Revenue Service as a 501 (c) (3) non-profit organization.

WHITE COUNTY CENTER - The David L. Stanley Center

The David L. Stanley Center serves the diverse educational needs of residents living in the White County area, which is in the northern portion of Southeastern Illinois College's district. A variety of transferable baccalaureate, vocational, ABE/GED, and non-credit, community education courses are offered. The David L. Stanley - White County Center is a receiving as well as a broadcasting site for distance learning classes. A computer lab is also available on-site. A complete range of services, including registration and placement testing, are offered to assist students. Regular hours of operation are Monday through Wednesday, 9 a.m. to 4 p.m. during the regular semesters. For more information on classes and services offered, contact the David L. Stanley Center at 1700 College Avenue in Carmi, or call 618-382-8869.

WORKFORCE & ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER

The Southeastern Illinois College WISBDC's services provide both workforce development training to meet the needs of business and industry in the college district, and small business development training, to provide individual counseling and practical training for small business owners. Sample services include customtailored training programs, free business consultant services, and safety training and recertification. The WISBDC is located on the main campus in the Robert I Gregg Technology Center (G Building). Business Consultants can be reached by calling 618-252-5400, extension 2301.

Professional consultants and support staff at the WISBDC assist the business community in all their developmental needs. Services include, but are not limited to, general business counseling, market assessments, cost analysis, financial analysis, capital resource planning, human resource management, and technology planning. Particular services are provided for the development of a detailed business plan for the business to be utilized by the business owner/manager as a management tool and mechanism for requesting financing from private and public lenders for start-up or expansion.

The WISBDC has been developed through a partnership involving the U.S. Small Business Administration, Illinois Department of Commerce & Economic Opportunity, and Southeastern Illinois College. The WISBDC is a member of the Illinois Entrepreneurship & Small Business Growth Association whose mission is to increase the competitiveness, profitability and growth of Illinois commerce in the global economy.

In addition to one-on-one counseling, the WISBDC provides beneficial training in general business ownership, financing, marketing, technolog, taxes, computer software, and many other specialized categories. Through the sponsorship of these workshops, seminars and classes, the WISBDC is able to inform the business community of the current issues that are affecting their future.

VOLUNTEER SERVICE

The Southeastern Illinois Volunteer Services class (VOL 121) is open to any student or member of the community who wishes to serve on an unpaid voluntary basis either at the College, in the community or with an area agency, institution or business. A person may earn one (1) credit hour of Pass/Fail credit each semester for 30 contact hours of unpaid service. There is no tuition charge for enrolling in this course. For more information call 252-5400, ext. 4130.







GENERAL EDUCATION GOALS



GENERAL EDUCATION GOALS

At Southeastern Illinois College, General Education is intended to be an integral part of the instructional program for all students who seek the two-year degree regardless of their educational or career goals. Its purpose is to foster student learning about the knowledge, skills, and attitudes whereby they may exercise control over their lives through educated and thoughtful responses to their social, political, economic, cultural, and natural environments.

The General Education program at Southeastern Illinois College is intended to provide students with common skills and competencies, while allowing the pursuit of individual interests within prescribed academic areas, and to motivate them to seek the highest possible degree of personal growth and development.

These goals and the courses that support them are periodically revised to meet changing needs. Following extensive revision of the goals and courses by faculty in the late 90's, the goals were again revised in 2006 to meet the changing needs of constituents. More recently, these goals were reviewed and slightly revised in 2015. These goals also align with the Illinois Articulation Initiative (IAI). For more information on the IAI, go to www.itransfer.org.

GENERAL EDUCATION GOALS

I. Communication:

- A. Students should demonstrate proficiency in the written and verbal use of English.
- B. Students should demonstrate proficiency in o ganization and analysis when writing, speaking and listening.
- C. Students should demonstrate proficiency and integrity regarding the basic methods and skills of contemporary academic research and reporting.

II. Humanities and Fine Arts:

- A. Students will demonstrate knowledge of the major areas of the diverse, aesthetic expressions and forms of disciplines such as music, literature, creative writing, cinema, theatre, and art.
- B. Students should demonstrate an understanding of the value of learning about diverse aesthetic, creative, and artistic activities of the humanities.

III. Social and Behavioral Sciences:

- A. Students should develop insights into personal behavior and one's relationship with a diverse society in its past, present, and future.
- B. Students should develop a basic understanding of the cultural, geopolitical and socioeconomic forces and their impact on society.

IV. Mathematics:

- A. Students should use appropriate mathematical symbols, terminology, and techniques to solve practical applications.
- B. Students will perform complex and theoretical calculations.

V. Physical & Life Sciences:

A. Students should demonstrate knowledge about the fundamental laws governing living systems, the fundamental laws governing the composition of matter, and the fundamental laws governing nature.

- B. Students should gain an understanding of laws that describe energy changes and how they influence changes in nature, living systems, and matter.
- C. Students should demonstrate knowledge of the orderliness of nature as well as develop the ability to evaluate the effects of science and technology on their lives.

ILLINOIS GENERAL EDUCATION CORE CURRICULUM

Illinois Articulation Initiative http://www.itransfer.org

Southeastern Illinois College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lowerdivision general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students graduating high school in 1998 or entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). Upon completion of this core, IAI will be posted on the student's transcript.

Illinois Transferable General Education Core Curriculum Minimum Requirements

Communication:

- Three courses (9 semester credits) made up of the following:
 - A two-course sequence in writing (6 semester credits). A grade of A, B, or C is required to receive credit for the two writing courses.
 - o One course in oral communications (3 semester credits).

Mathematics:

• One or two courses (3 to 6 semester credits).

Physical and Life Sciences:

- Two courses (7 to 8 semester credits with at least one laboratory course included).
- One course selected from Physical Sciences.

• One course from Life Sciences. Please note that at least one laboratory course must be included. Students with the appropriate preparation may substitute an initial course designed for science majors for a more general course.

Humanities & Fine Arts:

- Three courses (9 semester credits) made up of the following:
 - One course selected from Humanities, one course selected from Fine Arts and one course from either Humanities or Fine Arts.

Social and Behavioral Sciences:

• Three courses (9 semester credits). Courses must be selected from at least two disciplines.

Students Transferring to Other Institutions

Students may take SIC courses to complete the Illinois Transferable General Education Core Curriculum (GECC) prior to transferring to another participating school. The following IAI codes identify qualifying general education courses:

IAI C (Communications) IAI M (Mathematics) IAI F (Fine Arts) IAI P (Physical Sciences) IAI H (Humanities) IAI S (Social/Behavioral Sciences) IAI L (Life Sciences)

Students who do not complete the Illinois Transferable General Education Core Curriculum must meet the receiving institution's general education requirements. Credit for individual courses completed in the Illinois Transferable General Education Core Curriculum will be applied towards fulfillment of the receiving institution s general education requirements so long as the receiving institution requires that coursework.

See an academic advisor for additional information and read about the IAI at www. iTransfer.org.

ACADEMIC PROGRAMS



ACADEMIC PROGRAMS

GRADUATION REQUIREMENTS

General Requirements for Associate in Arts and Associate In Science Degrees

- The student must follow the General Education Requirements listed in the Curriculum Guide; complete a minimum of 62 semester hours; receive a grade of A, B or C in ENG 121 and ENG 122; and maintain an overall SIC grade point average of "C" (2.00) or higher.
- High school deficiencies and remedial course work identified by either a high school transcript or placement test must be taken during the first 30 semester hours.
- A student must complete at least 15 semester hours of credit from Southeastern Illinois College.
- An Application for Graduation must be completed and returned to the Enrollment Services Office at Southeastern Illinois College during the semester prior to the student's semester of graduation. A \$20 graduate fee is required.

General Education Requirements for Associate in Applied Science Degrees and Certificates

Associate in Applied Science degree programs must include a minimum of 62 semester hours of work with an overall average of at least "C" (2.00) for all coursework in the degree program. Certificate programs vary in the number of hours required but have the same grade point average requirements for graduation. Candidates for degrees and certificates must follow an organized program of instruction as set forth under each A.A.S. or certificate curriculum. A.A.S. Degrees will include at least the following:

1. <u>General Education</u> makes up 25% of the A.A.S. program.

The specific coursework to be taken is stipulated for each career/technical program and is selected from the list below. Where applicable, a higher level course may be substituted with the Instructional Vice President or Dean's approval.

A. Communications Skills - Minimum of six semester hours

ENG 121 - Rhetoric & Composition I (3) ENG 122 - Rhetoric & Composition II (3) COM 144 - Interpersonal Communications (3) COM 146 - Business & Professional Communications (3)

B. Social Studies - Minimum of three semester hours

PSYC 121 - Intro Psychology (3) PSYC 131 - Human Relations (3) SOC 121 - Introductory Sociology (3)

C. Mathematics, Science, Health, Nutrition - Minimum six semester hours, three of which must be mathematics.

AG 121 - Introductory Animal Science (4) BIOL 121 - Introductory Biology (4) BIOL 141 - Environmental Science (4) BOT 121 - Introduction to Botany (4) CHEM 123 - Basic Inorg/Organ. Chem. (4) ECE 142 - Health, Safety & Nutrition (3) FCS 124 - Introduction to Nutrition (3) HYG 121 - Science of Personal Health (3) MATH 128 - College Algebra (4) MATH 125 - General Education Statistics (4) MATH 144 - Heart of Mathematics (4) MATH 151 - Occupational Math (4) PHYS 121 - Basic Physics (4)

A student with adequate preparation may substitute the first course designed for math/science majors

 D. General Education Elective(s) selected from areas of humanities, introduction to information technology, communications, science, mathematics, or social sciences to satisfy the 25% total requirement, which is: Total Gen.Ed.

	<u>Total Gen.Ed.</u>
62 to 64 hour AAS Programs	16 credit hours
65 to 68 hour AAS Programs	17 credit hours
69 to 72 hour AAS Programs	18 credit hours

- 2. <u>Technical Related, & Guided Electives</u> are used to build skills and related technical knowledge about the occupation. Sequence and content of these courses are recommended by advisory committees, which are composed of business and industry representatives in the occupation. Career programs (Associate in Applied Science or Certificate) are not intended for transfer to senior institutions. However, in specific cases, transfer may occur through capstone and other programs. Some universities have special programs that will accept career program credits as partial fulfillment or requirements toward specific goals. It i recommended that students work closely with an academic advisor on transfer issues. These programs provide skill and knowledge necessary for immediate entry into employment upon graduation. Courses and programs have been carefully developed to meet the demand of specific occupations
- 3. In order to graduate from any program, the student must have an overall grade point average of "C" (2.00) or higher for all coursework required by that degree or certificate
- 4. The total number of hours required to graduate with an A.A.S. or certificate are indicated on the curriculum guides listed in the Southeastern Illinois College catalog or online at www.sic.edu/catalog.
- 5. A student must complete at least 15 semester hours of credit from SIC.

Associate in Liberal Studies Degree

The Associate in Liberal Studies Program (ALS) is intended as an interdisciplinary, non-traditional program that is characterized by student flexibility and creativity. While the ALS Degree is intended to be terminal, it is hoped the educational process will be seen as lifelong. The program is designed to provide a college level educational opportunity for those who wish to complete an individualized general program, but do not wish to pursue a special occupational or baccalaureateoriented program resulting in an A.A.S., A.S., A.E.S, A.F.A., or A.A. Degree.

Associate in Liberal Studies Degree Guidelines

- Students who would like to pursue this degree must complete an ALS contract with an academic advisor.
- 2. The Associate in Liberal Studies Degree could be accepted partially or totally at a four-year college or university toward completion of the requirements for a baccalaureate degree at the discretion of the four-year college or university.
- Credits earned in any occupational certificate program may be applied to the Associate in Liberal Studies Degree.
- 4. Both baccalaureate and occupational courses may be taken as part of the ALS Degree program.
- 5. Students may not use developmental courses to complete the ALS Degree.
- 6. The Associate in Liberal Studies Degree general education component will include no less than 20 semester credit hours, with at least one class in each of the following areas: communications, humanities and fine arts, social and behavioral sciences, and mathematics and science.

Admission Requirements/ALS

- 1. Any student desiring admission into the ALS Degree program must first be admitted as a student to Southeastern. Admission to the College does not constitute automatic acceptance into the ALS program.
- 2. Admission to the ALS program requires a planning conference with an academic advisor

to relate the philosophy and structure of the ALS program to the goals and objectives of the student. This conference will culminate in the establishment of a degree learning contract and program plan that can only be changed by the joint agreement of the academic advisor and student. This ALS contract must be signed by the student, academic advisor and the Executive Dean of Academic Services for official admittance into the ALS program.

- 3. The student is required to submit official transcripts of any prior academic credit for that credit to be applied toward the ALS Degree.
- 4. Any student who wishes admittance to the ALS program should declare a commitment to this program and its planning/ contractual implications as soon as the student decides to pursue the ALS degree program.

Graduation Requirements/ALS

To be awarded the Associate Degree in Liberal Studies, a student must complete the following requirements:

- 1. Complete sixty-two (62) semester hours of coursework including baccalaureate and/or occupational courses included in the ALS plan.
- 2. Complete twenty (20) hours of general education coursework with at least one class in each of the following areas: communications, arts and humanities, social and behavioral sciences, and mathematics and science.
- 3. Maintain an overall college grade point average of "C" (2.00) or higher.
- 4. A student must complete at least fifteen (15) semester hours of credit from Southeastern Illinois College.
- 5. Each student must clear all school obligations before graduation. Students must file an application for graduation in the Enrollment Services Office at the time of registration for the last semester.
- 6. Culminating Project: Each candidate for the ALS degree will be required to write an interdisciplinary term paper that integrates the main components of the student's planned program.

This culminating project, taken during the final semeste, will allow each candidate the opportunity to synthesize the insights and new understandings gained from the ALS program and to explain how these educational experiences relate to stated goals, both personal and programmatic. The term paper will also serve as a criterion skill in composition, basic research, reading, and interdisciplinary thought. The major purpose of this term paper project is to develop a deeper awareness of the interrelatedness of ideas and how formal education can assist the individual in the attainment of personal goals. The Executive Dean for Academic Services has the discretionary power to accept an "oral" term paper on audiocassette or videotape instead of a written format. The final copy of the project will be left with the Executive Dean of Academic Services and becomes the property of the college. Upon receiving the recommendation to accept or reject the final project, the Executive Dean of Academic Services will certify that the student has successfully completed the ALS Degree.

7. Each candidate for the ALS degree must be approved by the Executive Dean of Academic Services as having satisfied all graduation requirements stated above.

TECHNICAL RESOURCE MANAGEMENT

The Technical Resource Management program is designed to meet the needs of individuals with previous work experience who want to prepare for a career in a specialized area for which Southeastern Illinois College does not offer a specific program. It allows the student, under the supervision of the appropriate division chairperson and designated SIC faculty member, to identify the requirements of the career in which the student wishes to prepare, apply previous work experience and/or non-collegiate learning experiences to achieve the requirements, and design a customized program of study to acquire the remaining skills and knowledge. Students interested in pursuing the Technical Resource Management degree program should meet with an academic advisor for further information.

CURRICULUM GUIDES



Associate in Arts Degree

General Education Core Curriculum Requirements (IAI)



Minimum 62 hours

IAI See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAA COMMUNICATIONS: 9 semester hours. Students must successfully complete all three courses for IAI, Associate in Arts Degree. _ENG 121-3* (C1 900) Rhetoric & Composition I _____ENG 122-3* (C1 901R) Rhetoric & Composition II _____COM 121-3* (C2 900) Principles of Speaking *A grade of A, B, C is required to get credit for these courses for IAI, Associate in Arts Degree HUMANITIES AND FINE ARTS: 9 semester hours. At least one course must be taken from each area. (3 courses) Area 2 PHIL 121-3 (H4 900) Intro to Philosophy Area 1 _ART 121-3 (F2 900) Art Appreciation ENG 243-3 (H3 902) Introduction to Drama _PHIL 122-3 (H4 906) Fundamentals of Logic _ART 222-3 (F2 901) Prehistory to Medieval Art _ENG 245-3 (H3 906) World Literature PHIL 221-3 (H4 904) Fundamentals of Ethics ART 223-3 (F2 902) Renaissance to Contemporary Art ENG 246-3 (H3 907) Modern Literature PHIL 224-3 (H5 904N) Comparative Religions _COM 128-3 (F2 908) Film Appreciation ENG 261-3 (H3 914) American Literature I _MUS 121-3 (F1 900) Music Appreciation _ENG 262-3 (H3 915) American Literature II MUS 126-3 (F1 904) Intro to American Music THTR 121-3 (F1 907) Introduction to Theater SOCIAL & BEHAVIORAL SCIENCES: 9 semester hours. Course must be taken from two different areas. (3 courses) Area 1 Area 2 Area 3 _ECE 141-3 (S6 903) Child Development _HIST 121-3 (S2 902) Western Civilization to _ECON 121-3 (S3 901) Macroeconomics PSYC 121-3 (S6 900) Intro Psychology 1648 ECON 122-3 (S3 902) Microeconomics PSYC 221-3 (S6 903) Child Psychology _HIST 122-3 (S2 903) Western Civilization from 1648 _GOVT 121-3 (S5 900) American Government SOC 121-3 (S7 900) Introductory Sociology HIST 141-3 (S2 910N) Latin American History _GOVT 226-3 (S5 904N) Intro International Relations _SOC 221-3 (S7 902) The Family in Society HIST 241-3 (S2 900N) American History I ______HIST 242-3 (S2 901N) American History II PHYSICAL AND LIFE SCIENCES: 8-9 semester hours. At least one course must be taken from each area and at least one must include MATHEMATICS: 4-5 semester hours At least one to two courses must a lab. (2 courses) be taken Area 1 _MATH 125-4 (MI 902) General Education Statistics Area 2 MATH 141-4 (MI 902) Statistics BIOL 121-4 (L1 900L) Introductory Biology CHEM 123-4 (P1 902L) Basic Inorg/Org _MATH 142-4 (MI 906) Finite Mathematics BIOL 141-4 (L1 905L) Environmental Science Chemistry _MATH 143-4 (MI 900) Applied Calculus _BIOL 221-4 (L1 900L) General Biology I _CHEM 121-5 (P1 902L) General Chemistry I _MATH 144-4 (MI 904) Heart of Mathematics _BOT 121-4 (L1 901L) Introduction to Botany PHYS 121-4 (P1 900L) Basic Physics MATH 162-5 (MI 900-1) Calculus I _PHYS 221-5 (P2 900L) General Physics _MATH 205-4 (M1 903) Geometry for Elementary Teachers _MATH 221-5 (M1 900-2) Calculus & Analytic

Guided Electives: 21-23 semester hours.

_MATH 222-5 (M1 900-3) Calculus & Analytic

Geometry I

Geometry III

These courses should be guided electives for your major as recommended by the college or university you are transferring to.

Credit Hours	Course	Semester Taken	Grade
	62 Total Hours Minimum for A.A. D	egree	

I have discussed the requirements for the above listed program at SIC with a counselor and fully understand these requirements. Furthermore, I understand that I must successfully complete all program requirements with at least a 2.0 overall grade point average and submit an 'Application for Graduation' to the Director of Enrollment Services (E-Bldg. 1st floor) to graduate and to have this degree posted on my transcript.

Student Signature	Date	SIC Student ID #
Counselor Signature	Date	

Note: Refer to the catalog for the college or university you are transferring for specific general education requirements for your major. Southeastern Illinois College reserves the right to schedule courses as deemed appropriate, and reserves the right to make changes in order to comply with local, state, or federal conditions or regulations.

Southeastern Illinois College • 3575 College Road • Harrisburg, Illinois 62946 • 618-252-5400 • www.sic.edu

ASSOCIATE IN FINE ARTS IN ART



A.F.A. Degree

Minimum 64 hours

Transfer Curriculum • Associate in Fine Arts Degree in Art • Minimum 2.0 OGPA • Major Code: DAFA

CONSULT THE CATALOG of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR

SECOND YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
MATH 144	MATH 144 Heart of Mathematics	
ART 121 Art Appreciation		3
ART 141 Drawing		3
ART 161 Basic Art Design		3
	Total Hours	16

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
ART 241	ART 241 Advanced Drawing	
ART STUDIO ELECTIVE*		3
PHYSICAL AND LIFE SCIENCES		4
HUMANITIES (Area 2)		3
Total Hours		16

Fall Semester		Credit Hrs
COM 121	Principles of Speaking	3
ART 162		
ART 222 Prehistory to Medieval Art		3
ART STUDIO ELECTIVE*		3
SOCIAL AND BEHAVIORAL SCIENCES		3
Total Hours		15

Spring Semester		Credit Hrs
ART 223	Renaissance to Contemporary Art	3
ART 260	ART 260 Art Portfolio	
ART 261 Life Drawing		3
SOCIAL AND BEHAVIORAL SCIENCES		3
PHYSICAL AND LIFE SCIENCES		4
ART STUDIO ELECTIVE*		3
Total Hours		17

ART STUDIO ELECTIVES: *Select studio courses from at least two media in consultation with an art department advisor. ART 143-3 Painting, ART 142-3 Sculpture, ART 144-3 Printmaking, ART 163-3 Mural Painting, ART 221-3 Beginning Ceramics/Pottery, ART 243-3 Advanced Painting.

а	The course requirements for Area 1 are satisfied.		
rea	(Select one course from Area 2.) ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature ENG 246-3 (H3 907) Modern Literature	ENG 261-3 (H3 914) American Literature l ENG 262-3 (H3 915) American Literature ll	PHIL 121-3 (H4 900) Intro to Philosophy PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions
	L & BEHAVIORAL SCIENCES: 6 semester hours. Cou	rse must be taken from two different areas. (2 cou	rses)
Area 1	ECE 141-3 (S6 903) Child Development	PSYC 121-3 (S6 900) Intro Psychology PSYC 221-3 (S6 903) Child Psychology	SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Society
Area 2	HIST 121-3 (S2 902) Western Civilization to 1648 HIST 122-3 (S2 903) Western Civilization from 1648	HIST 141-3 (S2 901N) Latin American History HIST 161-3 (S2 906N) African Culture	HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II
Area 3	ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) Microeconomics	GOVT 121-3 (S5 900) American Government GOVT 226-3 (S5 904N) Intro International Relations	
PHYSI	CAL AND LIFE SCIENCES: 8 semester hours. At least	one course must be taken from each area. (2 cours	ses)
Area	BIOL 121-4 (L1 900L) Introductory Biology BIOL 141-4 (L1 905L) Environmental Science	BOT 121-4 (L1 901L) Introduction to Botany	BIOL 221-4 (L1 900L) General Biology I
Area	CHEM 123-4 (P1 902L) Basic Inorg/Org Chemistry CHEM 121-5 (P1 902L) General Chemistry I	PHYS 121-4 (P1 900L) Basic Physics PHYS 221-5 (P1 900L) General Physics	

Commercial Artist, Art Director, Art Supply Representative, Curator, Free Lance Artist, Technical Illustrator, Print Maker, Art Broker, Cartoonist, Set Designer, Merchandise Displayer, Jewelry Designer, Interior Designer, Art Librarian, Production Artist, Textile Designer, Fashion Illustrator, Industrial Designer, Model Maker, Gallery Director, Animator, Layout Artist, Floral Designer, Art Historian, Displays/Exhibit Artist. Galleries; Museums; Advertising Agencies; Graphic Art Studios; Publishing Firms; Newspapers; Manufacturers; Colleges and Universities; Art Supply Companies; Film or Video Production Studios; Retail Firms.

ASSOCIATE IN FINE ARTS IN MUSICAL THEATRE



A.F.A. Degree

Minimum 64 hours

Credit Hrs

3

4 3

1

3

Transfer Curriculum • Associate in Fine Arts Degree in Art • Minimum 2.0 OGPA • Major Code: DAFAM

Fall Semester

COM 121

MUS 181

THTR 143

MUS 125

ELECTIVE*

CONSULT THE CATALOG of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR

SECOND YEAR

Principles of Speaking

Private Applied Dance

Private Applied Piano

Theory of Music I

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
MATH 144	Heart of Mathematics	4
THTR 121	Introduction to Threatre	3
THTR 140	Beginning Ballet	3
MUS 121	Music Appreciation	3
MUS 145 Gospel Choir		1
	Total Hours	17

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
THTR 122	Principles of Acting	3
MUS 124	Private Applied Voice	1
MUS 125	MUS 125 Private Applied Piano	
THTR 141	THTR 141 Jazz Dance	
PHYSICAL AND LIFE SCIENCES		4
SOCIAL & BEHAVIORAL SCIENCES		3
Total Hours		18

SOCIAL AND BEHAVIORAL SCIENCES		3	
	Total Hours	17	
Spring Seme	ester	Credit Hrs	
THTR 125	THTR 125 Stage Make-up		
MUS 124	124 Private Applied Voice		
THTR 142	3		
SOCIAL AND BEHAVIORAL SCIENCES		3	
PHYSICAL AND LIFE SCIENCES		4	
HUMANITIES OR SOCIAL & BEHAVIORAL		3	
ELECTIVE*		3	
Total Hours		18	

___PHIL 121-3 (H4 900) Intro to Philosophy

HUMANITIES AND FINE ARTS: 6 semester hours. At least one course must be taken from each area. (2 courses) Area

1

The course requirements for Area 1 are satisfied.

Area (Select one course from Area 2.)

2	ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature ENG 246-3 (H3 907) Modern Literature	ENG 262-3 (H3 915) American Literature II	PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions
SOCIA	L & BEHAVIORAL SCIENCES: 9 semester hours. Cou	rse must be taken from two different areas. (2 cou	ırses)
Area	ECE 141-3 (S6 903) Child Development	PSYC 121-3 (S6 900) Intro Psychology	SOC 121-3 (S7 900) Intro Sociology
1		PSYC 221-3 (S6 903) Child Psychology	SOC 221-3 (S7 902) The Family in Society
Area 2	 HIST 121-3 (S2 902) Western Civilization to 1648 HIST 122-3 (S2 903) Western Civilization from 1648 	HIST 141-3 (S2 901N) Latin American History HIST 161-3 (S2 906N) African Culture	HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II
Area 3	ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) Microeconomics	GOVT 121-3 (S5 900) American Government GOVT 226-3 (S5 904N) Intro International Relations	

___ENG 261-3 (H3 914) American Literature I

PHYSICAL AND LIFE SCIENCES: 8 semester hours. At least one course must be taken from each area. (2 courses)

Area __BIOL 121-4 (L1 900L) Introductory Biology __BOT 121-4 (L1 901L) Introduction to Botany __BIOL 221-4 (L1 900L) General Biology I 1 BIOL 141-4 (L1 905L) Environmental Science

Area	CHEM 123-4 (P1 902L) Basic Inorg/Org	PHYS 121-4 (P1 900L) Basic Physics
2	Chemistry	PHYS 221-5 (P1 900L) General Physics
	CHEM 121-5 (P1 902L) General Chemistry I	

Career Opportunities:

Actor, Scenic Designer, Costume Designer, Stage Technician, Lighting Technician, Scenic Construction

Major Employers: Theatre Companies, Resorts, Theme Parks, Television, Stage, Film, Scenic Construction Studios, College Theatre Programs

ASSOCIATE IN FINE ARTS IN THEATRE



A.F.A. Degree

Minimum 64 hours

Transfer Curriculum • Associate in Fine Arts Degree in Art • Minimum 2.0 OGPA • Major Code: DAFAT

CONSULT THE CATALOG of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR

SECOND YEAR

Fall Semester	Credit Hrs Fall Semester		Credit Hrs		
ENG 121 Rhetoric & C	Composition I	3	COM 121	Principles of Speaking	3
MATH 144 Heart of Mar	thematics	4	THTR 220	Children's Literature in	3
THTR 121 Introduction	to Threatre	3	1H1R 220	Performance	5
THTR 123 Stagecraft		3	THTR 243	Introduction to Drama	3
MUS 121 Music Appre	eciation	3	THTR 126	Theatre Practicum	1
THTR 126 Theatre Prac	cticum	1	ELECTIVE*	:	3
	Total Hours	17	SOCIAL AN	D BEHAVIORAL SCIENCES	3
		1		Total Hours	16
Spring Semester		Credit Hrs			
ENG 122 Rhetoric & G	Composition II	3	Spring Sem		Credit Hrs
THTR 122 Principles of	f Acting	3	THTR 125	Stage Make-up	3
THTR 223 Stage Theory	y & Design	3	MUS 124	Private Applied Music	1
THTR 126 Theatre Prac	cticum	1	THTR 126	Theatre Practicum	1
PHYSICAL AND LIFE SO	CIENCES	4		D BEHAVIORAL SCIENCES	3
SOCIAL & BEHAVIORA	L SCIENCES	3		AND LIFE SCIENCES	4
	Total Hours	17	HUMANITI	ES OR SOCIAL & BEHAVIORAL	3
		<u> </u>	ELECTIVE*		3
				Total Hours	18
Area 1 The course requirements	s for Area 1 are satisfied.				
HUMANITIES AND FINE ARTS: 6 s Area 1 The course requirements Area (Select one course from 2 ENG 245-3 (H3 906) We ENG 246-3 (H3 907) Me	s for Area 1 are satisfied. Area 2.)	ENG 261-3 (H3 9 ⁻	<mark>en from each area. (</mark> 14) American Literatur 15) American Literatur	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of	Logic Ethics
Area 1 The course requirements Area (Select one course from 2ENG 245-3 (H3 906) Wo ENG 246-3 (H3 907) Mo	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature	ENG 261-3 (H3 9' ENG 262-3 (H3 9'	14) American Literatur 15) American Literatur	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re	Logic Ethics
Area The course requirements Area (Select one course from 2ENG 245-3 (H3 906) Wo ENG 246-3 (H3 907) Mo SOCIAL & BEHAVIORAL SCIENCES	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m	ENG 261-3 (H3 9 [.] ENG 262-3 (H3 9 [.] ust be taken from	14) American Literatur 15) American Literatur two different areas.	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses)	Logic Ethics
Area Area The course requirements Area (Select one course from 2 ENG 245-3 (H3 906) Wo	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development	ENG 261-3 (H3 9 [.] ENG 262-3 (H3 9 [.] ENG 262-3 (H3 9 . PSYC 121-3 (S6 90	14) American Literatur 15) American Literatur	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re	Logic Ethics eligions
Area The course requirements 1 The course requirements Area (Select one course from 12 2 ENG 245-3 (H3 906) WG 2 _ENG 246-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to	ENG 261-3 (H3 9' ENG 262-3 (H3 9' uust be taken from PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 141-3 (S2 9' History	14) American Literatur 15) American Literatur <u>two different areas.</u> 00) Intro Psychology	e IPHIL 121-3 (H4 900) Intro to Philosoph e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements Area (Select one course from 12 2 ENG 245-3 (H3 906) WG 2 _ENG 246-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9'	14) American Literatur 15) American Literatur two different areas. 00) Intro Psychology 03) Child Psychology 01N) Latin American	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements Area ENG 245-3 (H3 906) WG 2 ENG 246-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from Macroeconomics	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9' HIST 161-3 (S2 9' GOVT 121-3 (S5 5	14) American Literatur 15) American Literatur <u>two different areas.</u> 00) Intro Psychology 03) Child Psychology 01N) Latin American 06N) African Culture	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor HIST 242-3 (S2 901N) American Histor	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements 2 ENG 245-3 (H3 906) WG 2 _ENG 245-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from Macroeconomics	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9) PSYC 221-3 (S6 9) HIST 141-3 (S2 90 HIST 161-3 (S2 90 GOVT 121-3 (S5 9) GOVT 121-3 (S5 9) Relations	14) American Literatur 15) American Literatur 15) American Literatur 00) Intro Psychology 03) Child Psychology 03) Child Psychology 01N) Latin American 06N) African Culture 000) American Govern 004N) Intro Internatior	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor ment hal	Logic Ethics eligions iety ry I
Area The course requirements 1 The course requirements 2 ENG 245-3 (H3 906) WG 2 _ENG 245-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1 Area ECE 141-3 (S2 902) WG 2 1648 HIST 122-3 (S2 903) WG 1648 Area ECON 121-3 (S3 901) M 3 ECON 122-3 (S3 902) M PHYSICAL AND LIFE SCIENCES: 8 Area Area BIOL 121-4 (L1 900L) In	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development estern Civilization to estern Civilization from Macroeconomics semester hours. At least one on troductory Biology	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9' GOVT 121-3 (S5 9') GOVT 121-3 (S5 9')	14) American Literatur 15) American Literatur 15) American Literatur 00) Intro Psychology 03) Child Psychology 03) Child Psychology 01N) Latin American 06N) African Culture 000) American Govern 004N) Intro Internatior	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor ment hal	Logic Ethics eligions iety ry I ry I
Area The course requirements 1 The course requirements 2 ENG 245-3 (H3 906) WG 2 ENG 245-3 (H3 907) MG SOCIAL & BEHAVIORAL SCIENCES Area ECE 141-3 (S6 903) Chil 1 Area 2 1648 HIST 122-3 (S2 902) WG 1648 Area ECON 121-3 (S3 901) N 3 ECON 122-3 (S3 902) MG PHYSICAL AND LIFE SCIENCES: 8	s for Area 1 are satisfied. Area 2.) orld Literature odern Literature S: 9 semester hours. Course m Id Development Id Development estern Civilization to estern Civilization from Aacroeconomics Signature Macroeconomics Signature Macroeconomics Signature S	ENG 261-3 (H3 9' ENG 262-3 (H3 9' ENG 262-3 (H3 9' PSYC 121-3 (S6 9' PSYC 221-3 (S6 9' HIST 141-3 (S2 9' HIST 161-3 (S2 9' GOVT 121-3 (S5 9') GOVT 121-3 (S5 9')	 14) American Literatur 15) American Literatur 15) American Literatur 16) Intro Psychology 103) Child Psychology 104) Latin American 104) African Culture 104) American Govern 104) Intro Internation 110 Introduction to Bo 	e IPHIL 121-3 (H4 900) Intro to Philosopi e IIPHIL 122-3 (H4 906) Fundamentals of PHIL 221-3 (H4 904) Fundamentals of PHIL 224-3 (H5 904N) Comparative Re (2 courses) SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Soci HIST 241-3 (S2 900N) American Histor HIST 242-3 (S2 901N) American Histor ment hal	Logic Ethics eligions iety ry I ry I

Actor, Scenic Designer, Costume Designer, Stage Technician, Lighting Technician, Scenic Construction

Theatre Companies, Resorts, Theme Parks, Television, Stage, Film, Scenic Construction Studios, College Theatre Programs

71

ASSOCIATE IN ARTS DEGREE



72

General Education Core Curriculum Requirements (IAI) COURSES OFFERED ONLINE

Minimum 62 hours

See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAA

COMMUNICATIONS: 9 credit hours required. Students must successfully complete all three of the following courses. A grade of A, B, C is required to get credit for these courses. *COM 121 is offered as a hybrid and requires face-to-face meetings to present the speeches in class.					
ENG ENG *COM	121 122 121	Rhetoric & Composition II	3 – 3 – 3 –		
-		FINE ARTS: 9 credit hours must be taken from each area.			
Area 1 MUS COM THTR ART ART ART	121 128 121 121 222 223	Introduction to Theater Art Appreciation Prehistory to Medieval Art	3 3 3 3 3 3 3 3 3		
Area 2 ENG ENG PHIL PHIL	245 246 121 122	1 5	3 3 3 3		
		AVIOR SCIENCES: 9 credit hours taken from at least two different area	as.		
Area 1 PSYC PSYC ECE SOC SOC	121 221 141 121 221		3 _ 3 _ 3 _ 3 _ 3 _		
<u>Area 2</u> HIST HIST HIST	141 241 242	Latin American History American History I American History II	3 – 3 – 3 –		
Area 3 ECON ECON GOVT GOVT	121 122 121 226	Microeconomics	3 _ 3 _ 3 _ 3 _		
One additional course from HUMANITIES & FINE ARTS or SOCIAL & BEHAVIORAL SCIENCES 3					
MATHEMATICS: 4 credit hours MATH 141 Statistics 4 MATH 144 Heart of Mathematics 4					
PHYSICAL & LIFE SCIENCES: 8 credit hours **BIOL 121 and **CHEM 123 will be offered as hybrid courses so attendance on campus for the lab portion of these classes is required. **BIOL 121 Introductory Biology **BIOL 121 Introductory Biology **CHEM 123 Basic Inorg/Org Chemistry					

GUIDED ELECTIVES: Minimum 20 credit hours. These courses should be
guided electives for your major as recommended by the college or
university you are transferring to.

AG	121-4	Introductory Animal Science	
ART	121-4	Art Appreciation	
ART	222-3	Prehistory to Medieval Art	
ART	223-3	Renaissance to Contemporary Art	
BIOL	121-4	Introductory Biology	
BUS	111-3	Introduction to Business	
BUS	191-3	Financial Accounting	
BUS	192-2	Managerial Accounting	
BUS	297-3	Business Law I	
BUS	298-3	Legal & Social Environment of Business	
	119-3	Basic Software Applications	
CHEM COM	123-4 124-3	Basic Inorganic/Organic Chemistry Discussion	
COM	124-3	Introduction to Mass Media	
COM	123-3	Film History & Appreciation	
COM	144-3	Interpersonal Communication	
CRJ	112-3	Criminal Behavior	
CRJ	136-3	Introduction to Criminal Justice	
ECE	121-3	Introduction to Early Childhood Education	
ECE	141-3	Child Development	
ECE	220-3	Practicum I	
ECE	221-3	Practicum II	
ECE	240-3	Math & Science Methods	
ECON	121-3	Introduction to Macroeconomics	
ECON	122-3	Introduction to Microeconomics	
EDUC	141-3	Introduction to Education	
EDUC EDUC	226-3 228-3	Students With Special Needs Diversity of Schools & Society	
EDUC	241-3	Educational Psychology	
EDUC	241-3	Human Growth & Development	
EDUC	244-3	Human Growth & Development - Lifespan	
EDUC	260-3	Educational Technology	
ENG	245-3	World Literature	
ENG	246-3	Modern Literature	
FCS	124-3	Introduction to Nutrition	
GOVT	121-3	American Government	
GOVT	226-3	Intro International Relations	
HIST	241-3	American History I	
HIST	242-3 121-3	American History II	
HYG MATH	121-3	Science of Personal Health Statistics	
MUS	121-3	Music Appreciation	
MUS	121-3	Intro to American Music	
PHIL	121-3	Intro to Philosophy	
PHIL	122-3	Fundamentals of Logic	
PHIL	226-3	Phil. Bible: Old/New Testaments	
PSYC	121-3	Intro Psychology	
PSYC	221-3	Child Psychology	
PSYC	244-3	Human Growth & Development - Lifespan	
PSYC	246-3	Social Psychology	
PSYC	260-3	Abnormal Psychology	
SOC	121-3	Introductory Sociology	
SOC SPAN	221-3 121-4	The Family in Society	
SPAN	121-4	Elementary Spanish I Elementary Spanish II	
THTR	122-4	Introduction to Theater	

NOTE: Most **ONLINE** courses are offered every semester. However, some of these courses are offered Fall, Spring, or Summer only. Refer to the college or university you are transferring to for specific general education requirements for your major. Southeastern Illinois College reserves the right to schedule courses as deemed appropriate, and reserves the right to make changes in order to comply with local, state, or federal conditions or regulations. Submit an 'Application for Graduation' to the Director of Enrollment Services to graduate and to have this degree posted on your transcript. 02/17

ASSOCIATE IN ARTS IN TEACHING SECONDARY MATHEMATICS



Area 2

PHYS

MATH

Mathematics: 5 hours (1 course)

221-5

162-5

(P2 900L)

General Physics

(M1 900-1, MTH 901) Calculus & Analytic Geometry I

A.A.T. Degree

Minimum 63 hours

See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAAT

COMMUNICATIONS: 9 semester hours required (3 courses)

			-	
Students n				urses with a grade of A, B or C.
	ENG	121-3		Rhetoric & Composition I
	ENG	122-3	(C1 901R)	
	COM	121-3	(C2 900)	Principles of Speaking
				hours (3 courses) d at least 1 course from fine arts.)
	Course ser		numanities an	a least i course nom me arts.
<u>Area 1</u>	ART	121-3	(E2 000)	Art Approxiation
			(F2 900)	Art Appreciation Prehistory to Medieval Art
	ART ART	222-3	(F2 901)	
	COM	223-3 128-3	(F2 902)	Renaissance to Contemporary Art Film Appreciation
	MUS	120-3	(F2 905) (F1 900)	Music Appreciation
	MUS	126-3	(F1 900) (F1 904)	Intro to American Music
		120-3	(F1 907)	Introduction to Theater
	шпк	121-5	(F1 907)	Introduction to meater
Area 2				
	ENG	243-3	(H3 902)	Introduction to Drama
	ENG	245-3	(H3 906)	World Literature
	ENG	246-3	(H3 907)	Modern Literature
	ENG	261-3	(H3 914)	American Literature I
	ENG	262-3 121-3	(H3 915)	American Literature II
	PHIL	121-3	(H4 900)	Intro to Philosophy
	PHIL	122-3	(H4 906)	Fundamentals of Logic
		221-3	(H4 904)	Fundamentals of Ethics I
	PHIL	224-3	(HS 904N)	Comparative Religions
000141 0	DELLAN			
	elected from	m at least 2	disciplines.	er hours (3 courses)
Courses se	ECE	m at least 2 141-3	2 disciplines. (S6 903)	Child Development
Courses se	ECE PSYC	m at least 2 141-3 121-3	2 disciplines. (S6 903) (S6 900)	Child Development Intro Psychology
Courses se	ECE ECE PSYC PSYC	m at least 2 141-3 121-3 221-3	2 disciplines. (S6 903) (S6 900) (S6 903)	Child Development Intro Psychology Child Psychology
Courses se	ECE PSYC	m at least 2 141-3 121-3	2 disciplines. (S6 903) (S6 900)	Child Development Intro Psychology
Courses se	ECE ECE PSYC PSYC	m at least 2 141-3 121-3 221-3	2 disciplines. (S6 903) (S6 900) (S6 903)	Child Development Intro Psychology Child Psychology
Courses se <u>Area 1</u> 	ECE ECE PSYC PSYC	m at least 2 141-3 121-3 221-3 121-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902)	Child Development Intro Psychology Child Psychology
Courses se <u>Area 1</u> 	ECE PSYC PSYC SOC	m at least 2 141-3 121-3 221-3 121-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902)	Child Development Intro Psychology Child Psychology Introductory Sociology
Courses se <u>Area 1</u> 	ECE PSYC PSYC SOC HIST	m at least 2 141-3 121-3 221-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History
Courses se <u>Area 1</u> 	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture
Courses se Area 1 Area 2	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I
Courses se <u>Area 1</u> 	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture
Courses se Area 1	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I
Courses se Area 1 Area 2	Elected from ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N) (S2 901N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I
Courses se Area 1	ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3 242-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 906N) (S2 900N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I
Courses se Area 1	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST ECON	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 241-3 242-3 121-3	2 disciplines. (S6 903) (S6 900) (S7 900) (S2 902) (S2 902) (S2 903) (S2 901N) (S2 900N) (S2 901N) (S3 901)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History II Macroeconomics
Courses se Area 1	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST ECON ECON	m at least 2 141-3 121-3 221-3 121-3 122-3 141-3 161-3 241-3 242-3 121-3 122-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics
Courses se Area 1	elected fro ECE PSYC SOC HIST HIST HIST HIST HIST HIST HIST ECON ECON GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 242-3 121-3 122-3 122-3 122-3 121-3	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 900N) (S2 901N) (S3 901) (S3 902) (S3 900)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government
Courses se <u>Area 1</u> <u>Area 2</u> <u>Area 3</u> <u>Area 3</u> 	elected fro ECE PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 141-3 161-3 242-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 226-3	2 disciplines. (S6 903) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 900N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I Macroeconomics Microeconomics American Government Intro International Relations
Courses se <u>Area 1</u> <u>Area 2</u> <u>Area 3</u> <u>Area 3</u> PHYSICAI	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N) mester hours	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses)
Courses se <u>Area 1</u> <u>Area 2</u> <u>Area 3</u> <u>Area 3</u> PHYSICAI	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 121-3 141-3 161-3 241-3 242-3 121-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 121-3 122-3 141-3 121-3 121-3 122-3 141-3 121-3 122-3 141-3 121-3 122-3 141-3 121-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 141-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 121-3 122-3 122-3 121-3 122-3 122-3 121-3 122-3 122-3 121-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 122-3 12	2 disciplines. (S6 903) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 900N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses)
Courses se Area 1	elected fro ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	m at least 2 141-3 121-3 221-3 121-3 121-3 122-3 141-3 161-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 901) (S3 900) (S3 904N) mester hours	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses)
Courses se Area 1	ECE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 122-3 141-3 161-3 241-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3 ICES: 9 set must be ta 121-4 141-4	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902) (S3 900) (S3 904N) mester hours aken from eac (L1 900L) (L1 90SL)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I Macroeconomics Microeconomics American Government Intro International Relations (2 courses) h area.
Courses se Area 1	ECEE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 121-3 141-3 161-3 241-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3 ICES: 9 see must be ta 121-4 141-4 221-4	2 disciplines. (S6 903) (S6 900) (S6 903) (S7 900) (S2 902) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902) (S3 900) (S3 904N) mester hours aken from eac (L1 900L) (L1 900L)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I American History II Macroeconomics Microeconomics American Government Intro International Relations (2 courses) h area.
Courses se Area 1	ECEE PSYC PSYC SOC HIST HIST HIST HIST HIST HIST HIST HIST	m at least 2 141-3 121-3 221-3 121-3 121-3 121-3 141-3 161-3 241-3 242-3 121-3 122-3 121-3 122-3 121-3 226-3 ICES: 9 see must be ta 121-4 141-4 221-4	2 disciplines. (S6 903) (S6 900) (S6 900) (S7 900) (S2 903) (S2 901N) (S2 901N) (S2 901N) (S2 901N) (S3 901) (S3 902) (S3 900) (S3 904N) mester hours aken from eac (L1 900L) (L1 90SL)	Child Development Intro Psychology Child Psychology Introductory Sociology Western Civilization to 1648 Western Civilization from 1648 Latin American History African Culture American History I American History I Macroeconomics Microeconomics Microeconomics American Government Intro International Relations (2 courses) h area.

PROFESSIONAL EDUCATION COMPONENT: 9 semester hours (3 courses) EDUC 141-3 Introduction to Education required. The clinical component includes field experience in a variety of school settings. Students intending to pursue an AAT Secondary Mathematics degree will complete half the number of hours in a secondary mathematics environment. A variety of assignments and activities are included, with artifacts and assessments documented. A minimum of 15 contact hours of field experience is required.

 EDUC	260-3	Educational Technology
 EDUC	241-3	Educational Psychology
 EDUC	243-3	Human Growth & Development
 EDUC	226-3	Students with Special Needs
 PSYC	221-3	Child Psychology (S6 903)

MAJOR AREA SEQUENCE: 13 semester hours (3 courses)

Mathematics: 5 hrs. (Calculus II, III and Linear Algebra)

Consult the college catalog of the college or university you are transferring to for mathematics specialty courses required for your major. See a counselor for professional guidance. Usually, a grade of C or better is required for a course to fulfill a degree requirement. Since admission is very competitive, completion of the courses alone does not guarantee admission.

*Note: students must pass the basic skills test to earn the AAT degree.

9 hours Professional Education Component
13 hours Major Area Sequence Courses
 41 hours General Education Core
 63 hours TOTAL Semester Hours Minimum for A.A.T. Degree

ALL EDUCATION MAJORS should apply to the 4-year College or University up to one year before they plan to attend. (For example: a student should apply during the Fall Semester before they plan to attend the next Fall Semester) and are advised to take the Test of Academic Proficiency (TAP) the fall semester of their sophomore year.

ALL EDUCATION MAJORS TRANSFERRING TO ILLINOIS SCHOOLS

- Must earn a C or better in all courses in their major, endorsement area(s), and all Education courses
- Must accrue 12 or more hours at the 300 or 400 level at a four year institution.
- Must pass the Illinois **Test of Academic Proficiency** (TAP) (formerly the Illinois **BASIC SKILLS TEST)** before acceptance into the Teacher

Education Program. Register to take the test at: <u>www.icts.nesinc.com</u>. The ACT plus writing with a score of 22 or more may be used in lieu of the TAP if completed within the past five years. (Students will also need to complete and send form ISBE 73-60 and official test scores to the Illinois State Board of Education)

- Must pass the Content Test before student teaching. The Assessment of Professional Teaching (APT) must be passed before finishing an approved program.
- Must provide original copies of criminal background checks/fingerprints to the superintendent of the school district where he/she will be student teaching. For the nearest fingerprinting location and monthly schedule go to www.accuratebiometrics.com.
- . Must research the Teacher Education Program Entrance Requirements for the college or university where he/she plans to obtain his/her Bachelor of Science Degree for any additional requirements.

ASSOCIATE IN ENGINEERING SCIENCE



A.E.S. Degree

Minimum 62 hours

See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAES

Bachelor's engineering programs are highly structured to meet the standards established by the Accreditation Board of Engineering and Technology (ABET) required for candidates seeking Illinois registration as a professional engineer. Students are strongly encouraged to complete the Associate in Engineering Science degree prior to transfer. To transfer as a junior into a bachelor's engineering program, students must complete a minimum of 60 semester hours up to a maximum of 68 hours, including all of the essential prerequisite courses listed below. Students with fewer than 68 semester hours at transfer are not likely to earn the bachelor's degree within two years after transfer.

Students admitted to the program must meet the state's high school course requirements: 4 years English, 3 years in math, science, and social studies. A fourth year of math is recommended. Students are advised that admission to senior institutions is highly competitive and that completion of the courses alone does not guarantee admission.

General Education Core Courses

General education courses are described in the Illinois General Education Core Curriculum. Since completion of this engineering curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.

*Students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended.

COMMUNICATIONS: 6 semester hours required (2 courses)

Students must successfully complete courses with a grade of A, B, or C. ENG Rhetoric & Composition I 121-3 (C1 900) ENG 122-3 (C1 901R) Rhetoric & Composition II HUMANITIES AND FINE ARTS: 0-9 semester hours (up to 3 courses)

<u>Area 1</u> ART 121-3 (F2 900) Art Appreciation 222-3 Prehistory to Medieval Art ART (F2 901) ART 223-3 (F2 902) Renaissance to Contemporary Art COM 128-3 (F2 905) Film Appreciation Music Appreciation MUS 121-3 (F1 900) MUS (F1 904) 126-3 Intro to American Music THTR 121-3 (F1 907) Introduction to Theater Area 2 ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature 246-3 (H3 907) Modern Literature FNG ENG 261-3 (H3 914) American Literature ENG 262-3 (H3 915) American Literature II PHII 121-3 (H4 900) Intro to Philosophy PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL (HS 904) 224-3 **Comparative Religions** SOCIAL & BEHAVIOR SCIENCES: 0-9 semester hours (up to 3 courses) <u>Area 1</u> ECE 141-3 (S6.903)Child Development PSYC 121-3 (S6 900) Intro Psychology PSYC 221-3 (S6 903) Child Psychology (S7 900) SOC 121-3 Introductory Sociology SOC 221-3 (S7 902) The Family in Society Area 2 HIST (S2 902) Western Civilization to 1648 121-3 122-3 (S2 903) Western Civilization from 1648 HIST HIST 141-3 (S2 901N) Latin American History HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II Area 3 ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) **Microeconomics** (S3 900) American Government GOVT 121-3 226-3 (S3 904N) Intro International Relations GOVT

ESSENTIAL PREREQUISITE COURSES: 36 semester hours

PHYSICAL & LIFE SCIENCES Mathematics: 18 hours (Calculus I, II, III) MATH 162-5, MATH 221-5, MATH 222-5, MATH 225-3 Differential Equations Chemistry: CHEM 121-5, 5 semester hours Calculus-Based Physics for Engineers I & II; (with lab) PHYS 221-5, PHYS 222-5, 10 semester hours Computer Programming: (structured modern language) MATH 165-3, 3 semester hours

ENGINEERING SPECIALTY COURSES: 14 semester hours

 CHEM	122-5	General Chemistry & Analysis II
GRAP	121-3	Engineering Graphics 1
PHYS	241-3	Statistics
PHYS	242-3	Dynamics

Consult the college catalog of the college or university you are transferring to for engineering specialty courses required for your major. See a counselor for professional guidance.

Students should select courses in consultation with an engineering advisor and should decide on their engineering specialty and their preferred transfer school at the beginning of the sophomore year (at 30 semester hours) since engineering course selection varies by specialty and school. Usually, a grade of C or better is required for a course to fulfill a degree requirement. Since admission is very competitive, completion of the courses alone does not guarantee admission.

12 hours General Education Core
 14 hours Engineering Specialty Courses
36 hours Essential Prerequisite Courses
62 Total Semester Hours Minimum for A.E.S. degree

ASSOCIATE IN LIBERAL STUDIES



Interdisciplinary Non-Traditional Degree

Minimum 62 hours

ALS Degree • Minimum 2.0 OGPA • Major Code: DALS

THIS DEGREE IS DESIGNED to provide a college level educational opportunity for those who wish to complete an individualized educational program, but do not wish to pursue a specific occupational or baccalaureate-oriented degree resulting in an AAS or AS or AA degree. The ALS Degree is intended to be terminal. It may or may not be accepted partially or fully by four-year colleges and universities.

For Admission Requirements and Graduation Requirements visit our web site at <u>www.sic.edu</u> or see these requirements in the college catalog. ALS DEGREE GUIDELINES:

Students who would like to pursue this degree must complete an ALS contract with an advisor.

- Both Baccalaureate and CTE courses may be used for the ALS degree.
- Students may not use developmental courses for the ALS degree.
- The Associate in Liberal Studies Degree must include no less than 20 semester credit hours of general education courses with at least one class in each of the following areas: Communications, Humanities and Fine Arts, Social and Behavioral Sciences, and Mathematics and/or Science.
 Courses may be selected from those listed below. However, other course options are also available. See a college advisor for professional guidance.

COMMUNICATIONS: 9 semester hours. Students must successfully complete all three courses with a grade of A, B, or C for IAI, Associate in Arts Degree or Associate in Science Degree. _ENG 121-3 (C1 900) Rhetoric & Composition I _____ENG 122-3 (C1 901R) Rhetoric & Composition II _____COM 121-3 (C2 900) Principles of Speaking HUMANITIES AND FINE ARTS: 3-6 semester hours. _ART 121-3 (F2 900) Art Appreciation _ENG 241-3 (H3 903) Introduction to Poetry PHIL 122-3 (H4 906) Fundamentals of Logic ART 222-3 (F2 901) Prehistory to Medieval ENG 243-3 (H3 902) Introduction to Drama PHIL 221-3 (H4 904) Fundamentals of Ethics Art ENG 245-3 (H3 906) World Literature PHIL 224-3 (H5 904N) Comparative Religions _ART 223-3 (F2 902) Renaissance to ENG 246-3 (H3 907) Modern Literature ENG 261-3 American Literature I Contemporary Art COM 128-3 (F2 905) Film Appreciation ENG 262-3 American Literature II _MUS 121-3 (F1 900) Music Appreciation _PHIL 121-3 (H4 900) Intro to Philosophy MUS 126-3 (F1 904) Intro to American Music THTR 121-3 (F1 907) Introduction to Theater SOCIAL & BEHAVIORAL SCIENCES: 3-6 semester hours. HIST 121-3 (S2 902) Western Civilization to 1648 ECE 141-3 (S6 903) Child Development ECON 121-3 (S3 901) Macroeconomics _PSYC 121-3 (S6 900) Intro Psychology HIST 122-3 (S2 903) Western Civilization from ECON 122-3 (S3 902) Microeconomics PSYC 221-3 (S6 903) Child Psychology GOVT 121-3 (S5 900) American Government 1648 _SOC 121-3 (S7 900) Intro Sociology HIST 141-3 (S2 901N) Latin American History GOVT 226-3 (S5 904N) Intro International SOC 221-3 (S7 902) The Family in Society HIST 161-3 (S2 906N) African Culture Relations HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II MATHEMATICS and/or PHYSICAL AND LIFE SCIENCES: 4-5 semester hours _MATH 125-4 (MI 902) General Education BIOL 121-4 (L1 900L) Introductory Biology Statistics BIOL 141-4 (L1 905L) Environmental Science _MATH 140-4 (M1 901) Quantitative Literacy ______BIOL 221-4 (L1 900L) General Biology I _MATH 141-4 (MI 902) Introduction to BOT 121-4 (L1 901L) Introduction to Botany Statistics _CHEM 121-5 (P1 902L) General Chemistry I _MATH 142-4 (MI 906) Finite Mathematics CHEM 123-4 (P1 902L) Basic Inorg/Org _MATH 143-4 (MI 900) Applied Calculus Chemistry MATH 144-4 (MI 904) Heart of Mathematics PHYS 121-4 (P1 900L) Basic Physics MATH 151-4 Occupational Math PHYS 221-5 (P1 900L) General Physics I _MATH 162-5 (MI 900-1) Calculus & Analytical Geometry I _MATH 221-5 (MI 900-2) Calculus & Analytical Geometry II MATH 222-5 (MI 900-3) Calculus & Analytical Geometry III

20 Hours of General Education Courses 42 Hours of CTE or Baccalaureate Courses

 $\frac{42}{62}$ Total minimum hours for ALS degree

Career Opportunities:

Self Employment or Employment in Industrial, Retail, Service, or Government Positions that Requires an Associate Degree as an Indication of Accomplished Oral or Written Communication Skills and Critical Thinking.

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Associate in Science Degree

General Education Core Curriculum Requirements (IAI)



Minimum 62 hours

IAI See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAS

	must successfully complete all three courses for IAI, Associ	5
	_ENG 122-3 (C1 901R) Rhetoric & Composition IICO	M 121-3 (C2 900) Principles of Speaking
A grade of A, B, C is required to get credit for these		
HUMANITIES AND FINE ARTS: 6 semester hours	with one course selected from each area.	
Area 1 ART 121-3 (F2 900) Art Appreciation ART 222-3 (F2 901) Prehistory to Medieval Art ART 223-3 (F2 902) Renaissance to Contemporary Art COM 128-3 (F2 908) Film Appreciation MUS 121-3 (F1 900) Music Appreciation MUS 126-3 (F1 904) Intro to American Music TUTE 121 2 (12 007) Intro to American Music	Area 2 ENG 243-3 (H3 902) Introduction to Drama ENG 245-3 (H3 906) World Literature ENG 246-3 (H3 907) Modern Literature ENG 261-3 (H3 914) American Literature I ENG 262-3 (H3 915) American Literature II	 PHIL 121-3 (H4 900) Intro to Philosophy PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions
THTR 121-3 (F1 907) Introduction to Theater		
SOCIAL & BEHAVIORAL SCIENCES: 6 semester ho		
Area 1 ECE 141-3 (S6 903) Child Development PSYC 121-3 (S6 900) Intro Psychology PSYC 221-3 (S6 903) Child Psychology SOC 121-3 (S7 900) Introductory Sociology SOC 221-3 (S7 902) The Family in Society	Area 2 HIST 121-3 (S2 902) Western Civilization to 1648 HIST 122-3 (S2 903) Western Civilization from 1648 HIST 141-3 (S2 910N) Latin American History HIST 241-3 (S2 900N) American History I HIST 242-3 (S2 901N) American History II	Area 3 ECON 121-3 (S3 901) Macroeconomics ECON 122-3 (S3 902) Microeconomics GOVT 121-3 (S5 900) American Government GOVT 226-3 (S5 904N) Intro International Relations
MATHEMATICS: 3-6 semester hours	PHYSICAL AND LIFE SCIENCES: 7-8 semester hours.	At least one course must be taken from each area and at
 MATH 125-4 (MI 902) General Education Statistics MATH 141-4 (MI 902) Statistics MATH 142-4 (MI 906) Finite Mathematics MATH 143-4 (MI 900) Applied Calculus MATH 144-4 (MI 904) Heart of Mathematics MATH 162-5 (MI 900-1) Calculus I MATH 205-4 (MI 903) Geometry for Elementary Teachers MATH 221-5 (MI 900-2) Calculus & Analytic Geometry II MATH 222-5 (MI 900-3) Calculus & Analytic Geometry III 	least one must include a lab. (2 courses) Area 1 BIOL 121-4 (L1 900L) Introductory Biology BIOL 141-4 (L1 905L) Environmental Science BIOL 221-4 (L1 900L) General Biology I BOT 121-4 (L1 901L) Introduction to Botany	Area 2 CHEM 123-4 (P1 902L) Basic Inorg/Org Chemistry CHEM 121-5 (P1 902L) General Chemistry I PHYS 121-4 (P1 900L) Basic Physics PHYS 221-5 (P2 900L) General Physics

One Additional math and one additional physical or life science course (depending on transfer pathway).

Minimum of 8 semester hours.

Credit Hours	Course	Semester Taken	Grade

Major Field and Electives: 19-21 semester hours. These courses should be guided electives for your major as recommended by the college or university to which you are transferring.

Credit Hours	Course	Semester Taken	Grade
	62 Total Hours Minimum for A.S. I	Degree	

I have discussed the requirements for the above listed program at SIC with a counselor and fully understand these requirements. Furthermore, I understand that I must successfully complete all program requirements with at least a 2.0 overall grade point average and submit an 'Application for Graduation' to the Director of Enrollment Services (E-Bldg. 1st floor) to graduate and to have this degree posted on my transcript.

Student Signature	Date	SIC Student ID #
Counselor Signature	Date	

Southeastern Illinois College • 3575 College Road • Harrisburg, Illinois 62946 • 618-252-5400 • www.sic.edu

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ASSOCIATE DEGREE NURSING



Special Admission Program – See Admission Requirements Below

Minimum 68 hours*

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA Major Code: DADN

STUDENTS WHO COMPLETE THIS PROGRAM SUCCESSFULLY ARE ELIGIBLE TO TAKE THE STATE BOARD EXAM TO BECOME A REGISTERED NURSE (RN).

Entrance Requirements

Obtain and read the "Associate Degree Nursing Admission Packet" available in the Nursing Office, T-236. Attend an Advisement Meeting and submit Nursing Application packet. Take the Test of Essential Academic Skills (TEAS). Date: ______ Score: ______ Contact the Testing Center Coordinator at 618-252-5400 ext 2442 to take this exam.

APPLICATION and TEAS TEST DEADLINE is the end of March of each year for classes beginning the Fall Semester.

SUCCESSFUL COMPLETION of ALL pre-requisite courses is required prior to official acceptance into the ADN program. Official Acceptance Letters are sent after July 31th.

NOTE: All coursework must be completed with a grade of "C" or better to graduate with this Associate Degree in Nursing.

Pre-Requisite Courses

Required		Credit Hrs
ENG 122	Rhetoric & Composition II	3
or COM 121	Principles of Speaking	5
BIOL 242**	Microbiology	4
BIOL 261**	Anatomy & Physiology I	4
BIOL 262**	Anatomy & Physiology II	4
HLTH 219*	Health Profession Advanced	2
111111219	Student Skills	2
PSYC 244	Human Growth &	3
1510 244	Development-Lifespan	5
	Total Hours	20

Nursing Courses

Required		Credit Hrs
ADN 270	Med-Surg Nursing I	4
ADN 271	Med-Surg Nursing II	4
ADN 273	Obstetrical Nursing	2.5
ADN 274	Pediatric Nursing	2.5
ADN 275	Psychiatric Nursing	3
ADN 276	Med-Surg Nursing III	5
ADN 277	Med-Surg Nursing IV	5
ADN 278	Community & Leadership in	4
ADN 278	Nursing	4
	Total Hours	30

*HLTH 219 Pre-requisite: Graduate of Practical Nursing Program or Summer prior to entry

NOTE: 20 hours of credit must come from an approved Practical Nursing Program. **Prerequisite: "C" or better in high school chemistry or CHEM 123 or equivalent.

BIOL 261 must be taken prior to BIOL 262.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 29-1111.00

Career Opportunities: Registered Nurse Major Employers: Hospitals; Skilled Care Homes; Home Health Agencies; Hospice; Clinics; Doctors' Offices, Federal and State Government Institutions.

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Procedure packet for specific steps to follow for admission to the SIC ADN program.

PLEASE see current Admission Criteria and Application

American Heart Association Healthcare Provider CPR is required prior to clinical attendance. Certification must be valid through the end of the program.

NOTE: Preference will be given to residents of Southeastern Illinois College, District #533. See the Associate Degree Nursing Program Admission Policy and Procedure Statement in the College Catalog.

ACCOUNTING



Minimum 19 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CACCT

FIRST SEMESTER

		Credit Hrs
BUS 111**	Intro to Business	3
BUS 115*	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
BUS 297	Business Law I	3
	Total Hours	13

SECOND SEMESTER

		Credit Hrs
BUS 192	Managerial Accounting	3
BUS 193	Computerized Accounting	3
	Total Hours	6

*BUS 115 Keyboarding may be waived or proficiencied if the student has prior keyboarding skills. (If waived, the minimum of 19 semester credit hours is still needed for this Certificate.)

**BUS 111 Intro to Business is typically offered fall and spring semester.

Fall Only Courses: BUS 191-Financial Accounting, BUS 236-Spreadsheet Applications, BUS 297-Business Law I Spring Only Courses: BUS 192-Managerial Accounting, BUS 193-Computerized Accounting

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 13-2082.00 43-3031.00 43-3051.00 43-4011.00 43-9111.00 43-9111.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_accounting.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Billing Clerk, Payroll and Timekeeping Clerk, Accounts Payable and/or Accounts Receivable Clerk, Banking Clerk. Major Employers:

Accounting Firms; Tax Preparation Firms; Banks and Financial Services Firms; Businesses that Hire Payroll Personnel; Wholesale and Retail Firms.

ADMINISTRATIVE ASSISTANT



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DADA

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
IT 119	Basic Software Applications	3
	Total Hours	16

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
BUS 132	Word Processing	3
BUS 133	Business Communications	3
BUS 193	Computerized Accounting	3
IT 135	Advanced Software Applications	3
Total Hours		15

Fall Semester		Credit Hrs
SCIENCE OR H	EALTH	3/4
PSYC 131	Human Relations	3
or PSYC 121	Intro Psychology	5
BUS 171	Records Management	2
BUS 234	Office Systems Management	3
BUS 134	Personal Finance	3
BUS 297	Business Law I	3
	Total Hours	17/18

SECOND YEAR

Spring Semester		Credit Hrs
MATH 151	Occupational Math	
or MATH 128	College Algebra	4
or MATH 144	Heart of Mathematics	
BUS 256	Business Career Development	2
BUS 298	Legal & Social Env. of	3
DUS 290	Business	5
BUS 271	Business Organization &	3
BUS 2/1	Management	3
BUS/IT ELECTIVES		2/3
Total Hours		14/15

Fall Only Courses: BUS 191-Financial Accounting, BUS 236-Spreadsheet Applications, BUS 171-Records Management, BUS 234-Office Systems Management, BUS 134-Personal Finance, BUS 297-Business Law I.

Spring Only Courses: BUS 132-Word Processing, BUS 118-Software Apps/DTP, BUS 193-Computerized Accounting, BUS 256-Business Career Development, BUS 298-Legal & Social Environments of Business, BUS 258-Electronic Communications.

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 141-4 Environmental Biology, BIOL 121-4 Biology, BOT 121-4 Botany, CHEM 123-4 Chemistry, PHYS 121-4 Physics.

SUGGESTED ELECTIVES: BUS 192-3 Managerial Accounting, BUS 271-3 Business Organization & Management, BUS 274-3 Business Finance, IT 271-3 Data Management Systems, IT 191-3 Fundamentals of Web Design.

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Administrative Assistant can be applied toward a four-year B.S. Degree in Information Systems Technologies or Paralegal Studies. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an Application for Admission to SIU-C and an Application to the Capstone Program. Students must have an OGPA of 2.25. Students interested in transferring to SIU-C should choose the following options: ENG 122, MATH 144, PSYC 121, SCIENCE, and must take IT 133-3 Systems Analysis and IT 153-3 IT Essentials I rather than BUS 118-1, BUS 171-2, and BUS 236-3. The B.S. Degree in IST at SIUC prepares students with the latest in software and hardware for a career as a computer-integrated Courtroom Captioner.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 43-6011.00, 43-6014.00.

THE COMPUTER LAB is located in the Conference Center, B-Bldg, 2nd floor and THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. These well-equipped labs and adjacent classrooms are updated and maintained for quality training and technical instruction.

Articulation Agreement with In-District High Schools: Students who have at the high school level successfully completed one semester of Keyboarding (SIC BUS 115), one year of Computer Concepts and Applications (SIC IT 119), one year of accounting (SIC BUS 190), and have graduated high school within the past two years may receive from 1 – 4 semester hours or credit for these courses. Credit will be affixed to the official college transcript after the student completes the next higher level course (BUS 132, IT 135, BUS 191) with a grade of "B" or better. Credit is added to the student's semester hours earned but is not calculated in the student's overall grade point average. (Students who have been out of high school over two years and have proficiency keyboarding skills may register for the courses, and then take a proficiency exam within the first two weeks of class to obtain credit). Students may be get applications from their high school or college business instructors.

NOTE: Because of the constant change in technology, this curriculum is updated as needed. Students who do not complete a business or computer curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study and keep updated with technological changes.

Career Opportunities:

Administrative Assistant, Office Manager, Executive Secretary, Receptionist.

Major Employers:

Manufactures, Private or Corporate Business Firms including Finance, Real Estate and Insurance, Utility Companies, Government Agencies, Educational Institutions, Law Firms, Health Care Facilities.

AGRICULTURE MAINTENANCE



Certificate

Minimum 12 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CAGM2

One Semester		Credit Hrs
DSL 130	Basic Mechanical Skills	3
WELD 111	Basic Welding	3
SAFE 131	OSHA Gen. Ind. Safety Awareness Training	1
DSL 172	Internship	3
ELECTIVE		1/3
ELECTIVE		1/3
	Total Hours	12

ELECTIVES – WELD 131-3 Arc Welding I, WELD 132-3 Gas welding & Cutting, DSL 158-3 Hydraulics; DSL 131-3 Engine Electronics, DSL 172-3 Internship, IT 119-3 Basic Applications, BUS 290-3 Selected Topics in Business

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Codes that are listed for this program. O*NET – SOC Codes: 49-9071.00, 37-3019.00.

Career Opportunities: Facilities Maintenance, Grounds Maintenance, Custodial Major Employers: Manufacturing, Utilities, Agriculture, Business, Education, State and Local Government

BASIC OPERATIONS FIREFIGHTER



Minimum 20.5 hours



Career & Technical Education • Certificate • Major Code: CBFF

		Credit Hrs
FIRE 115	Orientation to Fire Fighting	4
FIRE 116	Fire Suppression Techniques	4
FIRE 117	Loss Control	4
FIRE 135	Hazardous Materials Operations	3
FIRE 159	Fire Service Vehicle Operator	4
FIRE 170	Technical Rescue Awareness	1
CPR 112	Heartsaver First Aid/CPR/AED	.5
	Total Hours	20.5

THESE CORE COURSES are designed to provide the basic instruction prescribed by the Illinois State Fire Marshal Division of Personnel Standards and Education to prepare for the Basic Operations Firefighter (formerly Firefighter II) Examination. This program includes firefighting techniques, fire prevention, hazardous materials, municipal building codes, and emergency procedures. Equipment used includes axes, saws, chemical extinguishers, ladders, ropes, salvage, and other firefighting, rescue and communication equipment.

In addition to the course requirements listed above, students must also successfully complete and provide documentation for the following items to sit for the Basic Operations Firefighter examination.

- NIMS 100*
- NIMS 700*
- Completion of the "Courage to Be Safe" ™ course**

*For information regarding the NIMS courses, which are offered at no cost, go to the FEMA website at http://training.fema.gov/IS/NIMS.asp.

**Information for dates and times of the "Courage to Be Safe" TM course will be provided by the instructor and/or can be obtained from area fire department(s).

THE INSTRUCTOR WILL PROVIDE INFORMATION AS TO WHEN AND WHERE THE TEST WILL BE HELD FOR THE BASIC OPERATIONS FIREFIGHTER LICENSURE.

AN APPLICATION FOR GRADUATION must be completed in Enrollment Services (E103) to receive a Diploma from Southeastern Illinois College for this program. Also, a high school diploma or GED must be on file in the Records Office.

FIRE SCIENCE DEGREES: See the FIRE SCIENCE Associate in Applied Science Degree also offered by Southeastern Illinois College. FIRE SCIENCE is available for firefighters who are already a member of a Fire Department. These are weekend classes that are taught by Southeastern Illinois College and other sites by faculty from the University of Illinois Fire Service Institute, 11 Gerty Drive, Champaign, Illinois 61820.

Note: This is not a PELL Grant eligible certificate.

Career Opportunities: Firefighter Major Employers: Municipal Fire Departments.

BASIC VEHICLE REPAIR TECHNICIAN



Certificate

Minimum 31 Hours

Career & Technical Education • One-Year Certificate • Minimum 2.0 OGPA • Major Code: CBVRT

Fall Semester		Credit Hrs
MATH 151	Occupational Math	4
DSL 130* or AUTO 191*	Basic Mechanical Skills Intro to Auto Technology	3
DSL 131 or AUTO 136*	Engine Electronics Auto Electronics	3
DSL 157* or AUTO 193*	Basic Internal Combustion Engines Auto Engine Fundamentals	3
DSL 230* or AUTO 134*	Diesel Brakes Brakes	3.5
	Total Hours	16.5

Spring Semester		Credit Hrs
DSL 133	Preventative Maintenance	4
DSL 232 or AUTO 133*	Diesel Suspension & Steering Auto Suspension & Steering	3.5
DSL 235	Diesel Heating & Air	4
AUTO or DSL EL	ECTIVE	3
	Total Hours	14.5

* Designates courses taught as dual credit courses

Suggested Electives: AUTO 211-5 Automotive Engine Repair*, AUTO 137-3 Auto Transmissions, DSL 275-4 Diesel Engines, DSL 234-4 Diesel Transmissions & Drive Trains, DSL 158-3 Hydraulics. Other AUTO or DSL courses may be used with instructor approval.

SPECIAL REQUIREMENTS: Students are required to furnish their own basic set of tools. Tool list provided by instructors. Safety glasses are required when working in the shop area.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center at Southeastern Illinois College and **THE AUTOMOTIVE LABS** are located at the area high schools. These well-equipped labs are updated and maintained for quality training and technical instruction.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_basic_vehicle_repair_technician.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 49-2093.00 39-2096.00 49-3032.00 49-3023.01 49-3023.02

Career Opportunities: Basic Diesel Mechanic, Basic Auto Mechanic. Major Employers: Independent Repair Shops, Vehicle Service Centers, Auto Deals, Farms and Heavy and Farm Equipment Dealers.

BIODIESEL PRODUCTION



Certificate

31 Semester hours

Career & Technical Education • One-Year Certificate • Major Code: CBP

Fall Semester		Credit Hrs
CHEM 123	Basic Inorg/Org Chemistry	4
DSL 157	Basic Internal Combustion	3
ENGY 111	Introduction to Biofuels	3
ENGY 131	Biodiesel Production	3
COM 144 or COM 146 or COM 121	Interpersonal Communication Business and Professional Communication Principles of Speaking	3
	Total Hours	16

Spring Semester		Credit Hrs
WELD 111	Basic Welding	3
ELECTIVE		3
IT 119	Basic Software Applications	3
ENG 121	Rhetoric & Composition I	3
ENGY 211	Biofuels System Technology	3
	Total Hours	15

ELECTIVE OPTIONS: Elective courses may be chosen from the following options based on the student's career focus:

SAFE 131 OSHA General Industry Safety and Awareness Training

- Diesel Technology classes
- Business classes
- Welding classes
- ENGY 113, ENGY 115, ENGY 151, ENGY 213, ENGY 270, ENGY 290, ENGY 299
- Courses may also be taken from other Building Illinois Bio-economy (BIB) Consortium programs/colleges, which are: Lewis and Clark, Lincoln Land and Carl Sandburg College. These courses may be taken and then transferred to SIC to be used as electives, with approval of an SIC advisor.

Occupational information about this program is available at O*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program. O*NET - SOC Code:

17-3029.00 27-1021.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainfulemployment/ge biodiesel production.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

This workforce solution was funded by a grant awarded by the U. S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial BUILDING ILLINOIS' purposes, is permissible. All other uses require the prior authorization of the copyright owner.



Learn more about our Biofuels programs at www.sic.edu/biofuels.

Career Opportunities:

Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BIOENERGY PRODUCTION



Certificate

21 Semester hours

Career & Technical Education • Minimum 2.0 OGPA • Major Code: CBEP

Fall Semester			Credit Hrs
ENGY 111	Introduction to Biofuels		3
ENGY 113	Plant Maintenance		3
ENGY 131 or ENGY 151	Biodiesel Production Ethanol Production		3
IT 119*	Basic Software Applications		3
		Total Hours	12

Spring Semester		Credit Hrs
ENGY 211	Biofuels System Technology	3
MATH 151* or MATH 128* or MATH 144*	Occupational Math College Algebra Heart of Math	4
Take two of the following three courses: ENGY 115 ENGY 213 ENGY 270	Agricultural Wastes to Biofuels Algae Feedstocks Biofuel Energy Internship	2
	Total Hours	9

*Online or traditional classroom options available

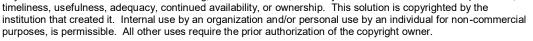
NOTE: If students do not have a current OSHA 10 hr. Certification, it is suggested that they obtain this certification for employment purposes.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 11-3051.03 17-3029.00 27-1021.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge bioenergy production.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

This workforce solution was funded by a grant awarded by the U. S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness,





Learn more about our Biofuels programs at <u>www.sic.edu/biofuels</u>.

Career Opportunities:

Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BIOFUELS PRODUCTION & SUSTAINABILITY



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DBPS

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
ENGY 111	Introduction to Biofuels	3
BIOL 141*	Environmental Science	4
ENGY 115	Agriculture Wastes to Biofuels	1
ENGY 213	Algae Feedstocks	1
ELECTIVE (see	below)	3
	Total Hours	15

Spring Semester		Credit Hrs
ENGY 151	Ethanol Production	3
MATH 151*	Occupational Math (or higher level)	4
IT 119	Basic Software Applications	3
CHEM 123	Basic Inorganic/Organic Chemistry	4
	Total Hours	14

SECOND YEAR

Fall Semester		Credit Hrs
ENGY 131	Biodiesel Production	3
ENGY 113	Plant Maintenance	3
COM 146*	Business & Professional Communication	3
FCS 124	Introduction to Nutrition	3
BTC 121	Scientific Literature for Biotechnology	3
	Total Hours	15

Spring Semester		Credit Hrs
ENGY 211	Biofuels System Technology	3
PSYC 131 or PSYC 121*	Human Relations Introduction to Psychology	3
	ELECTIVE (see below)	3
	ELECTIVE (see below)	3
	BUS ELECTIVE (see below)	3
	Total Hours	15

Summer Semester		Credit Hrs
ENGY 270 or Elective	Biofuels Internship (1-3 credit hours) and/or Elective (must total 3 hours)	3
	Total Hours	3

*Students planning to transfer should take MATH 144 Heart of Mathematics (instead of MATH 151), PSYC 121 Introduction to Psychology (instead of PSYC 131), COM 121 Principles of Speaking (instead of COM 146), and BIOL 121 Introductory Biology (instead of BIOL 141). For electives, students should take the following: ECON 121 Introduction to Macroeconomics, ECON 122 Introduction to Microeconomics, ENG 122 Rhetoric & Composition II, MATH 141 Statistics, a Humanities course (PHIL 121 Introduction to Philosophy, PHIL 122 Fundamentals of Logic, or PHIL 221 Fundamentals of Ethics) and a Fine Art course (ART 121 Art Appreciation, MUS 121 Music Appreciation, or THTR 121 Introduction to Theater).

ELECTIVE OPTIONS: Elective courses may be chosen from the following options based on the student's career focus:

- SAFE 131 OSHA General Industry Safety and Awareness Training
 - Diesel Technology classes
 - Business classes
 - Welding classes
 - ENGY 290, ENGY 299

• Courses may also be taken from other Building Illinois Bio-economy (BIB) Consortium programs/colleges, which are: Lewis and Clark, Lincoln Land and Carl Sandburg College. These courses may be taken and then transferred to SIC to be used as electives, with approval of an SIC advisor.

Note: Students at a distance may take courses that are not 100% online at their home community college. These students should work with SIC advisors to make sure the classes taken at their local college are equivalent to SIC's courses.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 17-3029.00; 27-1021.00

This workforce solution was funded by a grant awarded by the U. S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

BUILDING ILLINGIS: BIGCONOMY CONSORTIUM

Career Opportunities:

Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Learn more about our Biofuels programs at www.sic.edu/biofuels.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

85

BIOFUELS PRODUCTION



Fast-Track Certificate

16 Semester hours

Career & Technical Education • Fast-Track Certificate • Major Code: CBPFT

Fall Semester		Credit Hrs
ENGY 111	Introduction to Biofuels	3
ENGY 131 or ENGY 151	Biodiesel Production Ethanol Production	3
ENGY 211	Biofuels System Technology	3
MATH 151* or MATH 128* or MATH 144*	Occupational Math College Algebra Heart of Mathematics	4
IT 119*	Basic Software Applications	3
Total Hours		16

*Online or traditional classroom options available

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Learn more about our Biofuels programs at www.sic.edu/biofuels.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge biofuels production fast track certificate.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

O*NET – SOC Co 17-3029.00 27-1021.00

Career Opportunities: Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician. Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BIOFUELS TECHNOLOGY & SUSTAINABILITY



Certificate Online Program

12 Semester hours

Career & Technical Education • Certificate • Major Code: CBTS

Fall Semester		Credit Hrs
ENGY 111	Introduction to Biofuels	3
ENGY 131	Biodiesel Production	3
OR		
ENGY 132	Biodiesel Fuel	1
and ENGY 133	Biodiesel Process	2
	Total Hours	6

Spring Semester		Credit Hrs
ENGY 151	Ethanol Production	3
OR		
ENGY 152 Ethanol Fuel		1
and ENGY 153	Ethanol Process	2
ENGY 211 Biofuels System Technology		3
Total Hours		6

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

17-3029.00 27-1021.00

FINANCIAL ASSISTANCE: This course is not payable by the PELL Grant (State and Federal Aid Funds).

This workforce solution was funded by a grant awarded by the U. S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The

Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.



Learn more about our Biofuels programs at www.sic.edu/biofuels.

Career Opportunities: Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol Companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

BUSINESS MANAGEMENT



A.A.S. Degree

Minimum 67 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DBMM

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115*	Keyboarding	1
IT 119	Basic Software Applications	3
BUS 297	Business Law I	3
BUS 236	Spreadsheet Applications	3
	Total Hours	16

Spring Semester		Credit Hrs	
ENG 122	Rhetoric & Composition II	3	
MATH 151	Occupational Math		
or MATH 128	College Algebra	4	
or MATH 144	Heart of Mathematics		
PSYC 131	Human Relations	3	
or PSYC 121	Intro Psychology	5	
BUS 298	Legal & Social Environment	3	
DUS 298	of Business	5	
BUS/IT	ELECTIVE (see list below)	3	
Total Hours		16	

SECOND YEAR

Fall Semester		Credit Hrs
ECON 121	Macroeconomics	3
or ECON 122	Microeconomics	3
BUS 234	Office Systems Mgmt	3
BUS 133	Business Communications	3
BUS 191	Financial Accounting	3
BUS 276	Marketing	3
or BUS 278	Sales	5
BUS 134	Personal Finance	3
Total Hours		18
Spring Semester		Credit Hrs
SCIENCE OR HEALTH**		3/4
BUS 193	Computerized Accounting	3
BUS 256	Business-Career Development	2
BUS 271	Business Org. & Mgt.	3
BUS 235	Human Resource Mgt.	3
BUS 192	Managerial Accounting	3
Total Hours		17/18

Fall Only Courses: BUS 236-Spreadsheet Applications, BUS 234-Office Systems Management, BUS 276-Marking, BUS 278-Sales, BUS 134-Personal Finance. Spring Only Courses: BUS 193-Computerized Accounting, BUS 256-Business-Career Development, BUS 271-Business Organization & Management, BUS 235-Human Resource Management.

*BUS 115 (Keyboarding) may be waived or proficiencied if the student has prior keyboarding skills. (If waived, minimum of 67 semester hours still needed for AAS degree.) **SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

BUS/IT ELECTIVE: BUS 132-3 Word Processing, IT 135-3 Advanced Applications, BUS 259-3 Small Business Management, BUS 258-3 Electronic Communications, BUS 290-3 Selected Topics in Business and BUS 273-3 Business Internship may be used as electives with prior approval

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Business Management can be applied toward a four-year B.S. Degree. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an Application for Admission to SIU-C and an Application to the Capstone Program. Students must have an OGPA of 2.25. Students interested in transferring to SIU-C should choose the following options: ENG 122, MATH 144, PSYC 121, and a SCIENCE.

Articulation Agreement with In-District High Schools: Students of the Ohio Wabash Valley Regional Vocational System who have at the high school level successfully completed one semester of Keyboarding (SIC BUS 115), one year of Computer Concepts and Applications (SIC IT 119), and have graduated high school within the past two years may receive from 1-4 semester hours of credit for these courses. Credit will be affixed to the official college transcript after the student completes 15 hours of credit in the Business Management Program with a GPA of 2.5 or better. Credit is added to the student's semester hours earned but is not calculated in the student's overall grade point average. (Students who have been out of high school for over 2 years may register for the course, then take a proficiency exam within the first two weeks of class to obtain credit.) Students may get application forms from high school or college business instructors.

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

NOTE: Because of the constant change in technology, this curriculum is updated as needed. Students who do not complete a business or computer curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study and keep updated with technological changes.

Career Opportunities:

Owner or Manager of a New or Existing Small Business, Financial Bookkeeper, Office Manager, Sales or Service Manager, Billing Manager, Accounting or Statistical Clerk, Payroll and Timekeeping Clerk, Customer Service Representative, Property Manager.

Major Employers:

Manufacturing Firms, Wholesale and Retail Trade Firms; Banks Financial Services, and Insurance Firms; Mining Companies; Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.

BUSINESS MANAGEMENT



Certificate

Minimum 30 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CBM

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
IT 119**	Basic Software Applications	3
BUS 115**	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
BUS 297	Business Law I	3
	Total Hours	16

Spring Semester		Credit Hrs
BUS 298 or IT 135	Legal & Social Env of Business Advanced Software Applications	3
BUS 111	Intro to Business	3
BUS 133	Business Communications	3
BUS 192	Managerial Accounting	3
BUS 256	Business Career Development	2
Total Hours		14

Fall Only Course: BUS 236-Spreadsheet Applications

Spring Only Courses: BUS 298-Legal & Social Environment of Business, BUS 256-Business Career Development.

**Students who have prior knowledge or work experience with Keyboarding and/or Computer Basic Applications (Word Processing, Data Base, Spreadsheet, Internet, and e-mail) may qualify for proficiency. See proficiency credit in the college catalog

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 11-1011.00, 11-1011.03, 11-1021.00, 11-2022.00, 11-3011.00, 11-3051.00, 11-3051.01, 11-3051.02, 11-3051.03, 11-3051.04, 11-3051.05, 11-3051.06, 11-3071.00, 11-3071.01, 11-3071.02, 11-9021.00, 11-9151.00, 11-9199.00, 31-1051.00, 13-1111.00, 25-1011.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_business_management.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Entry Level Positions or Self-Employment in a New or Existing Small Business, Sales Representative, Customer Service Representative, Bank Teller, Bookkeeper, Accounting or Statistical Clerk, Property Manager.

Major Employers:

Manufacturing Firms, Wholesale And Retail Trade Firms, Banks, Financial Services, and Insurance Firms; Mining Companies, Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.

CERTIFIED NURSE ASSISTING/CNA



Certificate

7 Semester Hours

Career & Technical Education • Certificate • One Semester • Major Code: CCNA

Contact the Nursing Office (Room T236) by calling 618-252-5400 ext. 2331 for dates and times of the next class.

One Semester		Credit Hrs
CNA 131*	Certified Nurse Assisting	7

This course does not require a high school diploma or GED.

CERTIFICATION EXAM: Students completing this course with a grade of "C" or higher will then be eligible for the competency exam required by the State of Illinois to become a Certified Nursing Assistant. *This exam is \$65 and is administered at SIC. Please contact the Testing Coordinator for testing dates at (618) 252-5400, extension 2442. Also, there is a fee for criminal background check, which can range from \$15.00 to \$60.00.

FINANCIAL ASSISTANCE: This course is not payable by the PELL Grant (State and Federal Aid Funds).

IN ADDITION TO THE TUITION other items required include:

- Students are required to attend a mandatory orientation prior to the start date of class.
- Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 on the AccuPlacer test and/or 4 or 5 on the PARCC, (or complete READ 106-3 at SIC with a grade of "C" or better). Those who do not achieve this score will have the option of taking READ 106 during the same semester as the CNA program.
- The student must initiate an Illinois criminal background check during the first ten days of class. The student is responsible for the fee. The instructor will provide information about this background check the first day of class.
- Malpractice Insurance
- Book and Name Pin
- Nursing Uniform and Shoes approximately \$75 (depending upon where the student chooses to purchase those items). Uniform includes: Scrub uniform, white shoes, white socks (beige nylons are acceptable for females), and a wristwatch with a second hand.
- TB Skin Testing (Mantoux). Please make arrangements to have this done as soon as possible after registering for the Nursing Assisting Course. This requirement must be met prior to clinical instruction. A two-step PPD mantoux is required.

For TB skin and Hepatitis B testing contact:

Egyptian Health Department TB Board 1412 US 45 N Eldorado IL 62930 (618) 273-3326

*Fee subject to change.

Career Opportunities: Nursing Assistant Major Employers: Hospitals, Long-Term Care Facilities, Residential Care Facilities, Home Health Care.

COAL MINING TECHNOLOGY



A.A.S. Degree

Minimum 60 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA

Cooperative program between Southeastern Illinois College and Wabash Valley College

FIRST YEAR

Fall Semester	•	Credit Hrs
CMT 1200	Intro to Coal Mining	4
CMT 1220	Roof Control	3
CMT 1240	Mining Law	4
CMT 2250	Mine Electrical	4
	Total Hours	15

Spring Semester		Credit Hrs
COMMUNICATIONS*		3
MATH 151* Occupational Math		4
CMT 1250 Mine Ventilation		4
CMT 2210 Mine Machinery Repair I		4
CMT 2260 Mine Electrical Maintenance II		4
Total Hours		19

Fall Semester			Credit Hrs
CMT 2230	Mine Hydraulics I		4
CMT 2290	Mining Systems		4
SOCIAL SCIENCE*		3	
PHYSICAL SCIENCE*		4	
Total Hours		15	

SECOND YEAR

Spring Semester		Credit Hrs
HUMANITIES*		3
CMT 1210	Accident Prevention	4
CMT 1230	First Aid & Mine Rescue	4
CMT 2240	Mine Hydraulics II	4
Total Hours		15

*These courses are taught by Southeastern Illinois College faculty. The other courses are offered by Wabash Valley College, taught by Wabash Valley College faculty, on Southeastern Illinois College's campus. Students receive the Associate in Applied Science Degree and Diploma from Wabash Valley College.

COMMUNICATIONS (choose one): COM 121-3 Principles of Speaking; ENG 121-3 Rhetoric and Composition I.

HUMANITIES (choose one): ART 121-3 Art Appreciation; MUS 121-3 Music Appreciation; PHIL 121-3 Intro to Philosophy; THTR 121-3 Introduction to Theater.

PHYSICAL SCIENCE (choose one): BIOL 121-4 Introductory Biology; BIOL 141-4 Environmental Science, CHEM 123-4 Basic Inorg/Org Chemistry; or PHYS 121-4 Basic Physics.

SOCIAL SCIENCE (choose one): HIST 241-3 American History; PSYC 131-3 Human Relations; SOC 121-3 Introductory Sociology.

FOR INQUIRIES AND REGISTRATION INFORMATION, contact:	Coal Mining Technology Office
	Robert I. Gregg Technology Center Room G-112
	Southeastern Illinois College
	3575 College Road
	Harrisburg, IL 62946
	Telephone: (618) 252-5400 Ext. 2360

Scholarships are available through Wabash Valley College and Illinois Mining Institute. Contact the Coal Mining Office for more information.

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, and the A.A.S. Degree in Coal Mining Technology can be applied toward a four-year B.S. Degree in Industrial Technology at SIU-C. Students can apply to SIU-C before or after they receive the A.A. S. Degree. See a counselor for information about applying to SIU-C and to the Capstone Program. Students must have an OGPA of 2.25.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 47-5041.00, 47-5042.00, 47-5061.00

Career Opportunities:

Utility Worker, Face Boss, Mine Manager and Examiner (both federal and state), Repairman, Shuttle Car Operator, Miner, Miner Operator, Safety Director, Maintenance Supervisor.

Major Employers:

Coal Mines, State and Federal Government, Manufacturers, U.S. Military (all branches)

COAL MINE TECHNOLOGY CERTIFICATE



Contact:

Certificate

Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA

(Cooperative program between Southeastern Illinois College and Wabash Valley College)

		Credit Hrs
CMT 1200	Introduction to Coal Mining	3
CMT 1210	Accident Prevention	3
CMT 1220	Roof Control	3
CMT 1230	First Aid	4
CMT 1240	Mining Law	4
CMT 1250	Mine Ventilation	4
CMT 2210	Mine Machinery Repair 1	4
CMT 2290	Mining Systems	4
	Total Hours	29

This program can be completed in two semesters of full-time study or longer if enrolled part-time.

The courses are offered by Wabash Valley College, taught by Wabash Valley College faculty, on Southeastern Illinois College's campus. Students receive the Certificate Diploma from Wabash Valley College.

These courses all apply toward the Associate in Applied Science Degree in Coal Mining Technology.

FOR INQUIRIES AND REGISTRATION INFORMATION, as well as INFORMATION ABOUT MINE SAFETY CLASSES

Coal Mining Technology Office Robert I. Gregg Technology Center Room G-112 Southeastern Illinois College 3575 College Road Harrisburg, IL 62946 Telephone: (618) 252-5400 Ext. 2360

Career Opportunities: Utility Worker, Repairman, Shuttle Car Operator, Miner. **Major Employers:** Coal Mines, State and Federal Government, Manufacturers, U.S. Military (all branches).

COMPUTER AIDED DESIGN and DRAFTING



Certificate

Minimum 12 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCAD

		Credit Hrs
DRA 130	Intro to AutoCAD	3
or DRA 135	3-D Modeling	5
DRA 133	3D AutoCAD	3
or DRA 136	2-D Drafting	5
DRA 134	Rendering 3-D Models	3
GRAP 121	Engineering Graphics I	3
	Total Hours	12

THIS COMPUTER AIDED DRAFTING CERTIFICATE is designed to train and educate students interested in using computers to assist with the design of products and parts. An understanding of CAD will benefit students with interest in architecture, agriculture, engineering, particularly civil engineering, carpentry, and welding. This certificate program is designed to allow students to complete this coursework in the evening for those who work or are enrolled as a student full-time during the day.

The well-equipped Computer Lab is updated and maintained for quality training and technical instruction with current software used in the industry.

Career Opportunities: Drafter, Architectural Drafter, Mechanical Drafter, Surveying Drafter. Major Employers: Engineering and Architectural Firms; Metals and Machinery Manufacturing Companies; Welding Firms; Construction Firms.

CORRECTIONS



Certificate

Minimum 30 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
CRJ 115	Criminal Law I	3
CRJ 136	Intro to Criminal Justice	3
CRJ 134	Intro to Juvenile Justice	3
CRJ ELECTIVE		3
Total Hours		15

Spring Semester		Credit Hrs
IT 119	Basic Software Applications	3
CRJ 112	Introduction to Criminology	3
CRJ 213	Intro to Corrections	3
CRJ 214	Probation & Parole	3
CRJ ELECTIVE		3
	Total Hours	15

CRJ Electives: CRJ 114-3 Criminal Investigation; CRJ 119-3 Introduction to Private Security; CRJ 151-3 Drugs and Crime; CRJ 211-3 Criminal Law II; CRJ 215-3 Court Procedure; CRJ 216 Internship*; CRJ 218-3 Traffic Administration and Laws; CRJ 230-3 Policing in America; CRJ 250-3 Firearms Simulation Training; CRJ 290-3 Selected Topics in Criminal Justice.

*If selected, the Internship should be taken as the last elective. The Summer Term is the recommended semester for the Internship.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 25-1111.00, 33-1011.00, 33-1012.00, 33-3012.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge corrections.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

SECURITY OFFICER TRAINING ACADEMY

For information on college credit for successful completion of the Pre-Service Security Training at the Illinois Department of Corrections Training Academy and the Illinois Police Training Institute, contact the Office of Career and Technical Education (ext. 2301 or 2300).

Career Opportunities: Correctional Officer, Dispatcher, Jailer. Major Employers: City, County, State and Federal Jails and Prisons; Work Release Centers.

COSMETOLOGY



Certificate

Minimum 38 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOS

First Semester		Credit Hrs
COS 171	Cosmetology Theory I	2
COS 172	Cosmetology Clinic I	5
COS 173	Cosmetology Theory II	3
COS 174	Cosmetology Clinic II	5
	Total Hours	15

Second Semester		Credit Hrs
COS 170	Salon Business Computer	2
COS 175	Cosmetology Theory III	2
COS 176	Cosmetology Clinic III	5
COS 177	Cosmetology Theory IV	2
COS 178	Cosmetology Clinic IV	6
Total Hours		17

Third Semester		Credit Hrs
COS 270	Cosmetology Clinic V	3
COS 271	Cosmetology Internship	2
CPR 112*	Heartsaver First Aid	1
	Total Hours	6

THIS CURRICULUM is designed to provide the student with knowledge and skills necessary to pass the licensing exam for the State Board of Registration and Education. Students learn all phases of cosmetology, including theory, research, design, specialized skills, and complex cosmetology. Coursework is learned through lectures, practical instruction, study assignments, skill tests, written exams and internship experience.

INSTRUCTION IS IN A WELL-EQUIPPED CLASSROOM/LAB on campus in the Conference Center (B-Bldg/1st floor) and is licensed by the Illinois Department of Registration and Education. A total of 1500 clock hours is required by the State of Illinois for completion of the program. Attendance is, therefore, mandatory. Contact a college counselor to arrange a campus visit and tour the Cosmetology Department.

STUDENTS ARE ACCEPTED into the Cosmetology program in August of each year. Students are required to attend a mandatory orientation prior to the start date of class. Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 on the AccuPlacer test and/or 4 or 5 on the PARCC, (or complete READ 106-3 at SIC with a grade of "C" or better) to begin the Cosmetology Program. Students purchase a textbook, two workbooks, clinic journal and kit the first semester, and these are used for the whole curriculum.

*Students must complete CPR 112 Heartsaver 1st Aid w/ CPR prior to program completion. Please check with an advisor for CPR 112 class registration during spring enrollment.

GRADUATION: Students must apply for graduation to receive the diploma from the college. Graduation is held at SIC in May of each year.

STATE BOARD EXAM: The Instructor will provide information about taking the State Board Exam for licensure.

COS 190-6 Cosmetology Refresher Course is available at Southeastern Illinois College for hairdressers who have a Cosmetology License that needs to be renewed. Phone the Cosmetology Instructor toll free at 1-866-338-2742 ext 2217 or 618/252-5400 ext 2217 for dates and times.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-5012.00, 39-5091.00, 39-5092.00, 39-5094.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge cosmetology.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Cosmetologist, Salon Owner, Salon Manager, Salon Colorist, Manicurist, Skin Care Specialist, Makeup Artist.

Major Employers:

Styling Salons, Residential Care Facilities, Product Manufacturers, Government Institutions, Schools, and Distributors For Hair, Skin, and Nail Products.

COSMETOLOGY TEACHER



Certificate

16 Semester Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOSE

			Credit
			Hrs
COS 210	Cosmetology Teacher I		10
COS 211	Cosmetology Teacher II		6
		Total Hours	16

GRADUATES OF THIS CERTIFICATE PROGRAM are prepared to take the state licensure exam to become a licensed cosmetology instructor/teacher.

This certificate is designed to meet the needs of licensed Cosmetologists who wish to pursue a Cosmetology Teacher Certificate, who have met the required 2 year work experience criteria by the Illinois Department of Financial and Professional Regulations as a licensed Cosmetologist working within the Cosmetology industry.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 39-5012.00 39-5091.00 39-5092.00 39-5094.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at: http://www.sic.edu/custom/gainful-employment/ge_cosmetology_teacher.htm

You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Cosmetology Instructor, Cosmetology Teacher, District Manager for Product Distribution and Manufacturing Companies.

Major Employers:

Colleges, Technical Schools, Cosmetology Continuing Education Programs, Public and Private Salons, Self Employment, Cosmetic Distribution and Manufacturing Companies.

CRIMINAL JUSTICE



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCJ

FIRST YEAR

Fall Semester		Credit Hrs	Fall Sen
ENG 121	Rhetoric & Composition I	3	IT 119
CRJ 115	Criminal Law I	3	CRJ 114
CRJ 136	Intro to Criminal Justice	3	CRJ 134
CRJ ELECTIV	/E**	3	CRJ ELI
GENERAL EI	LECTIVE*	3	MATH
	Total Hours	15	or MA
			or MA
Spring Semes	ter	Credit Hrs	

Spring Semeste	Credit Hrs		
ENG 122	Rhetoric & Composition II	3	
PSYC 131	Human Relations	3	
or PSYC 121	or PSYC 121 Intro Psychology		
CRJ 112	CRJ 112 Introduction to Criminology		
CRJ 211	CRJ 211 Criminal Law II		
CRJ ELECTIVE	3		
Total Hours		15	

SECOND YEAR

Fall Semester		Credit Hrs	
IT 119	Basic Soft	ware Applications	3
CRJ 114	Criminal I	nvestigations	3
CRJ 134	Intro to Ju	venile Justice	3
CRJ ELECTI	VE**		3
MATH 151		Occupational Math	
or MATH 12	28	College Algebra	4
or MATH 14	44	Heart of Mathematics	
Total Hours			16
Spring Semester			Credit Hrs
CRJ 212	Police Ad	Iministration	3
or CRJ 230	Policing i	n America	3
CRJ 213			3
CRJ ELECTIVE**			3
HEALTH OR SCIENCE***		3/4	
GENERAL ELECTIVE*		3/4	
Total Hours		15/17	

*Student must complete at least 62 hours to graduate. Dependent upon the general elective courses chosen, 1 more credit hour may be needed.

**CRJ ELECTIVES (choose four): CRJ 116-3 Intro to Forensics, CRJ 119-3 Introduction to Private Security, CRJ 151-3 Drugs and Crime, CRJ 214-3 Probation & Parole, CRJ 215-3 Court Procedures, CRJ 216-3 *Internship, CRJ 218-3 Traffic Administration and Laws, CRJ 250-3 Firearms Simulation Training, CRJ 259-3 Firearms Simulation Instructor Training, CRJ 290-3 Selected Topics in Criminal Justice, SAFE 171-2 Introduction to Basic Handgun Shooting, SAFE 290-3 Selected Topics in Firearms.

If selected, the *Internship should be taken as the last elective.

*****HEALTH or SCIENCE: (choose one):** HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 121-4 Biology, BIOL 141-4 Environmental Science, BOT 121-4 Botany, CHEM 123-4 Basic Inorg/Org Chemistry, or PHYS 121-4 Physics.

Students planning to transfer to a 4-yr University should take ENG 122, MATH 144, and a SCIENCE course rather than HEALTH.

SUGGESTED GENERAL ELECTIVES (choose two): SOC 121-3 Sociology, GOVT 121-3 American Government, COM 121-3 Principles of Speaking, COM 144-3 Interpersonal Communication, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Logic, PHIL 221-3 Ethics, SPAN 121-4 Spanish I, SPAN 122-4 Spanish II, HIST 121-3 History of Western Civilizations to 1648, HIST 122-3 History of Western Civilizations from 1648.

NOTE: A four-year Bachelor of Science degree, three years of military police experience, or three years of related work experience is required to apply to the Illinois State Police Academy. See the Administration of Justice transfer curriculum guide.

For Franklin University: Take ECON 121 or 122 instead of CRJ 211. BUS 133 instead of CRJ 114. Take IT 135 instead of GOVT 121.

For Murray State University: Take MATH 141 instead of MATH 144. Take SOC 121 instead of HIST 122. Take BUS 133 instead of CRJ 114. Take PHIL 122 instead of HIST 121. Take COM 144 instead of CRJ 230.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3012.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

Career Opportunities:

City Police Officer, Sheriff's Deputy, Investigator

Major Employers:

City and County Law Enforcement Agencies; Private Security Corporations; Private Investigative Agencies; Factories; Refineries; Hospitals; Transportation Services; Office Buildings; Banks; Department Stores; Museums.

CRIMINAL JUSTICE



A.A.S. Degree Online Degree Program

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCJ

FIRST YEAR

Fall Semester	Credit Hrs	
ENG 121	Rhetoric & Composition I	3
CRJ 112	Introduction to Criminology	3
PSYC 121	PSYC 121 Intro Psychology	
CRJ ELECTIVE	3	
GENERAL ELECTIVE*		3
Total Hours		15
-		

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
CRJ 115	Criminal Law I	3
CRJ 114	CRJ 114 Criminal Investigation	
CRJ 136 Intro to Criminal Justice		3
CRJ ELECTIVE**		3
Total Hours		15

*Student must complete at least 62 hours to graduate. Dependent upon the general elective courses chosen, 1 more credit hour may be needed.

SECOND YEAR

Fall Semester		Credit Hrs	
IT 119	Basic Soft	ware Applications	3
CRJ 211	Criminal I	Law II	3
CRJ 134	Intro to Ju	venile Justice	3
CRJ ELECTI	VE**		3
MATH 151		Occupational Math	
or MATH 12	28	College Algebra	4
or MATH 14	44	Heart of Mathematics	
Total Hours		16	
Spring Semester		Credit Hrs	
CRJ 212 or CRJ 230			3
CRJ 213			3
CRJ ELECTIVE**			3
HEALTH OR SCIENCE***		3/4	
GENERAL ELECTIVE*		3/4	
Total Hours		15/17	

**CRJ ELECTIVES (choose four): There will be at least one elective course offered online each semester. However, students may select other electives that may be offered on campus in the classroom. Elective options include: CRJ 116-3 Introduction to Forensics, CRJ 119-3 Introduction to Private Security, CRJ 151-3 Drugs & Crime, CRJ 214-3 Probation & Parole, CRJ 215-3 Court Procedures, CRJ 216-3 *Internship, CRJ 218-3 Traffic Administration and Laws, CRJ 250-3 Firearms Simulation Training, CRJ 259-3 Firearms Simulation Instructor Training, CRJ 290-3 Selected Topics in Criminal Justice, SAFE 171-2 Introduction to Basic Handgun Shooting, SAFE 290-3 Selected Topics in Firearms. If selected, the *Internship should be taken as the last elective.

***HEALTH or SCIENCE: (choose one): HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 121-4 Biology, BIOL 141-4 Environmental Science, BOT 121-4 Botany, CHEM 123-4 Basic Inorg/Org Chemistry, or PHYS 121-4 Physics.

Students planning to transfer to a 4-yr University should take ENG 122, MATH 144, and a SCIENCE course rather than HEALTH.

SUGGESTED GENERAL ELECTIVES (choose two – some courses may not be available online): SOC 121-3 Sociology, GOVT 121-3 American Government, COM 121-3 Principles of Speaking, COM 144-3 Interpersonal Communication, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Logic, PHIL 221-3 Ethics, SPAN 121-4 Spanish I, SPAN 122-4 Spanish II, HIST 121-3 History of Western Civilizations to 1648, HIST 122-3 History of Western Civilizations from 1648.

NOTE: A four-year Bachelor of Science degree, three years of military police experience, or three years of related work experience is required to apply to the Illinois State Police Academy. See the Administration of Justice transfer curriculum guide.

For Franklin University: Take ECON 121 or 122 instead of CRJ 211. BUS 133 instead of CRJ 114. Take IT 135 instead of GOVT 121.

For Murray State University: Take MATH 141 instead of MATH 144. Take SOC 121 instead of HIST 122. Take BUS 133 instead of CRJ 114. Take PHIL 122 instead of HIST 121. Take COM 144 instead of CRJ 230.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3012.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

Career Opportunities:

City Police Officer, Sheriff's Deputy, Investigator

Major Employers:

City and County Law Enforcement Agencies; Private Security Corporations; Private Investigative Agencies; Factories; Refineries; Hospitals; Transportation Services; Office Buildings; Banks; Department Stores; Museums.



DIESEL TECHNOLOGY

Heavy Equipment A.A.S. Degree

Minimum 70 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DDTHE

FIRST YEAR

Fall Semester		Credit Hrs
MATH 151	Occupational Math	4
or MATH 128	College Algebra*	4
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion	3
DSL 157	Engines	3
DSL 158	Hydraulics I	3
BUS 116	Customer Service	1
EMP 111	Employability Skills	1
	Total Hours	18

Rhetoric & Composition I

Diesel Heating & Air Cond

Occupational Experience

Engine Electronics II

Hydraulics II

Diesel Engines

SECOND YEAR

Fall Semeste	Fall Semester	
COM 146	Business & Professional Communication	3
DSL 233	Electrical Diagnosis	5
DSL 276	Engine Fuel Systems	3
DSL 277	Power Train Fundamentals	3
DSL 133	Preventative Maintenance	4
	Total Hours	18

Spring Semest	Spring Semester		
DSL 237	Engine Diagnosis & Performance	3	
DSL 238	DSL 238 Final Drives, Tracks & Undercarriage		
PSYC 131 or PSYC 121			
Science/Health Requirement**		3	
Total Hours		12	

*MATH 128 is recommended.

Summer Semester

Spring Semester

ENG 121

DSL 132

DSL 171

DSL 235

DSL 275

DSL 172

**BIOL 141 Environmental Science or PHYS 121 Introductory Physics is recommended. HYG 121 Personal Health may also be used.

Credit Hrs

3

3

3

4

4

17

Credit Hrs

5 5

SPECIAL REQUIREMENTS: Students are required to furnish their own tools. Tool list provided by instructors. Safety glasses are required when working in the shop areas.

Total Hours

Total Hours

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension & Steering, T6-Electrical/Electronics Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Fabick/Caterpillar, headquartered in Fenton, Missouri, has selected Southeastern Illinois College as a training partner to fill the company's growing need for diesel technicians

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 49-3031.00 Career Opportunities:

Diesel Mechanic, Service Manager, Parts Manager, Diesel Technician.

Major Employers:

Construction Firms: Primarily New Construction or General Land or Waterway Improvements Including Highway, Road, Bridge, Utility, Residential, Commercial, Farm, and Mining Construction or Reclamation. Public Transit Companies. Utility Companies. Heavy Equipment Dealers. Independent Heavy Equipment Repair Shops, and Heavy Equipment Leasing Companies.

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DIESEL TECHNOLOGY





Medium/Heavy Duty Truck

A.A.S. Degree

Minimum 70 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DMHDT

11.0

FIRST YEAR

Fall Semest	er	Credit Hrs
COM 146	Business & Professional Communication	3
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion Engines	3
DSL 158	Hydraulics I	3
BUS 116	Customer Service	1
EMP 111	Employability Skills	1
	Total Hours	17

Spring Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
PSYC 131	Human Relations	2
or PSYC 121	Intro Psychology	5
DSL 132	Engine Electronics II	3
DSL 235	Diesel Heating & Air	4
DSL 255	Conditioning	4
DSL 275	Diesel Engines	4
Total Hours		17
Comment of Commentant		Care dit Har
Summer Semester		Credit Hrs
DSL 172	DSL 172 Occupational Experience	

SE	COI	٧D	YEAR	

Fall Semester		Credit Hrs
DSL 230	Diesel Brakes	4
DSL 233	Electrical Diagnosis	5
DSL 234	Diesel Transmission & Drive Trains	4
DSL 276	Diesel Fuel Systems	3
	Total Hours	16

Spring Semester		Credit Hrs
DSL 133	Preventative Maintenance	4
DSL 232	Diesel Suspension and Steering	4
MATH 151 or MATH 128	Occupational Math College Algebra*	4
Science/Health**		3
	Total Hours	15

*MATH 128 College Algebra recommended.

**BIOL 141 Environmental Science or PHYS121 Introductory Physics is recommended. HYG 121 Personal Health may also be used.

SPECIAL REQUIREMENTS:

Students are required to furnish their own tools. Tool list provided by instructors. Safety glasses are required when working in the shop areas.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THIS DEGREE is designed to provide the student with the knowledge and skills necessary for the repair, maintenance, and operation of diesel engines in medium to heavy-duty trucks, heavy equipment, agriculture equipment, or diesel passenger vehicles; to test and repair hydraulic systems; and, to overhaul diesel engines.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension & Steering, T6-Electrical/Electronics Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Fabick/Caterpillar, headquartered in Fenton, Missouri, has selected Southeastern Illinois College as a training partner to fill the company's growing need for diesel technicians.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 49-3031.00

Career Opportunities: Service Manager, Parts Manager, Diesel Technician, Diesel Mechanic.

Major Employers:

Trucking Companies, Vehicle Service Centers, Wholesale Trade Firms, Construction Companies, Heavy and Farm Equipment Dealers, Auto Dealers, Independent Repair Shops, Farms, Equipment Leasing Companies, Public Transit Firms, Educational Institutions.

DIESEL TECHNOLOGY MHDT





Certificate

Minimum 47 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CMHDT

FIRST YEAR

Fall Semester		Credit Hrs
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion Engines	3
DSL 158	Hydraulics I	3
	Total Hours	12

Spring Semester		Credit Hrs
DSL 132	Engine Electronics II	3
DSL 133	Preventative Maintenance	4
DSL 232	Suspension & Steering	4
DSL 235	Diesel Heating & Air Conditioning	4
DSL 275	Diesel Engines	4
Total Hours		19

SECOND YEAR

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Fall Semester		Credit Hrs
DSL 230	Diesel Brakes	4
DSL 233	Electrical Diagnosis	5
DSL 234	Diesel Transmissions & Drive Trains	4
DSL 276	Diesel Fuels Systems	3
	Total Hours	16

SPECIAL REQUIREMENTS: Students are required to furnish their own basic set of tools. Tool list provided by instructors. Safety glasses are required when working in the shop area.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THIS CERTIFICATE is designed to provide the student with the knowledge and skills necessary for the repair, maintenance, and operation of diesel engines in heavy-duty trucks, heavy equipment, agriculture equipment, or diesel passenger vehicles; to test and repair hydraulic systems; and, to overhaul diesel engines.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension and Steering, T6-Electrical and Electronic Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 49-3031.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_diesel_technology_mhdt.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Diesel Mechanic Major Employers:

Trucking Companies, Vehicle Service Centers, Wholesale Trade Firms, Construction Companies, Heavy and Farm Equipment Dealers, Auto Dealers, Independent Repair Shops, Farms, Equipment Leasing Companies, Public Transit Firms, Educational Institutions.

EARLY CHILDHOOD EDUCATION



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DECE

SIC HAS BEEN APPROVED TO ALSO OFFER THIS DEGREE THROUGH ONLINE INSTRUCTION FIRST YEAR SECOND YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
ECE 141	Child Development	3
ECE 121	Intro to Early Childhood Education	3
ECE 142	Health, Safety, Nutrition	3
ECE 115	Infant Toddler Development	3
	Total Hours	15

Fall Semester		Credit Hrs
PSYC 121	Intro Psychology	3
EDUC 226	Students with Special Needs	3
ECE 240	Math and Science Methods	3
ECE 220	Practicum I	4
EDUC 280	Selected Topics in Education	1
	Total Hours	14

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
ECE 114	Play and Learning Environment	3
ECE 143	Guidance, Observation and Assessment	4
ECE 214	Language and Literacy Development	3
EDUC 260	Educational Technology	3
Total Hours		16

Spring Semester		Credit Hrs
MATH 151	Occupational Math	
or MATH 128	College Algebra	4
or MATH 144	Heart of Mathematics	
ECE 116	Infant and Toddler Curriculum	3
ECE 213	Child, Family, Community	3
ECE 215	Supervision and Administration of ECE Programs	3
ECE 221	Practicum II	4
	Total Hours	17

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Degree.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Degree.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, Internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

PRACTICUM I and PRACTICUM II are conducted in approved and licensed early care and education programs. Contact the Coordinator of the Early Childhood and Education Programs for approved off-campus practicum sites.

SIC is an Illinois Gateways to Opportunity entitled institution for Infant Toddler Credential and Early Childhood Credential by completing ECE 299-4 Director Practicum students may apply for Illinois Director Credential.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

Career Opportunities:

OWNER OR Manager of a Day Care, Day Care or Pre-School Child Care Provider, Family Child Care Home Provider, Teacher's Aide (or Paraprofessional Educator) in a Classroom or for an Individual Child in a School Setting, Child Care Provider In other facilities that Provide Childcare (YMCAs, Churches, Hotels or other Recreational Facilities).

Major Employers:

Early Care and Education Programs including Day Care Centers, Public Schools, Special Education Co-ops, Private Child Care, Head Start, Child Care Resource & Referral Facility, Residential Facilities for Children/Youth, Women's Center's Children's Programs, Recreation Programs for Children. 08/16

ILLINOIS DIRECTOR CREDENTIAL-LEVEL 1



Certificate

Minimum 4 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CILD1

This credential may be awarded upon successful completion of the Early Childhood Education A.A.S. degree and completion of these courses.

		Credit Hrs
ECE 299	Director Practicum	4
	Total Hours	4

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently all ECE courses require interaction/observation. Students must 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for ECE 299 are 300 hours of supervised ECE administrative practicum.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your_right_to_know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Note: This is not a PELL Grant eligible certificate. However, some courses are included in other eligible certificates and degrees.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

EARLY CHILDHOOD EDUCATION – LEVEL 2



Certificate

Minimum 19 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CECE2

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester		Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
	Total Hours	9

Spring Semester		Credit Hrs
ECE 114	Play and the Learning Environment	3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family, and Community	3
	Total Hours	10

*Students should have successfully completed or be concurrently enrolled in ECE 141 and ECE 142 to be enrolled in ECE 121.

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your right to know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Early Care and Education Programs, Head Start, Teacher's Aide in Schools for a Classroom or an Individual Child, Family Child Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

EARLY CHILDHOOD EDUCATION – LEVEL 3



Certificate

Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CECE3

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester		Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
PSYC 121	Introduction to Psychology	3
ENG 121 Rhetoric & Composition I		3
Total Hours		15

Spring Semester		Credit Hrs
ECE 114	Play and the Learning Environment	3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family and Community	3
MATH 144 or MATH 151	Heart of Mathematics Occupational Math	4
	Total Hours	14

*Students should have successfully completed or be concurrently enrolled in ECE 141 and ECE 142 to be enrolled in ECE 121.

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and email. If not, students should enroll in IT 119-3 Basic Software Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation; ECE 240: 5 hours observation/teaching implementation; ECE 240: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge early childhood education level3.html You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

INFANT TODDLER CREDENTIAL – LEVEL 2



Certificate

Minimum 22 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CINT2

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester		Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
ECE 115	Infant-Toddler Development & Care	3
Total Hours		12

Spring Semester		Credit Hrs
ECE 114 Play and the Learning Environment		3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family, and Community	3
	Total Hours	10

*Students should have successfully completed or be concurrently enrolled in ECE 141 and ECE 142 to be enrolled in ECE 121.

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and e-mail. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 115: 5 hours observation; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your right to know/ge early childhood education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

INFANT TODDLER CREDENTIAL – LEVEL 3



Certificate

Minimum 35 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CINT3

While the curriculum guide shows the course offerings planned over a one-year period, students may choose to schedule them over a longer period of time, based on individual preference or need.

Fall Semester		Credit Hrs
ECE 121*	Intro to Early Childhood Education	3
ECE 141	Child Development	3
ECE 142	Health, Safety, Nutrition	3
ECE 115	Infant-Toddler Development & Care	3
PSYC 121	Introduction to Psychology	3
ENG 121	Rhetoric & Composition I	3
	Total Hours	18

Spring Semester		Credit Hrs
ECE 114	Play and the Learning Environment	3
ECE 143	Guidance, Observation, Assessment	4
ECE 213	Child, Family, and Community	3
ECE 116	Infant-Toddler Curriculum	3
MATH 144 or MATH 151	Heart of Mathematics Occupational Math	4
Total Hours		17

Please contact the Coordinator of the ECE and Education programs, Dr. Diane King at (618) 252-5400 ext. 2221 or <u>diane.king@sic.edu</u> or an Academic Advisor to register for classes or for any information about this Early Childhood Education Certificate.

SPECIAL FACILITIES: Southeastern Illinois College's Child Care Facility (Mary Jo Oldham Center for Child Study) for children, 6 weeks - 6 year olds, serves as a site for students enrolled in this Early Childhood Education Program to observe and to learn.

NOTE: All Early Childhood Education and Education courses must be completed with a grade of "C" or better to graduate with this Early Childhood Education Certificate.

STUDENTS are expected to have knowledge and experience of common computer software applications such as word processing, database, spreadsheet, internet and email. If not, students should enroll in IT 119-3 Basic Applications their first semester.

ILLINOIS LAW requires that students enrolled in classes that involve interaction/observation with children must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently <u>all</u> ECE courses require interaction/observation. Students <u>must</u> 1) be electronically fingerprinted at a DCFS site; 2) have a physical exam, including TB test, showing that the student meets Illinois health requirements; 3) have three letters of reference on file; 4) provide instructor with a copy of college transcript and driver's license; and 5) sign additional paperwork that is provided during orientation before going on site. All of these requirements must be met before entering class and receiving proper state and local forms.

THIS PROGRAM is designed to accommodate students enrolled full-time or part-time, including those currently employed in Early Childhood settings.

OBSERVATION HOURS required for each course of this certificate are ECE 114: 5 hours observation/teaching implementation; ECE 115: 5 hours observation; ECE 116: 30 hours observation/supervised teaching practicum; ECE 121: 15 hours observation; ECE 141: 10 hours observation; ECE 142: 1-2 hours observation; ECE 143: 12 hours observation; ECE 214: 5 hours observation/teaching implementation; ECE 240: 5 hours observation/teaching implementation.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9011.00, 39-9011.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge infant toddler credential level3.html You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Teacher's Aide in Schools For a Classroom or an Individual Child, Aide In Day Care Homes, Group Day Care Homes, Childcare Facilities and Residential Facilities.

Major Employers:

Public Schools, Special Education Co-Ops, Private Childcare, Head Start, Child Care Resource & Referral, Residential Facilities For Children/Youth, Women's Center's Children's Programs, Recreation Programs For Children.

ETHANOL PRODUCTION



Certificate

32 Semester hours

Career & Technical Education • One-Year Certificate • Minimum 2.0 OGPA • Major Code: CEP

Fall Semester		Credit Hrs
MATH 151*	Occupational Math	
or MATH 128*	College Algebra	4
or MATH 144*	Heart of Mathematics	
IT 119*	Basic Applications	3
COM 144*	Interpersonal Communication	
or COM 146*	Business and Professional Communication	3
or COM 121*	Principles of Speaking	
ENG 121*	Rhetoric & Composition I	3
ENGY 111	Introduction to Biofuels	3
	Total Hours	16

Spring Semester		Credit Hrs
ELECTIVE		3
CHEM 123*	Basic Inorg/Org Chemistry	4
WELD 111	Basic Welding	3
ENGY 151	Ethanol Production	3
ENGY 211	Biofuels System Technology	3
	Total Hours	16

*Online or traditional classroom options available

ELECTIVE OPTIONS: Elective courses may be chosen from the following options based on the student's career focus:

- SAFE 131 OSHA General Industry Safety and Awareness Training
- Diesel Technology classes
- Business classes
- Welding classes
- ENGY 113, ENGY 115, ENGY 131, ENGY 213, ENGY 270, ENGY 290, ENGY 299
- Courses may also be taken from other Building Illinois Bio-economy (BIB) Consortium programs/colleges, which are: Lewis and Clark, Lincoln Land and Carl Sandburg College. These courses may be taken and then transferred to SIC to be used as electives, with approval of an SIC advisor.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code)
17-3029.00	
27-1021.00	

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge that completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge ethanol production.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

This workforce solution was funded by a grant awarded by the U. S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

Learn more about our Biofuels programs at www.sic.edu/biofuels.



BUILDING ILLINOIS' BIOECONDAY CONSORTIUM

Career Opportunities: Employment in a Biofuel Facility, Operator, Instrumentation Technician, Maintenance Technician.

Major Employers:

Ethanol companies, Biodiesel Companies, Biofuels Companies, Ethanol Plants, Renewable Fuels Companies, Government Agencies

Facilities Maintenance



Certificate

Minimum 14.5 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CFM

FIRST YEAR

Fall Semester		Credit Hrs
DSL 130	Basic Mechanical Skills	3
EMP 111	Job Skills Development	1
BUS 116	Customer Service Skills	1
SAFE 131	OSHA Gen. Ind. Safety Awareness Training	.5
Total Hours		5.5

FIRST YEAR

Spring Semester		Credit Hrs
WELD 111 Basic Welding		3
ELECTIVE		3/4
ELECTIVE		3/4
	Total Hours	9/11

ELECTIVES – WELD 131-3 Arc Welding I, WELD 132-3 Gas welding & Cutting, DSL 158-3 Hydraulics; DSL 131-3 Engine Electronics, DSL 172-3 Internship, MATH 151-4 Occupational Math, IT 119-3 Basic Applications, BUS 290-3 Selected Topics in Business

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge-facilities-maintenance.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 49-9071.00

Career Opportunities: Facilities Maintenance, Custodial

FIRE & MINE RESCUE SAFETY



Certificate

Minimum 4 hours

Career and Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CFMRS

Required Courses		Credit Hrs
FIRE 191	Fire Brigade Level 1	0.5
FIRE 192	Fire Brigade Level II	0.5
FIRE 193	Fire Brigade Level III	0.5
FIRE 194	Fire Brigade Level IV	0.5
	Total Hours	2.0

ELECTIVE COURSES: (At least 2 semester credit hours must be taken from this list. Other elective courses may be approved by instruction or Executive Dean of Academic Services)

Elective Courses		Credit Hrs
FIRE 195	Fire Brigade Level V	0.5
FIRE 196	Fire Brigade Level VI	0.5
FIRE 197	Beginning Mine Rescue	0.5
FIRE 198	Intermediate Mine Rescue	0.5
FIRE 199	Advanced Mine Rescue	0.5
FIRE 290	Special Topics/Fire Science	0.5/3
FIRE 291	Fire Brigade Training	1.0
CPR 112	Heartsaver CPR or equivalent	0.5
	Total Hours	

SPECIAL FACILITIES: A Regional Training Center, including a burn tunnel, is located on campus (just southeast of the water tower) and provides excellent training and firefighting experience for students and regional firefighters.

Classes are offered on demand based upon minimum enrollment requirements, and they are not always offered during the specific semesters indicated above.

NOTE: This program is NOT eligible for PELL Grant funding. (State and Federal Aid Funds).

Career Opportunities: Coal Mine Safety and Rescue Teams Major Employers: Coal Mines

FOOD SERVICE & SANITATION



.5 Semester Hour

Career & Technical Education • Specific Course • Major Code: VS HEO

This course is designed to provide required sanitation skills for food service certification and knowledge of state laws governing the preparation, storage, and serving of food.

		Credit Hrs
FOS 112	Food Service Sanitation	.5

FOS 199 Food Service Refresher Course is available for keeping this certification current. See the Schedule of Classes for dates and times.

Note: This course is not payable by the PELL grant (State and Federal Aid funds). It is suggested that students in need of financial assistance for this class contact the WIA liaison on campus located in the Student Success Center (A145).

THIS COURSE DOES NOT require a high school diploma.

THE INSTRUCTOR will provide information as to when and where the test will be given for Food Service Sanitation License.

Career Opportunities:

Food Server, Short-Order Cook, Food Preparation Worker, Counter Attendant, Dining Room or Cafeteria Attendant, Baker.

Major Employers:

Restaurants and Other Retail Eating And Drinking Establishments; Schools; Colleges and Universities; Hospitals; Skilled Care or Residential Facilities; Correctional Facilities; Hotels; Grocery Stores.

HEALTHCARE SPECIALIST



Certificate

Minimum 12 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CHS

While the curriculum guide shows the course offerings planned over a one-semester period, students may choose to schedule them over a longer period of time, based on individual preference or need.

		Credit Hrs
CNA 131	Certified Nurse Assisting	7
HLTH 118	Introduction to Phlebotomy	3
CPR 131 Healthcare Provider CPR		1
BUS 115	Keyboarding I	1
	Total Hours	12

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 31-1014.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your_right_to_know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Note: This is not a PELL Grant eligible certificate. However, some courses are included in other eligible certificates and degrees.

Career Opportunities: Nursing Assistant, Orderlies, Private/Personal Care Assistant Major Employers: Hospitals, Nursing Homes, Medical Clinics, Home Health Agencies, Private/Personal Care Attendants

INFORMATION TECHNOLOGY



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DCNS

FIRST YEAR

Fall Semester	Credit Hrs	
ENG 121	Rhetoric & Composition I	3
SOCIAL & BEH	3	
IT 119 Basic Software Applications		3
IT 153	4	
IT ELECTIVE		3
	Total Hours	16

Spring Semester	Credit Hrs	
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 151	Windows Operating Systems	3
IT 195	4	
IT ELECTIVE or I	3	
IT ELECTIVE		3
Total Hours		16/17/18

SECOND YEAR

Fall Semester		Credit Hrs
COM 121	Principles of Speaking	3
IT 155	IT 155 Fundamentals of UNIX	
IT 215 Network Fundamentals		4
IT ELECTIVE		3
IT ELECTIVE OR <u>BUS 191</u>		3
	Total Hours	17

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 217	4	
IT ELECTIVE		3
IT ELECTIVE		3
Total Hours		13/14/15

HUMANITIES & FINE ARTS: ART 121-3 Art Appreciation, MUS 121-3 Music Appreciation, THTR 121-3 Introduction to Theater, ENG 245-3 World Literature, ENG 246-3 Modern Literature, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Fundamentals of Logic, PHIL 221-3 Fundamentals of Ethics

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): <u>BIOL 121-4</u> Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, <u>MATH 144-4 Heart of Mathematics</u>, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology, BUS 191-3 Financial Accounting

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210-2 Introductory Networking, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 196-4 Computer Security II, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 73-3 Programming I, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 273-3 Programming II, IT 290-4 Selected Topics, <u>IT 133-3 Systems Analysis</u>

*SIU-C Preferred Courses underlined

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Information Technology can be applied toward a four-year B.S. Degree in Information Systems Technologies at SIU-C. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an application to the Capstone Program. Students must have an OGPA of at least 2.25. Please discuss specific program requirements with your advisor.

Franklin University accepts the Information Technology AAS Degree or the Computer Information Systems AAS Degree from Southeastern toward a Bachelor's Degree in Computer Science, Information Technology, Management Information Sciences, or Web Development. In addition to the AAS Degree, students can take the following general education requirements at Southeastern: 8 hrs. SCIENCE (select), 8 hrs. HUMANITIES & FINE ARTS (select), MATH 128-4 College Algebra, MATH 143-4 Applied Calculus, MATH 141-4 Statistics, and COM 121-3 Principles of Speaking.

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

INFORMATION TECHNOLOGY-PROGRAMMING



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DITP

FIRST YEAR

Fall Semester	Credit Hrs	
COMMUNICAT	3	
SOCIAL & BEHAVIORAL SCIENCES		3
IT 119	Basic Software Applications	3
IT 153	IT Essentials I	4
IT 173** Programming I		3
	16	
]
Spring Semester	Credit Hrs	
MATHEMATICS		

Spring Semester	Cicuit IIIs	
MATHEMATICS, NUTRITION	3/4/5	
IT 151	IT 151 Windows Operating Systems	
IT 195 Computer Security I		4
IT 273** Programming II		3
IT ELECTIVE		3
	Total Hours	16/17/18

SECOND YEAR

Fall Semester		Credit Hrs
COMMUNIC	3	
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
IT ELECTIVE		3
IT ELECTIVE		3
	Total Hours	17
Spring Semes	ter	Credit Hrs
	ter ICS, SCIENCE, HEALTH,	Credit Hrs 3/4/5
MATHEMAT		
MATHEMAT NUTRITION	ICS, SCIENCE, HEALTH,	3/4/5
MATHEMAT NUTRITION IT 217	ICS, SCIENCE, HEALTH, LAN Administration	3/4/5

COMMUNICATION SKILLS (Minimum of six semester hours): ENG 121-3 Rhetoric and Composition, ENG 122-3 Rhetoric & Composition II, COM 144-3 Interpersonal Communications, COM 146-3 Business & Professional Communications

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, MATH 144-4 Heart of Mathematics, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210 -2 Introductory Networking, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 196-4 Computer Security II, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 290-4 Selected Topics

**IT 173 Programming I and IT 273 Programming II are offered during alternating years

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

INFORMATION TECHNOLOGY-SECURITY



A.A.S. Degree

Minimum 63 hours

SECOND YEAR

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DITS

FIRST YEAR

Fall Semester		Credit Hrs	Fall Semester		Credit Hrs
COMMUNICATION SKILLS		3	COMMUN	COMMUNICATION SKILLS	
SOCIAL & BEI	SOCIAL & BEHAVIORAL SCIENCES		IT 155	Fundamentals of UNIX	4
IT 119	Basic Software Applications	3	IT 215	Network Fundamentals	4
IT 153	IT Essentials I	4	IT 196	Computer Security II	4
IT 173	Programming I	3	IT ELECT	IVE	3
	Total Hours	16		Total Hours	18
Spring Semeste	Spring Semester		Spring Ser	nester	Credit Hrs
MATHEMATIC NUTRITION	CS, SCIENCE, HEALTH,	3/4/5	MATHEM NUTRITIC	ATICS, SCIENCE, HEALTH, DN	3/4/5
IT 151	Windows Operating Systems	3	IT 217	LAN Administration	4
IT 195			IT ELECT	IVE	3
IT ELECTIVE	IT ELECTIVE		IT ELECT	IVE	3
IT ELECTIVE	IT ELECTIVE			Total Hours	13/14/15
	Total Hours	16/17/18			

COMMUNICATION SKILLS (Minimum of six semester hours): ENG 121-3 Rhetoric and Composition, ENG 122-3 Rhetoric & Composition II, COM 144-3 Interpersonal Communications, COM 146-3 Business & Professional Communications

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, MATH 144-4 Heart of Mathematics, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210 -2 Introductory Networking, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 273-3 Programming II, IT 290-4 Selected Topics

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Maior Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

02/17

Southeastern Illinois College • 3575 College Road • Harrisburg, Illinois 62946 • 618-252-5400 • www.sic.edu

INFORMATION TECHNOLOGY



Certificate

Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.25 OGPA • Major Code: CINF

Fall Semester		Credit Hrs
IT 119	Basic Software Applications	3
IT 153	IT Essentials I	4
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
	Total Hours	15

Spring Semester		Credit Hrs
IT 151	Operating Systems	3
IT 195	Computer Security I	4
IT 217	LAN Administration	4
IT ELECTIVE		3
Total Hours		14

Electives: IT 110-2 Basic Computer Assembly & Repair, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 131-2 Introductory Web Design, IT 114-2 Introductory Operating Systems, IT132-2 Introductory Programming, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 210 -2 Introductory Networking, it 133-3 Systems Analysis, IT 135-3 Advanced Software Applications, IT 130-4 Fundamentals of Electricity, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 196-4 Computer Security II, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 173-3 Programming I, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 290-4 Selected Topics

This certificate prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_information_technology.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 15-1151.00 15-1152.00

Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

LAW ENFORCEMENT



Certificate

Minimum 30 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CLE

First Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
CRJ 115	Criminal Law I	3
CRJ 136	Introduction to Criminal Justice	3
CRJ 134	Introduction to Juvenile Justice	3
CRJ ELECTI	VE	3
Total Hours		15

Second Semester		Credit Hrs
IT 119	Basic Software Applications	3
CRJ 112	Introduction to Criminology	3
CRJ 114	Criminal Investigation	3
CRJ 213	Introduction to Corrections	3
CRJ ELECTI	VE	3
Total Hours		15

CRJ ELECTIVES (choose two): CRJ 119-3 Intro to Private Security, CRJ 151-3 Drugs and Crime; CRJ 211-3 Criminal Law II; CRJ 212-3 Police Administration; CRJ 214-3 Probation and Parole; CRJ 215-3 Court Procedure, CRJ 216 Internship*, CRJ 218-3 Traffic Administration and Laws, CRJ 230-3 Policing in America, CRJ 250-3 Firearms Simulation Training, CRJ 290-3 Selected Topics in Criminal Justice.

*If selected, the Internship should be taken as the last elective. The Summer term is the recommended semester for the internship.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3021.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_law_enforcement.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Jailer, Dispatcher, Sheriff's Deputy, Security Guard. Major Employers:

Municipal Law Enforcement Agencies, Private Security Corporations, Factories, Refineries, Hospitals, Transportation Services, Office Buildings, Banks, Department Stores.

MASSAGE THERAPY



Certificate

Minimum 34 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CMT

Fall Semester		Credit Hrs
BIOL 161	Intro to Human Anatomy & Phys.	4
MT 110	Intro to Massage Therapy	3
MT 111	Massage Therapy Anatomy	3
HYG 113	First Aid & CPR	2
	Total Hours	12

Spring Semester		Credit Hrs
MT 112	Massage Therapy Ethics & Laws	2
MT 113	Ancillary Modalities	3
MT 114*	Massage Therapy Techniques	4
MT 212**	Massage Therapy Techniques II	4
	Total Hours	13

Summer Semester		Credit Hrs
MT 210	Advanced Massage Therapy	3
MT 211	Massage Therapy Business Practices	2
MT 213	Massage Therapy Techniques III	4
	Total Hours	9

* First 8 weeks

**Second 8 weeks

SPECIAL FACILITIES: The Massage Therapy Lab is well-equipped and maintained for quality training and instruction.

STUDENTS WILL GAIN KNOWLEDGE AND SKILLS, including theories and techniques, to provide physical, mental and emotional well-being for an individual's health through massage therapy.

GRADUATES OF THIS PROGRAM are prepared to take the national certification exam for Massage Therapists. The instructor for the program will provide the information about the date and location of this exam.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 25-1071.00 31-9011.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_massage_therapy.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Massage Therapist Major Employers:

Chiropractic Offices, Rehabilitation Centers, Fitness Facilities, Sports Medicine Facilities, Health Clubs, Medical Clinics, Hospitals, Salons, Spas and Resorts.

NAIL TECHNOLOGY



Certificate

Minimum 16 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CNT

ONE SEMESTER		Credit Hrs	
COSN 111	Nail Tech Theory		4
COSN 112	Nail Tech Clinic		4
COSN 113	Nail Tech Theory II		4
COSN 114	Nail Tech Clinic II		4
		Total Hours	16

Students must obtain a "C" or better in these courses in order to graduate and sit for the Illinois State Board Examination.

Students are accepted into the Nail Technology program at the beginning of each full semester.

Instruction is in a well-equipped lab on Campus and is licensed by the Illinois Department of Professional Regulation. A minimum of 350 clock hours are required by the State of Illinois for the completion of the program. Attendance is mandatory.

Students purchase a textbook bundle and a nail kit available at the SIC Bookstore.

Students will learn all phases of nail technology. Coursework is presented by lecture, demonstration, and classroom discussion. Students will take part in an open clinic. This curriculum is designed to provide the student with knowledge and skills necessary to pass the licensing exam for the Illinois Department of Financial and Professional Regulation.

To be eligible to sit for the Illinois state examination for Nail Technician, each applicant must meet the following requirements: 1) be at least 16 years of age; 2) is beyond the age of compulsory school attendance or has a certificate of graduation from a school providing secondary education or the recognized equivalent of that certificate; and 3) is a graduate of a cosmetology or nail technology school approved by the Division to teach nail technology in accordance with IDFPR guidelines, which includes a program of 350 hours in the study of nail technology extending over a period of not less than 8 weeks nor more than 2 consecutive years.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 39-5092.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge nail technology.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Nail Technician, Nail Salon Manager, product educator, product sales rep, spa consultant and Nail Salon Owner.

Major Employers:

Nail Salons, hair salons, spas, product manufacturers and distributors, and schools.

OIL & NATURAL GAS TECH SHORT CERT



Certificate

Minimum 17.5 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CSONT

One Semester	r	Credit Hrs
ONGT 110	Introduction to Petroleum Industry	1
ONGT 111	Oil & Gas Production I	3
DSL 131	Engine Electronics	3
DSL 158	Hydraulics I	3
ONGT 112	Artificial Lift Systems	3
ONGT 113	Oil & Gas Production II	3
CPR 112	Heartsaver First Aid w/CPR	.5
SAFE 133	SAFELANDUSA [™] Training	1
	Total Hours	17.5

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_oil_and_natural_gas_tech_short_certificate.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 47-5071.00 47-5013.00 47-5012.00 47-5011.00

Career Opportunities: Roustabouts, Service Unit Operators, Drilling Operators Major Employers: Oil and Gas Companies, Drilling Companies

OIL AND NATURAL GAS TECHNICIAN



Certificate

Minimum 28 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CONT

Fall Semester	r	Credit Hrs
ONGT 110	Introduction to Petroleum Industry	1
ONGT 111	Oil & Gas Production I	3
DSL 131	Engine Electronics	3
DSL 158	Hydraulics I	3
MATH 151	Occupational Math	4
SAFE 133	SAFELANDUSA TM Training	1
	Total Hours	15

Spring Seme	ster	Credit Hrs
ONGT 112	Artificial Lift Systems	3
ONGT 113	Oil & Gas Production II	3
WELD 111	Basic Welding	3
IT 119	Basic Software Applications	3
DSL 151	Heavy Equipment Operation & Safety	1
	Total Hours	13

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_oil_and_natural_gas_technician.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 47-5071.00 47-5013.00 47-5012.00 47-5011.00

Career Opportunities: Roustabouts, Service Unit Operators, Drilling Operators Major Employers: Oil and Gas Companies, Drilling Companies

OUTDOOR REC MANAGEMENT



A.A.S. Degree

Minimum 65 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DORMA

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115*	Keyboarding	1
IT 119	Basic Software Applications	3
BUS 191	Financial Accounting	3
OUTR 111	Recreation Foundations	3
	Total Hours	16

Spring Semester	Credit Hrs	
ECON 121	Macroeconomics	2
or ECON 122	Microeconomics	3
MATH 151	Occupational Math	
or MATH 128	College Algebra	4
or MATH 144	Heart of Mathematics	
PSYC 131	Human Relations	3
or PSYC 121	Intro Psychology	5
OUTR 112	3	
BUS ELECTIVE (see list below)		3
Total Hours		16

SECOND YEAR

Fall Semester	Credit Hrs	
ENG 122	Rhetoric & Composition II	3
BUS 134	Personal Finance	3
BUS 276	Marketing	3
or BUS 278	Sales	3
BUS 297	Business Law I	3
OUTR 131	Leadership in Recreation	3
OUTR/GMGT ELECTIVE (see below)		1 - 3
	Total Hours	16/17/18

Spring Semester	Credit Hrs	
SCIENCE OR HI	EALTH (see below)	3/4
OUTR 152	Environmental Ethics	2
OUTR 115	Outdoor Recreation Practicum	1
BUS 256	Business-Career Development	2
BUS 271	Business Org. & Mgt.	3
BUS 235	Human Resource Mgt.	3
BUS 298 Legal and Social Environment of Business		3
	17/18	

*BUS 115 (Keyboarding) may be waived or proficiencied if the student has prior keyboarding skills.

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

BUS ELECTIVE: BUS 132-3 Word Processing, BUS 133-3 Business Communications, BUS 192-3 Managerial Accounting, BUS 193-3 Computerized Accounting, BUS 234-3 Office Systems Management, BUS 236-3 Spreadsheet Applications, BUS 258-3 Electronic Communications, BUS 259-3 Small Business Management, BUS 290-3 Selected Topics in Business and BUS 273-3 Business Internship may be used as electives with prior approval

OUTR ELECTIVES: OUTR 151-3 Ecotourism, OUTR 153-2 Intro to Southern Illinois Tourism, OUTR154-2 Southern Illinois Natural Resource Survey, OUTR 211-1 Physical and Mental Side of Archery, OUTR 212-1 Basic Compound Bow Mechanics, OUTR 213-1 Advanced Compound Bow Mechanics, OUTR 214-1 USCA Rules and Procedures, OUTR 215-1 USAA Rules and Procedures and OUTR 290 (1-3) Selected Topics in Outdoor Recreation.

GMGT ELECTIVES: GMGT 112-1 Introduction Shotgun & Clays Shooting, GMGT 171-1 Basic Shotgun Shooting, GMGT 172-1 Intermediate Shotgun Shooting, GMGT 173-1 Advanced Shotgun Shooting, GMGT 212-1 Advanced Shotgun & Clays Shooting, GMGT 218-2 Shooting Complex Extended Field Trip, GMGT 230-2 Shooting Preserve Extended Field Trip, GMGT 234-2 Shooting Preserve Field Studies, GMGT 290-3 Selected Topics in Game Management

THE OUTDOOR RECREATION PROGRAM is designed to provide students with the knowledge and skills necessary to lead, plan and administer outdoor recreation programs in a variety of potential environments. FIELD EXPERIENCE: Some classes may require field activities and/or specialized equipment. When possible, SIC will make all necessary accommodations for students, however, to participate, the student may be required to furnish certain equipment.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

Career Opportunities:

Outdoor Guide, Recreation Technician, Adventure Service Technician, Wildlife Manager, Wildlife Technician, Park Manager, Parks Technician, Non-game Wildlife Personnel, Natural Resource Conservation Personnel, Environmental Technician, Wilderness Director, Naturalist, Natural Resource Conservation Personnel, Camp Program Director, Outdoor Program Specialist, Education Program Coordinator,

Major Employers:

Federal Government (Forestry, Fish and Wildlife, Recreation, Natural Resource Conservation Service), State Conservation Departments (IDNR), Outdoor and Adventure Camps, Guide Services, Outdoor Recreation Businesses, Equestrian Camps, Hunting Clubs, Local and County Parks and Recreation Organizations, Private and Public Educational Groups, Recreational Clubs, Non-Governmental Organizations (Ducks Unlimited, Nat. Wild Turkey Fed., International Mtn Biking Assoc.)

OUTDOOR RECREATION CERTIFICATE



Certificate

Minimum 30 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: COR

Fall Semester		Credit Hrs	
ENG 121	Rhetoric & Composition I	3	
BIOL 141	Environmental Science	4	
OUTR 111 Recreation Foundations		3	
COM 146	COM 146 Business and Professional Com		
OUTR/GMGT/PE ELECTIVE**		2	
Total Hours		15	

Spring Semester	Credit Hrs		
IT 119	Basic Software Applications	3	
OUTR 112	Outdoor Program Planning	3	
OUTR 115	UTR 115 Outdoor Recreation Practicum		
SCIENCE OR HEALTH		3/4	
OUTR/GMGT/PE ELECTIVE**		2	
OUTR/GMGT/PE ELECTIVE**		3	
Total Hours		15/16	

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Introductor to Botany, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

OUTR ELECTIVES: OUTR 131-3 Leadership in Outdoor Recreation, OUTR 151-3 Ecotourism, OUTR 152-2 Environmental Ethics, OUTR 153-2 Intro to Southern Illinois Tourism, OUTR154-2 Southern Illinois Natural Resource Survey, OUTR 155-2 Environmental Interpretation, OUTR 190-5 Outdoor Recreation Internship, OUTR 199-1 Program Learning Assessment, OUTR 211-1 Physical and Mental Side of Archery, OUTR 212-1 Basic Compound Bow Mechanics, OUTR 213-1 Advanced Compound Bow Mechanics, OUTR 214-1 USCA Rules and Procedures, OUTR 215-1 USAA Rules and Procedures and OUTR 290 (1-3) Selected Topics in Outdoor Recreation.

GMGT ELECTIVES: GMGT 112-1 Introduction Shotgun & Clays Shooting, GMGT 171-1 Basic Shotgun Shooting, GMGT 172-1 Intermediate Shotgun Shooting, GMGT 173-1 Advanced Shotgun Shooting, GMGT 212-1 Advanced Shotgun & Clays Shooting, GMGT 218-2 Shooting Complex Extended Field Trip, GMGT 230-2 Shooting Preserve Extended Field Trip, GMGT 234-2 Shooting Preserve Field Studies, GMGT 290-3 Selected Topics in Game Management

PE ELECTIVES: PE 168-1 Basic Archery, PE 170-1 Intermediate Archery, PE 171-1 Advanced Archery, PE 172-2 Mind and Matter in Competition, PE 173-1 Pro-Am Competition Archery

THE OUTDOOR RECREATION PROGRAM is designed to provide students with the knowledge and skills necessary to lead, plan and administer outdoor recreation programs in a variety of potential environments. Students will be instructed in the fundamental disciplines of outdoor recreation and will be given a wide array of practical learning and work opportunities to develop experience in their specific field of interest. Opportunities will be provided to gain a greater understanding of outdoor recreation employment venues including governmental agencies, non-governmental organizations and outdoor based businesses.

FIELD EXPERIENCE: Several classes may require field activities and/or specialized equipment. When possible, SIC will make all necessary accommodations for students, however, to participate, the student may be required to furnish certain equipment.

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge outdoor recreation certificate.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 19-1031.00

Career Opportunities:

Outdoor Guide, Recreation Technician, Adventure Service Technician, Wildlife Technician, Parks Technician, Non-game Wildlife Personnel, Natural Resource Conservation Personnel, Environmental Technician, Naturalist, Natural Resource Conservation Personnel, Outdoor Program Specialist, Education Program Coordinator,

Major Employers:

Federal Government (Forestry, Fish and Wildlife, Recreation, Natural Resource Conservation Service), State Conservation Departments (IDNR), Outdoor and Adventure Camps, Guide Services, Outdoor Recreation Businesses, Equestrian Camps, Hunting Clubs, Local and County Parks and Recreation Organizations, Private and Public Educational Groups, Recreational Clubs, Non-Governmental Organizations (Ducks Unlimited, Nat. Wild Turkey Fed., International Mtn Biking Assoc.)

PERSONAL TRAINER/ FITNESS INSTRUCTOR



Certificate

Minimum 25 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CPTF

Fall Semester	r	Credit Hrs
HYG 113	First Aid & CPR	2
PE 183	Aerobic Exercise	1
FCS 124	Introduction to Nutrition	3
PTR 115	ACE Trainer Prep	4
COM 146	Business and Professional Communication	3
	Total Hours	13

Spring Semester		Credit Hrs
BUS 259	Small Business Management	3
BIOL 161	161 Intro to Anatomy & Physiology	
HYG 121 Science of Personal Health		3
PE 126 Physical Fitness Through Conditioning		1
PTR 117* Internship for Personal Trainers		1/2
Total Hours		12/13

*To complete the requirements for the Personal Trainer/Fitness Instructor Certificate, students need to complete 75 internship clock hours per credit hour for the PTR 117 course. Students have the option to register for one credit hour or two credit hours.

The Personal Trainer Certificate will prepare students to pursue a career in the fitness industry. Students will complete the program will be able to not only model and instruct clients on proper training techniques they will also be able to design specific exercise programs that are both safe and effective. In addition, successful completers will be able to provide basic dietary advice. Certificate program candidates will complete a Capstone Certification provided by industry leader the American Council on Exercise.

NOTE: Graduates would be prepared to enter the Fitness Industry as Personal Trainers and/or Fitness Instructors.

Personal Trainer Exam registration info:

- Must be at least 18 years old.
- Must hold a current, government-issued photo I.D.
- Must hold a CPR/AED certification at time of registration that will still be valid on exam date.
- (SIC's CPR 116-Heartsaver CPR w/AED will fulfill this requirement)
- Must register at least 10 days prior to exam.
- May register online at https://www.acefitness.org/certificationexams/exam-locations.aspx?ExamType=CBT

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge personal trainer fitness instructor.htm You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 39-9031.00

Career Opportunities:

Personal Trainer, Fitness Instructor

Major Employers: Fitness Centers, Gyms, City Sponsored Recreation Facilities, Educational Facilities

PERSONAL TRAINER SHORT CERTIFICATE



Certificate

Minimum 4 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CSPTF

			Credit Hrs
PTR 115	ACE Trainer Prep		4
		Total Hours	4

*As part of Southeastern Illinois College's Educational Partnership with the American Council on Exercise (A.C.E.) Students can take the A.C.E. certification exam upon completion of this course.

The Personal Trainer Certificate will prepare students to pursue a career in the fitness industry. Students will complete the program will be able to not only model and instruct clients on proper training techniques they will also be able to design specific exercise programs that are both safe and effective. In addition, successful completers will be able to provide basic dietary advice. Certificate program candidates will complete a Capstone Certification provided by industry leader the American Council on Exercise.

Personal Trainer Exam registration info:

- Must be at least 18 years old.
- Must hold a current, government-issued photo I.D.
- Must hold a CPR/AED certification at time of registration that will still be valid on exam date. (SIC's CPR 116-Heartsaver CPR w/AED will fulfill this requirement)
- Must register at least 10 days prior to exam.
- May register online at https://www.acefitness.org/certificationexams/exam-locations.aspx?ExamType=CBT

Note: This is not a PELL Grant eligible certificate.

Career Opportunities: Personal Trainer, Fitness Instructor Major Employers: Fitness Centers, Gyms, City Sponsored Recreation Facilities, Educational Facilities

PHARMACY TECHNICIAN



Certificate

7 Semester hours

Career & Technical Education • Certificate • One Semester • Major Code: CPT

One Semester		Credit Hrs
HLTH 150	Pharmacy Technician Preparation	7
	Total Hours	7

NOTE: This course is not payable by the PELL Grant (State and Federal Aid Funds) unless it is a course required for a degree. It is suggested that students in need of financial assistance for this class contact the WIA liaison located on campus in the Student Success Center in A145.

AN APPLICATION FOR GRADUATION must be completed in Enrollment Services (E103) to receive this diploma from Southeastern Illinois College and to have this certificate posted on your transcript. Also, a high school diploma or GED must be on file in the Records Office.

CERTIFICATION EXAM: Upon a successful completion of this course, the student will be eligible to apply for the ExCPT or PTCB exam. To be eligible to take the ExCPT or PTCB exam, a candidate must (1) be at least 18 years of age, (2) have a high school diploma or GED and (3) have never been convicted of a felony or had a health license/registration disciplined. Candidates are encouraged to read the Candidates Guide posted at (<u>http://www.nhanow.com/pharmacy-technician/excpt-candidates-guide.aspx</u>) for full information.

Career Opportunities: Pharmacy Technician Major Employers: Pharmacy, Hospitals,

PUBLIC SAFETY MANAGEMENT



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DFS

SEE THE BASIC FIREFIGHTING CERTIFICATE elsewhere in this Catalog. Students must complete FIRE 115, FIRE 116, and FIRE 117 or equivalents to take higher level FIRE SCIENCE Courses.

FIRST YEAR

SECOND YEAR

Fall Semester		Credit Hrs	Fall Semester		Credit Hrs
FIRE 115	Orientation to Fire Fighting	4	FIRE 117	Loss Control	4
BIOL 121	Introductory Biology	4	COM 121*	Principles of Speaking	3
HYG 113	First Aid & CPR	2	or COM 146	Business/Professional Comm.	3
ENG 121	Rhetoric & Composition I	3	ELECTIVE		3
MATH 151	Occupational Math		FINE ART		3
or MATH 144*	Heart of Mathematics	4	PSYC 131	Human Relations	3
or MATH 128	College Algebra		or PSYC 121*	Intro Psychology	5
Total Hours		17		Total Hours	16
Spring Semester		Credit Hrs	Spring Semeste	r	Credit Hrs
FIRE 116	Fire Suppression Techniques	4	FIRE 135	Hazardous Materials Ops	3
HIST 241	American History I	3	FIRE 159	Fire Service Vehicle Ops	4
ENG 122	Rhetoric & Composition II	3	FIRE 170	Technical Rescue Awareness	1
CHEM 123	Basic Inorg/Org Chemistry	4	BIOL 161	Intro to Anatomy & Physiology	4
Total Hours		14	HUMANITIES	ELECTIVE	3
L		۰۲		Total Hours	15

ELECTIVES: FIRE 133-3 Fire Instructor II, FIRE 134-3 Strategy & Tactics II, FIRE 137-3 Certified FF III – Module A, FIRE 138-3 Certified FF III – Module B, FIRE 139-3 Certified FF III - Module C, FIRE 290 Selected Topics in Fire Science, FIRE 291-1 Fire Brigade, FIRE 191-5 Fire Brigade Level I, FIRE 192-.5 Fire Brigade Level II, FIRE 193-.5 Fire Brigade Level III, FIRE 194-.5 Fire Brigade Level IV, FIRE 195-.5 Fire Brigade Level V, FIRE 196-.5 Fire Brigade Level VI, FIRE 197-5 Beginning Mine Rescue, FIRE 198-5 Intermediate Mine Rescue, and FIRE 199-5 Advanced Mine Rescue.

SPECIAL FACILITIES: A Regional Training Center including a burn tunnel is located on campus (just southeast of the water tower) and provides training and firefighting experience for students and regional firefighters.

Through the unique Capstone Program at Southern Illinois University, the A.A.S. Degree in Public Safety Management can be applied toward a fouryear B.S. Degree in Public Safety Management. Contact the College of Applied Sciences and Art's (618 453-3734 for more information). Students can apply to SIU-C before or after they receive the A.A.S. Degree. Through this unique program, credit is given for work experience. Students need additional general education courses to total 30 hours. See a counselor for professional advisement. Students must submit an Application for Admission to SIU-C as well as an Application to the Capstone Program. Students must have a 2.25 GPA.

*Students interested in pursuing the Bachelor of Science Degree should choose the following options: COM 121, MATH 144, and PSYC 121.

Occupational information about this program is available at O*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program. O*NET - SOC Code: 33-2011.00, 33-2011.01, 33-2011.02, 33-2021.00, 33-2021.01, 33-2021.02, 33-2022.00

Career Opportunities: Professional Firefighter, Public Safety Manager **Major Employers:** Urban or Rural Fire Departments

PRACTICAL NURSING



Special Admission Program – (See admission requirements below)

Minimum 46 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CPN

STUDENTS WHO COMPLETE THIS PROGRAM SUCCESSFULLY ARE ELIGIBLE TO TAKE THE STATE BOARD EXAM TO BECOME A PRACTICAL NURSE (PN).

Entrance Requirements

Obtain and read the "Practical Nursing Admission Packet" available in the Nursing Office T-236. Attend an Advisement Meeting and submit Nursing Application packet. Take the Test of Essential Academic Skills (TEAS). Date ______ Score _____ Score _____

APPLICATION AND TEAS TEST DEADLINE is the end of March of each year for classes beginning the Fall Semester.

The full-time PN program meets Monday through Friday for 11 months.

A PART-TIME PRACTICAL NURSING PROGRAM is scheduled every odd year. SEE A SCHEDULE OF CLASSES FOR TIMES FOR THE PART-TIME NURSING CLASSES.

SUCCESSFUL COMPLETION of ALL pre-requisite courses is required prior to official acceptance into the PN program. Official Acceptance Letters are sent after July 31th.

NOTE: All coursework must be completed with a grade of "C" or better to graduate with this Practical Nursing Certificate.

Pre-Requisite Courses

Required		Credit Hrs
ENG 121	Rhetoric & Composition I	3
PSYC 121	Intro Psychology	3
BIOL 161*	Intro to Anatomy & Physiology	4
NUR 153	Medication Calculations	4
NUR 195	Medical Terminology	3
Total Hours		17

American Heart Association Healthcare Provider CPR is required prior to clinical attendance. Certification must be valid through the end of the program.

Required Nursing Courses

Required		Credit Hrs
NUR 151	Nutrition Throughout the Lifespan	2
NUR 170	Practical Nursing Basic Procedures	3
NUR 171	Practical Nursing Principles & Procedures I	3
NUR 172	Practical Nursing Principles & Procedures II	4
NUR 173	Practical Nursing Principles & Procedures III	2
NUR 176	Community and Mental Health	2
NUR 177	Pediatric Nursing	2
NUR 178	Nursing Mother & Newborn	3
NUR 190	Nursing the Adult I	4
NUR 198	Nursing the Adult II	4
NUR 199	Nursing the Adult III	4
NUR 211	Nursing the Adult IV	3
	Total Hours	36

*BIOL 261-4 Anatomy and Physiology I and BIOL 262-4 Anatomy and Physiology II are required for the Associate Degree Nursing (ADN/RN) Degree. Students who plan to continue into that program may take BIOL 261 and BIOL 262 so they will have met that requirement and they will also substitute for BIOL 161-4. Both courses (BIOL 261 & 262) must be completed if they are to substitute for BIOL 161(Prerequisite for BIOL 261: A grade of "C" or better in high school chemistry or CHEM 123 or equivalent.)

PLEASE see current Admission Criteria and Application Procedure packet for specific steps to follow for admission to the SIC PN program.

NOTE: Preference will be given to residents of Southeastern Illinois College, District #533. See the Practical Nursing Program Admission Policy and Procedure Statement in the College Catalog.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Coce: 29-2061.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge practical nursing.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Licensed Practical Nurse Major Employers: Hospitals; Skilled Care Homes; Home Health Agencies, Hospice; Clinics; Doctors' Offices; Federal and State Government Institutions. 08/16

TECHNICAL RESOURCE MANAGEMENT



A.A.S. Degree SIU-C Capstone (Coursework & Work Experience Customized Degree)

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCAT

General Education Requirements

At Least 16 Hours		Credit Hrs
ENG 121	Rhetoric & Composition I	3
ENG 122	Rhetoric & Composition II	3
PSYC 131	Human Relations	3
or PSYC 121*	Intro Psychology	5
MATH 151 or MATH (144 or higher)*		4
HEALTH, NUTRITION, or SCIENCE*		3/4
	Total Hours	16/17

Approved Core Courses

At Least 26 Hours		Credit Hrs
	Total Hours	

Work Experience

No More Than 21 Hours		Credit Hrs
	Total Hours	

General Education Courses	
Approved Core Courses	
Work Experience	
At Least 62 Hours Total	

NOTE: PSYC 121, a PHYSICAL SCIENCE (PHYS OR CHEM) and MATH 144 or higher is recommended for those interested in pursuing a Bachelor's Degree through the Capstone Program at Southern Illinois University-Carbondale.

A unique aspect of this program is the awarding of credit for non-collegiate prior industry training, learning and work experience. The student may request evaluation of military or industry-based training workshops, seminars and certificates to meet some of the requirements of his/her individual program goals. A faculty member and/or department chairperson related to the student's area will meet with the student to determine if and how specific training or work experience meets identified outcomes of the student's goals, document that determination, and make recommendations for the amount of credit to be applied to this degree. A maximum of 21 semester hours of credit may be earned through this method under the Occupational Work Experience Assessment Process. See a college counselor for the sheet titled "Occupational Work Experience Assessment".

NOTE: Students may also use the established processes for CLEP (College Level Examination Program) or proficiency testing to obtain credit toward this degree. See the current college catalog for information regarding these processes and policies.

Contact the Career and Technical Education Office at (618) 252-5400 ext. 2300 or 2301 for more information and to schedule an appointment.

Career Opportunities: Advancement in Current Career Position, Supervisor, Trainer, Manager Major Employers:

Manufacturing Firms; Wholesale and Retail Trade Firms; Banks, Financial Services, and Insurance Firms; Mining Companies; Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.

TRUCK DRIVING

Certificate

Minimum 11 Hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CTD1

One Semester		Credit Hrs
TRUK 150	Truck Driving	11

THIS IS CURRENTLY AN EIGHT-WEEK COURSE designed to provide the student with the knowledge and skills and driving experience necessary to safely and successfully operate an 18-wheel tractor with a trailer. Graduates of this Truck Driving Certificate are familiar with the processes and procedures necessary to own and operate their own truck or to be an employee of a trucking company.

DEPARTMENT OF TRANSPORTATION (DOT) PHYSICAL EXAM AND DRUG SCREENING are required. The DOT Physical Examination and Dug Screening **must be done prior to the second week of instruction**. A Class "A" CDL Learner's Permit and driver's motor vehicle report (DMVR) must be obtained by the student no later than the second week of instruction. **All students** enrolled in the TRUK 150 are subject to random drug and alcohol screenings.

THE INSTRUCTOR will provide information as to when and where the written and driving tests will be given for the CDL (Commercial Drivers License).

THIS CERTIFICATE DOES NOT require a high school diploma or GED. However, Students must be at least 18 years old to enroll in the Truck Driving program, and must also be 18 years old to take the Commercial Drivers License (CDL) Exam. Students must be 21 years old to drive a truck interstate (from state to state).

NOTE: This certificate program is NOT payable by the PELL Grant (State and Federal Aid funds). It is suggested that students in need of financial assistance for this class contact their local MAN-TRA-CON or Workforce Investment Act (WIA) office or the WIA liaison on campus located in the Student Success Center, (A-Bldg, 1st floor). Unless funding is guaranteed by a funding source (like WIA), payment is required at the time of registration. A payment plan is available. Contact SIC's Cashier at (618) 252-5400 ext. 2501.

Career Opportunities: Tractor-Trailer Truck Driver **Major Employers:** Farms, Coal Mines, Trucking Companies, and Industries that Need Drivers With a CDL.

TRUCK/HEAVY EQUIPMENT DRIVER



Certificate

Minimum 13.5 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CTDHE

While the curriculum guide shows the course offerings planned over a one-semester period, students may choose to schedule them over a longer period of time, based on individual preference or need.

		Credit Hrs
TRUK 150	Truck Driving	11
TRUK 131	Forklift Operation & Safety	.5
CPR 112	Heartsaver 1st Aid w/ CPR	.5
IT 136	Business Computer Applications	1
SAFE 133	SAFELANDUSA [™] Training	.5
	Total Hours	13.5

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 53-3032.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/files/uploads/global/your_right_to_know/ge_early_childhood_education.pdf. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Note: This is not a PELL Grant eligible certificate. However, some courses are included in other eligible certificates and degrees.

Career Opportunities:

Tractor-Trailer Driver, Long-Haul Truck Driver, Heavy Equipment Operator, Forklift Operator

Major Employers:

National and Local Trucking and Transport Companies, Agriculture, Coal Mines, Oil and Gas Industry

VETERINARY ASSISTANT



Certificate

Minimum 16 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CVET

		Credit Hrs
VET 110	Small Animal Nursing	3
VET 118	Vet Practice Management	2
VET 133	Animal Surgical Tech I	3
VET 231	Vet Tech Internship	3
VET 114	Animal Grooming	3
BUS 115	Keyboarding	1
BUS 116	Customer Service Skills	1
	Total Hours	16

Career Opportunities: Veterinary Assistant Major Employers: Veterinarians, Animal Clinics, Animal Hospitals

WELDING TECHNOLOGY



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DWT



American Welding Society

Educational Institution Member

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
MATH 151	Occupational Math	4
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131*	Arc Welding I	3
WELD 132*	Gas Welding & Cutting	3
Total Hours		17

Spring Semester		Credit Hrs
ENG 122 or COM 146	Rhetoric & Composition II Business & Professional	3
01 COW 140	Communication	J
WELD 133*	Low Hydrogen I	3
WELD 134*	Low Hydrogen II	3
WELD 135*	Advanced Gas Welding	3
WELD 139*	TIG Welding	3
Total Hours		15

Fall Semester		Credit Hrs
HYG 121	Science of Personal Health	3
WELD 137*	Pipe Welding	3
WELD 151*	MIG Welding	3
ELECTIVE**		3
ELECTIVE**		3
	Total Hours	15

SECOND YEAR

Spring Semester		Credit Hrs
PSYC 131 or PSYC 121	Human Relations Intro Psychology	3
WELD 138	Industrial Welding	6
WELD 192	Extended Welding Certificate	3
GENERAL ELECTIVE		3
Total Hours		15

*These courses are taught in eight week units.

**SUGGESTED ELECTIVES (choose two): DRA 130-3 Intro to Auto CAD, DSL 130-3 Basic Mechanical Skills, DSL 157-3 Basic Internal Combustion Engines, DSL 158-3 Hydraulics I, WELD 111-3 Basic Welding, GRAP 121-3 Engineering Graphics I.

SUGGESTED GENERAL ELECTIVES (choose one): PHYS 121-4 Physics, BUS 111-3 Intro to Business, BUS 191-3 Financial Accounting, BUS 297-3 Business Law I. If no prior computer experience, IT 119-3 Basic Software Applications is recommended.

SPECIAL FACILITIES: The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

SPECIAL REQUIREMENTS: Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

THIS WELDING TECHNOLOGY PROGRAM is recognized by the American Welders Society. Southeastern Illinois College is an education institutional member of the American Welders Society. Students who complete this coursework are eligible to take the industry standard certification exams for AWS certification.

Also, students may credit the A.A.S. Degree in Welding Technology toward the Bachelor of Science Degree in Workforce Education & Development through the unique Capstone Program at Southern Illinois University at Carbondale, Illinois. See the Workforce Education & Development Curriculum Guide for courses students can take at Southeastern in addition to the A.A.S. Degree for SIUC. See a Counselor for professional guidance.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 51-4121.00, 51-4121.07, 51-4122.00

Career Opportunities:

Welding Technician, Welding Specialist, Welding Supervisor, Welding Instructor, Inspector.

Major Employers:

Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Machine Shops, Mining Companies, Colleges & Universities, Vocational & Technical Schools, Training Institutes.

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WELDING TECHNOLOGY



Certificate

25 Semester Hours

Career & Technical Education • 1-Year Certificate • Minimum 2.0 OGPA • Major Code: CWT



American Welding Society

Educational Institution Member

Fall Semester		Credit Hrs
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131	Arc Welding I	3
WELD 132	Gas Welding & Cutting	3
WELD 133	Low Hydrogen I	3
Total Hours		13

Spring Semester		Credit Hrs
WELD 134	Low Hydrogen II	3
WELD 137	Pipe Welding	3
WELD 139	TIG Welding	3
WELD 151	MIG Welding	3
Total Hours		12

These courses are all taught in eight- week units.

SPECIAL FACILITIES: The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

SPECIAL REQUIREMENTS: Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 51-4121.00 51-4121.06 51-4121.07 51-4122.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_welding_technology.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Welder **Major Employers:** Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Mining Companies, Machine Shops.

WELDING TECHNOLOGY – LEVEL 2



Certificate

34 Semester hours

Career & Technical Education • 1-Year Certificate • Minimum 2.0 OGPA • Major Code: CWT2

Fall Semester		Credit Hrs
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131 Arc Welding I		3
WELD 132 Gas Welding & Cutting		3
WELD 133 Low Hydrogen I		3
Total Hours		13

Spring Semester		Credit Hrs
WELD 134	Low Hydrogen II	3
WELD 137	Pipe Welding	3
WELD 139	TIG Welding	3
WELD 151	MIG Welding	3
	Total Hours	

Spring Semester		Credit Hrs
WELD 138	Industrial Welding	6
WELD 192** Extended Welding Certification		3
	Total Hours	9

These courses are all taught in eight- week units except WELD 138. **This course includes preparation for the **AWS Certification Exams.**

SPECIAL FACILITIES: The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

SPECIAL REQUIREMENTS: Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code:

O*NET – SOC Coc 51-4121.00 51-4121.06 51-4121.07 51-4122.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge welding technology level2.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities: Welding Technician

Major Employers:

Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Mining Companies, Machine Shops

WORD PROCESSING



Minimum 29 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CWP

First Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Introduction to Business	3
BUS 115	Keyboarding	1
BUS 171	Records Management	2
BUS 236	Spreadsheet Applications	3
IT 119	Basic Software Applications	3
Total Hours		15

Second Semester		Credit Hrs
BUS 132	Word Processing	3
BUS 133	Business Communications	3
BUS 256	Business Career Development	2
IT 135	Advanced Software Applications	3
BUS 271	Bus. Organization & Management	3
Total Hours		14

SPECIAL FACILITIES: The Business Lab is located in the Learning Center, A-Building 2nd floor. The well-equipped lab is updated and maintained for quality instruction and training.

NOTE: Because of the constant change in technology, this curriculum is updated frequently. Students who do not complete the required curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study to keep up with these technological changes.

Occupational information about this program is available at O*NET online <u>www.onetonline.org</u>. Once at that website enter the SOC Code that is listed for this program.

O*NET - SOC Code: 43-3061.00 43-5011.00 43-5011.01 43-9022.00 43-9041.00 43-9041.01 43-9041.02 43-9061.00

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/custom/gainful-employment/ge_word_processing.htm. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

Career Opportunities:

Typist, Clerk Typist, Word Processor, Data Entry Operator

Major Employers: Manufacturing Companies, Retail Businesses, Education Offices, Government Agencies, Health Facilities, and Real Estate & Legal Offices

COURSE DESCRIPTIONS



ADN 270 MED-SURG NURSING I

Emphasis will be placed upon the program framework of Life Span Development, Basic Human Needs as defined by Maslo , and the Wellness-Illness Continuum. Physical assessment, assessment techniques, and utilization of the Nursing Process will assist the student to assess "need" interferences and plan nursing interventions for client care. Critical thinking and selected RN clinical skills will be taught. (4 credit, 3 lecture, 3 lab)

ADN 271 MED-SURG NURSING II

Emphasis will be placed upon the program framework of Life Span Development, Basic Human Needs as defined by Maslo , and the Wellness-Illness Continuum. Physical assessment, assessment techniques, and utilization of the Nursing Process will assist the student to assess "need" interferences and plan nursing interventions for client care. Critical thinking and selected RN clinical skills will be taught. (4 credit, 3 lecture, 3 lab)

ADN 273 OBSTETRICAL NURSING

The focus population for this nursing course will be maternity clients, children and the family unit. The Five Step Nursing Process will be applied for care for clients at various stages along the life span and with various basic need interferences. Factors that influence a maternity client's or child's position along the Wellness-Illness Continuum will be explored. Concepts of critical thinking, client teaching, health promotion, and caring will be covered in relation to the maternity client and children. Prerequisite: Per ADN Handbook. (2.5 credit, 2 lecture, 1.5 lab)

ADN 274 PEDIATRIC NURSING

The focus population for this nursing course will be children and the family unit. The Five Step Nursing Process will be applied to care for clients at various stages along the life span and with various basic need interferences. Factors that influence a maternity client's or child's position along the wellness-illness continuum will be explored. Concepts of critical thinking, client teaching, health promotion, and caring will be covered in relation to the Maternity client and children. Prerequisite: Per ADN Handbook (2.5 credit, 2 lecture, 1.5 lab)

ADN 275 PSYCHIATRIC NURSING

The focus of this course is the mental health-mental illness continuum. Major topics include: use of the nursing process to assess the psychological needs of the client; establishing interpersonal relationships through therapeutic communication; use of nursing skills to do client teaching; and application of Psychiatric Nursing principles. Other topics integrated throughout the course will be: critical thinking; basic needs; life span development; cultural aspects of care; and roles of the registered nurse and caring. Learning opportunties include both theory content and selected lab/clincial experiences. Prerequisite: Per ADN Handbook. (3 credit, 2.5 lecture, 1.5 lab)

ADN 276 MED-SURG NURSING III

This course addresses the nursing care of individuals throughout the life cycle with problems related to the cardiac, vascular, respiratory, hematological, neurological, orthopedic and dermatologic systems. The student is given the opportunity to identify basic needs and utilize the nursing process, nursing skills and theoretical knowledge

in health settings. Accountability and high standards of nursing practice as set forth by the Illinois Nursing and Advanced Practice Nursing Act are required of all students. Learning opportunities include lecture and clinical experiences. Prerequisite: Per ADN Handbook. (5 credit, 4 lecture, 3 lab)

ADN 277 MED-SURG NURSING IV

This course addresses the nursing care of individuals throughout the life cycle with problems related to the neurological, orthopedic, and dermatological systems. The student is given the opportunity to identify basic needs and utilize the nursing process, nursing skills and theoretical knowledge in health settings. Accountability and high standards of nursing practice as set forth by the Illinois Nursing and Advanced Practice Nursing Act are required of all students. Learning opportunities include lecture and clinical experiences. Prerequisite: Per ADN Handbook (5 credit, 4 lecture, 3 lab)

ADN 278 COMMUNITY & LEADERSHIP NURSING

This course focuses upon the current issues and trends in the practice of nursing and delivery of health care in a variety of settings including community health nursing. Emphasis is upon the transition of a student nurse to a graduate student nurse. A variety of subjects are explored including leadership, delegation and legal, ethical and moral issues as related to nursing and health care. This course delves into the application of the Illinois Nursing and Advanced Practice Nursing Act. The student is given the opportunity to identify basic needs and utilize the nursing process, nursing skills and theoretical knowledge in acute and community health settings. Prerequisite: Per ADN Handbook. (4 credit, 3 lecture, 3 lab)

ADN 290

SELECTED TOPICS IN NURSING

An in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Prerequisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

ADN 291 SELECTED TOPICS IN NURSING I

An advanced study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

ADN 292 SELECTED TOPICS IN NURSING II

A continuation of in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

ADN 293

SELECTED TOPICS IN NURSING III

A continuation of advanced studies of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[AG] AGRICULTURE TRANSFER

AG 121 INTRODUCTORY ANIMAL SCIENCE

"The application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy physiology, and nutrition and growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. (IAI AG 902) (4 credit, 3 lecture, 2 lab)"

AG 221 INTRODUCTORY CROP SCIENCE

The basic principles of plant growth, including human and environmental influences and theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed and fiber; origin, classification, and geographical distribution of field crops environmental factors and agronomic problems; crop plant breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing and marketing practices. (IAI AG 903) (4 credit, 3 lecture, 2 lab)

AG 222 INTRODUCTION TO SOIL SCIENCE

An introduction to the chemical, physical and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use. (IAI AG 904) (4 credit, 3 lecture, 2 lab)

[ART] ART

ART 121 ART APPRECIATION

A survey of the visual arts (painting, drawing, printmaking, sculpture, and architecture) as they transmit cultural traditions and humanistic and aesthetic values. Examines historical, social, and technological factors that contribute to understanding the function and meaning of works of art. (IAI F2 900) (3 credit, 3 lecture, 0 lab)

ART 141 DRAWING

A foundation for all areas of art. Instruction includes basic drawing techniques, media use and concepts. The course is designed to provide a survey of the extent and nature of drawing and to broaden the student's appreciation and skills in drawing. (3 credit, 0 lecture, 6 lab)

ART 142 SCULPTURE

An introductory course that will examine concepts in threedimensional form. Major process areas of sculpture are explored through a variety of media. Both traditional and contemporary images in sculpture are examined through various methods of presenting sculptural ideas. (3 credit, 0 lecture, 6 lab)

ART 143 PAINTING

An introduction to the expressive potential of painting media with emphasis in oils or acrylics. Concentrated work will be in composition, color and basic painting craftsmanship. (3 credit, 0 lecture, 6 lab)

ART 144 PRINTMAKING

An introduction to printmaking techniques such as block, callagraphy, serigraphy, lithography, and monotype. Technical principles, composition, and design development will be emphasized. (3 credit, 0 lecture, 6 lab)

ART 161 BASIC ART DESIGN

"A comprehensive study of the visual elements and principles involved in organizing two-dimensional pictorial space. Studio work will enable the student to create solutions to visual design problems in several areas of the design field. A variety of materials will be used to facilitate this study. (3 credit, 0 lecture, 6 lab)"

ART 162 ADVANCED ART DESIGN

An examination of the visual elements and design principles as they apply to three-dimensional art. Discussion and studio assignments relating to various materials and purposes for design are the primary content of the course. Prerequisite: ART 161. (3 credit, 0 lecture, 6 lab)

ART 163 INTRODUCTION TO MURAL PAINTING

An intensive course that explores the process and applied artistry of mural painting. Aside from design and painting skills, the course explores site selection, media choice, public relations, and cultural influence. Prerequisites: ART 143 Painting, ART 161 Basic Art Design, or instructor approval. (3 credit, 2 lecture, 2 lab)

ART 181 BASIC PHOTOGRAPHY

Designed to provide basic skills in technical processes of photography for students and to help them use photography as a medium of expression. (3 credit, 3 lecture, 0 lab)

ART 182 ADVANCED PHOTOGRAPHY

Second course in a sequence on the art and technique of photography, with an emphasis on photography as an art form. Darkroom, classroom, and extensive fieldwork will be included to increase the student's visual literacy and personalized style. Prerequisite: ART 181. (3 credit, 3 lecture, 0 lab)

ART 221 BEGINNING CERAMICS/POTTERY

Involves hand building and potter's wheel techniques with a variety of clay types. Decorating, glazing, and firing methods are also an integral part of the course. (3 credit, 0 lecture, 6 lab)

ART 222 PREHISTORY TO MEDIEVAL ART

The historical development of visual arts from prehistory to the Gothic period. This course focuses on major artistic styles, movements, works of art, and monuments. Works are examined as expressions of the ideas, beliefs, and practices of artists, cultures, and societies. (IAI F2 901) (3 credit, 3 lecture, 0 lab)

ART 223

RENAISSANCE TO CONTEMPORARY ART

The historical development of the visual arts from the Renaissance to the Contemporary period. This course focuses on major artistic styles, movements, works of art, and monuments. Works are examined as expressions of the ideas, beliefs, and practices of artists, cultures, and societies. Prerequisite: ART 222. (IAI F2 902) (3 credit, 3 lecture, 0 lab)

ART 241 ADVANCED DRAWING

Involves concentrated work in the reinforcement of basic drawing skills with emphasis on perceptual and expressive development. Major areas of concentration include a more subjective approach to individual expression, color and composition, and thematic development. Prerequisite: ART 141. (3 credit, 0 lecture, 6 lab)

ART 243 ADVANCED PAINTING

This course involves concentrated work in the reinforcement of painting skills with emphasis on perceptual and expressive development. Prerequisite: ART 143. (3 credit, 0 lecture, 6 lab)

ART 260 ART PORTFOLIO

A course for all Associate of Fine Arts majors, which includes the completion of a slide portfolio of student's best work. Faculty reviews each student's final portfolio and students complete a thesis explaining in detail the technical and aesthetic problems involved in his or her work. (1 credit, 0 lecture, 2 lab)

ART 261 LIFE DRAWING

This course is an introduction to drawing the human figure using a variety of media. Drawings are derived from direct observation emphasizing descriptive drawing techniques of the human figure. Drawing activities should include full figure, features, and anatomical differentiation encompassing individual physiognomy. Prerequisites: 141 Drawing and ART 241 Advanced Drawing or portfolio review (3 credit, 0 lecture, 6 lab)

ART 280 SPECIAL TOPICS IN ART

This studio course offers advanced study, or exploration of a special topic(s) in the visual arts. Areas of focus may vary with individual students or at the discretion of the instructor. Topics may include drawing, painting, printmaking, ceramics, sculpture, photography, and fibers. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Prerequisite: ART 141, ART 161, or Instructor consent. (3 credit, 0 lecture, 6 lab)

ART 281 SPECIAL TOPICS IN ART II

This studio course offers advanced study, or exploration of a special topic(s) in the visual arts. Areas of focus may vary with individual students or at the discretion of the instructor. Topics may include drawing, painting, printmaking, ceramics, sculpture, photography, and fibers. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 0 lecture, 6 lab)

ARTV 112 ELEMENTS OF DRAWING AND ILLUSTRATION

Designed to instruct students on the basic techniques of drawing and illustration. (3 credit, 1.5 lecture, 3 lab)

ARTV 114 DRAWING AND ILLUSTRATION II

Designed to instruct students on the techniques of drawing and illustration. This is a continuation of ARTV 112 Elements of Drawing and Illustration. This course may be offered as variable credit and repeatable three times. (3 credit, 1.5 lecture, 3 lab)

ARTV 116 DRAWING AND ILLUSTRATION III

Designed to instruct students on the basic techniques of drawing and illustration and introduce students to acrylic painting and watercolor. This is continuation of ARTV 112 Elements of Drawing and Illustration and ARTV 114 Drawing and Illustration II. This course may be offered as variable credit and repeatable three times. (3 credit, 1.5 lecture, 3 lab)

[AS] AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC)

AS 120

INTRODUCTION TO THE AIR FORCE TODAY

Survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Prerequisite: Acceptance into the United States Air Force Reserve Officer Training Corps. (1 credit, 1 lecture, 0 lab)

AS 121 LEADERSHIP LABORATORY

Leadership laboratory is a laboratory course for Air Force Reserve Officer Training Corps cadets. The leadership laboratory course complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps. (1 credit, 0 lecture, 2 lab)

AS 122

AIR FORCE LEADERSHIP AND MANAGEMENT

Continuation of AS 120 Introduction to the Air Force Today. Designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 120, AS 121, or Instructor consent. (1 credit, 1 lecture, 0 lab)

AS 123 LEADERSHIP LABORATORY II

Continuation of AS 121 Leadership Laboratory. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 120, AS 121, or Instructor consent. (1 credit, 0 lecture, 2 lab)



AS 220 EVOLUTION OF USAF AIR/SPACE POWER

Designed to examine general aspects of air and space power through historical perspective. Covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies) and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. Provides the student with a knowledge level understanding for the general element and employment of air and space power, from an institutional doctrinal and historical perspective. Students will be inculcated into the Air Force Core Values, with the use of operational examples and will conduct several writing and briefing style to meet Air Force communication skills requirements. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 122, AS 123, or Instructor consent. (1 credit, 1 lecture, 0 lab)

AS 221 LEADERSHIP LABORATORY III

Continuation of AS 123 Leadership Laboratory II. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 122, AS 123, or Instructor consent. (1 credit, 0 lecture, 2 lab)

AS 222 EVOLUTION OF USAF AIR/SPACE POWER I

Continuation of AS 220 Evolution of USAF Air/Space Power. Designed to examine general aspects of air and space power through historical perspective. Covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies) and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. Provides the student with a knowledge level understanding for the general element and employment of air and space power, from an institutional doctrinal and historical perspective. Students will be inculcated into the Air Force Core Values, with the use of operational examples and will conduct several writing and briefing style to meet Air Force communication skills requirements. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 220, AS 221, or Instructor consent (1 credit, 1 lecture, 0 lab)

AS 223 LEADERSHIP LABORATORY IV

Continuation of AS 221 Leadership Laboratory III. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Prerequisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 220, AS 221, or Instructor consent. (1 credit, 0 lecure, 2 lab)

[AUTO] AUTO TECHNOLOGY

AUTO 133

AUTOMOTIVE SUSPENSION/STEERING

Instruction in skills needed to diagnose, service, and repair modern automotive suspension/steering systems. Suspension/steering designs, geometry, diagnosis, service, repair and four-wheel alignment procedures covered. Live vehicles and laboratory units. (3.5 credit, 2 lecture, 3 lab)

AUTO 134 AUTOMOTIVE BRAKES

Instruction in the skills needed to diagnose, service, and repair modern automotive brake systems. Brake system fundamentals; designs; laws of hydraulics and their applications; diagnosis; and service procedures, including brake machining processes. Live vehicle and laboratory units. (3.5 credit, 2 lecture, 3 lab)

AUTO 136 AUTOMOTIVE ELECTRICAL/ELECTRONICS

Fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's automobile. Special emphasis placed on meter usage and diagnostic procedures including actual diagnosis and testing of the battery, charging, starting and ignition systems. Hands-on experience on both laboratory components and complete vehicles is included. (3 credit, 2 lecture, 2 lab)

AUTO 137 MANUAL & AUTOMATIC TRANSMISSIONS

The study of various types of manual and automatic transmissions for the understanding of disassembly, assembly, function, construction, operation service and troubleshooting procedures. (3 credit, 2 lecture, 2 lab)

AUTO 191

INTRODUCTION TO AUTO TECHNOLOGY

Provides the student with the opportunity to orientate, prepare, and perform routine service operations and job skills in auto technology. Personal and environmental safety practices, fasteners, gaskets, and sealants; thread and electrical connector repair; measuring instruments and common hand tools; and personal care of automobiles. Auto service and maintenance operations including lifting and vehicle support procedures. (3.5 credit, 2 lecture, 3 lab)

AUTO 193 AUTOMOTIVE ENGINE FUNDAMENTALS

A study of modern automotive engine designs, construction, operating principles, and related subsystems. Skills in engine disassembly using approved procedures, inspection for wear and damage, identification of design features, and reassembly of the engine to operating condition. Basic theory and diagnosis of the fuel, lubrication, and cooling systems included. PRE-REQUISITES: AUTO 191 (3.5 credit, 2 lecture, 3 lab)



AUTO 211 AUTOMOTIVE ENGINE REPAIR

Provides the opportunity to develop skills and service techniques essential to performing quality engine repair and overhaul. Factors which determine engine component wear and the appropriate service techniques which will return the engine to satisfactory operating condition covered. This course is offered as a variable credit and may be repeated three times. Prerequisite: AUTO 191 and AUTO 193. (5 credit, 3 lecture, 4 lab)

AUTO 232 ENGINE OVERHAUL

All phases of overhauls of automotive engines. Prerequisite: DSL 157. (3 credit, 1 lecture, 4 lab)

[BIO] BIOLOGY

BIOL 121 INTRODUCTORY BIOLOGY

A course emphasizing scientific inquiry through selected concepts of biology including: chemical and cellular organization, function, genetics, evolution, and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. Laboratory required. (IAI L1 900L) (4 credit, 3 lecture, 2 lab)

BIOL 141 ENVIRONMENTAL SCIENCE

A course that examines ecological principles in relation to environmental problems. Emphasizes basic ecological principles, current environmental issues and possible solutions. Laboratory required. (IAI L1 905L) (4 credit, 3 lecture, 2 lab)

BIOL 161

INTRO TO HUMAN ANATOMY & PHYSIOLOGY

An introduction to anatomy and physiology. Topics include: organization, cells, metabolism, tissues and systems. Laboratory required with dissection a component. (4 credit, 3 lecture, 2 lab)

BIOL 221 GENERAL BIOLOGY I

Cellular and Molecular Biology. An introduction to biochemistry, molecular genetics, cell structure, function, and processes. Laboratory required. Prerequisite: High school biology; previous or concurrent enrollment in CHEM 121. (IAI L1 900L, IAI Major BIO 910) (4 credit, 3 lecture, 2 lab)

BIOL 222 GENERAL BIOLOGY II

Organismal Biology, Ecology, and Evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals and plants; structure and function of representative organ systems in animals and plants. Topics will also include evolutionary relationships and ecological principles. Laboratory required. (IAI Major BIO 910) (4 credit, 3 lecture, 2 lab)

BIOL 242 MICROBIOLOGY

Basic concepts of microbiology. Topics include: cell structures, growth requirements, diversity and classification of microbes, bacterial genetics, pathology, immunology. Laboratory required. Prerequisite: 'C' in high school chemistry or CHEM 123 or CHEM 121. (4 credit, 3 lecture, 2 lab)

BIOL 261 HUMAN ANATOMY AND PHYSIOLOGY I

A comprehensive study of the human anatomy and physiology of the integumentery, skeletal, muscular, nervous and sensory systems. Foundation topics discussed as a preface include: organization of the body, biological chemistry, cells, metabolism and tissues. Laboratory required with dissection a component. Prerequisite: 'C' in high school chemistry or CHEM 123 or CHEM 121. (4 credit, 3 lecture, 2 lab)

BIOL 262 HUMAN ANATOMY AND PHYSIOLOGY II

A comprehensive study of the human anatomy and physiology of the endocrine, cardiovascular, lymphatic, digestive, respiratory, renal, and reproductive systems. Additional topics included: nutrition, electrolytes, acid-base balance, embryology, growth and genetics. Laboratory required with dissection a component. Prerequisite: BIOL 261.(4 credit, 3 lecture, 2 lab)

[BOT] BOTANY

BOT 121 INTRODUCTION TO BOTANY

Emphasizes scientific inquiry through selected concepts in biology of plants. Topics include: organization, function, heredity, evolution, diversity, reproduction, ecology and economic importance. Laboratory required. (IAI L1 901L) (4 credit, 3 lecture, 2 lab)

[BTC] BIOTECHNOLOGY

BTC 121 SCIENTIFIC LITERATURE FOR BIOTECH

An online-based course designed to assist in the development of scientific writing skills with an emphasis in the life-sciences. Successful completion of the course will provide the student with the skills necessary for effective literary research and composition associated with scientific manuscripts. It is recommended for other Associate of Science majors that intend on pursuing a career in academia, medical sciences, or associated fields. Student performance is assessed primarily through the completion of weekly assignments and the generation of a complete scientific manuscript. (3 credit, 3 lecture, 0 lab)

BTC 221 INTRODUCTION TO BIOTECHNOLOGY

An introduction to the history, techniques and applications of biotechnology. Topics include cell structure and microscopy; cellular chemistry and physiology; DNA, RNA and protein isolation and purification; blot techniques; PCR; medical and botanical biotech; the biotechnology industry. Laboratory required. (4 credit, 3 lecture, 2 lab)

BTC 241

IMMUNOLOGY FOR BIOTECHNOLOGY

Provides students with a comprehensive introduction to immunology, immunological applications and research, and the relationship between immunology and biotechnology. Topics include: Innate Immunity; B-cell and T-cell Responses; Hypersensitivities; Immunity in Health and Disease. (3 credit, 3 lecture, 0 lab)

BTC 242 CELL & MOLECULAR BIOLOGY

A comprehensive introduction to cell biology and molecular techniques. Topics include: Protein Structure and Function; Genetics and Molecular Biology; Genomics; Biomembranes; Cell Communication; Cell Culturing and Visualization; Cell Growth and Development. (3 credit, 3 lecture, 0 lab)

[BUS] BUSINESS

BUS 111 INTRODUCTION TO BUSINESS

A survey of business principles including economics, management, business operations, marketing, finance, accounting, data processing and international business. Provides a basic foundation for the business student; also recommended for non-business majors. (3 credit, 3 lecture, 0 lab)

BUS 115 KEYBOARDING I

Designed to give the student skill at operating a typewriter or computer keyboard by the touch method. (1 credit, 1 lecture, 0 lab)

BUS 116 CUSTOMER SERVICE SKILLS

Provides knowledge and skills needed for giving quality customer service. Develops communication skills to use with employees, customers, and managers. Introduces methods of establishing contact, exploring customer needs, defining and resolving problems, and closing encounters. May be repeatable three times and offered as variable credit. (1 credit, 1 lecture, 0 lab)

BUS 118

BUSINESS SOFTWARE APPLICATIONS

A study of current software applications used in the business world. Trained in the use of microcomputer processing packages on the basis of demand within local markets. Repeatable three times. (3 credit, 3 lecture, 0 lab)

BUS 131

BEGINNING WORD PROCESSING

Presentation of the touch method of keyboarding with emphasis on correct technique, speed and accuracy. Production of business letters, tables and manuscripts. Basic word processing software functions on the computer. Students who have had one year of high school word processing should consult a counselor before enrolling. (3 credit, 3 lecture, 0 lab)

BUS 132 WORD PROCESSING

Provides students with word processing software skills. Production of business letters, memos, tables, and reports. Emphasis on producing office documents and production skills. Prerequisites: BUS 15 and IT 119 or equivalent. (3 credit, 3 lecture, 0 lab)



BUS 133 BUSINESS COMMUNICATIONS

Principles and practices in written and oral business communications. Development of the ability to use words and correct grammatical construction in oral and written business expression; the principles of planning, organizing, and writing effective communications; the refinement of listening skills; the development of human relation skills; and employment correspondence and employment practices. Prerequisite: ENG 121 and BUS 115 or equivalent. (3 credit, 3 lecture, 0 lab)

BUS 134 PERSONAL FINANCE

Designed to empower students with the knowledge and skills necessary to develop a solid understanding of personal financial matters. Students will be equipped to develop successful habits and make practical life choices necessary for success in business and personal life. (3 credit, 3 lecture, 0 lab)

BUS 135 PAYROLL ACCOUNTING

Emphasizes the methods of computing wages and salaries, payroll records, and the preparation of government reports. (1 credit, 1 lecture, 0 lab)

BUS 171 RECORDS MANAGEMENT

Emphasizes the need for a records department with sufficient authority and control to make the functions of filing and record keeping distinct in the organization structure. (2 credit, 2 lecture, 0 lab)

BUS 190 INTRODUCTORY ACCOUNTING

An introduction to basic bookkeeping and accounting principles. Procedural details of accounting for the accumulation of information and generation of financial reports will be covered. * ill not count as graduation credit for Business Management/Accounting students. (2 credit, 2 lecture, 0 lab)

BUS 191 FINANCIAL ACCOUNTING

Presentation of accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the common transactions entered into by service and merchandising businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions on the financial condition and operating results of a business. How to prepare, analyze and interpret historical financial statements, as well, and the limitations of using these in making forward-looking business decisions is included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, and the stockholder's equity section of corporate balance sheets. (IAI Major BUS 903) (3 credit, 3 lecture, 0 lab)

BUS 192 MANAGERIAL ACCOUNTING

Presents accounting as a system of producing information for use in internally managing a business. This course emphasizes the identification, accumulation, and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions are also included. The course also includes the preparation and analysis of financial statements. PRE-REQUISITE: BUS 191 (IAI Major BUS 904) (3 credit, 3 lecture, 0 lab)

BUS 193 COMPUTERIZED ACCOUNTING

Provides students with experience using a computerized accounting system. Accounting activities using integrated accounting software: general ledger, accounts receivable, accounts payable, financial statement analysis and spreadsheet applications for accounting. Prerequisites: BUS 191 and IT 119. (3 credit, 3 lecture, 0 lab)

BUS 234 OFFICE SYSTEMS MANAGEMENT

The principles of automated office systems as applied to offic systems management. Emphasis is on the role of the automated office in the business organization. Automation/technology, office system planning, physical facilities, equipment, and human resources will be discussed. Prerequisites: BUS 111 and ENG 121. (3 credit, 3 lecture, 0 lab)

BUS 235

HUMAN RESOURCES MANAGEMENT

An introductory course in the basic principles of organization for effective personnel management. Selecting and training employees, planning and assigning work, human relations involving motivation, maintaining morale, and special problems are studied. Coordinated with courses involving field operations to provide exercise in which students direct the efforts of their fellow students. (3 credit, 3 lecture 0 lab)

BUS 236 SPREADSHEET APPLICATIONS

Designed to give the student a working knowledge of basic business math calculations using spreadsheet software. (3 credit, 3 lecture, 0 lab)

BUS 256 BUSINESS CAREER DEVELOPMENT

Designed to enhance the student's business career development skills. Personal skills, health and hygiene, image development, interpersonal communication skills, job search strategies, ethics, and advancement in business careers. Prerequisite: ENG 121. (2 credit, 2 lecture, 0 lab)

BUS 258 ELECTRONIC COMMUNICATIONS

An introduction to the electronic communications field. Covers a wide range of telecommunication technologies including data, voice, message/text, image/video, and Internet communications. Prerequisite: IT 119. (3 credit, 3 lecture, 0 lab)

BUS 259 SMALL BUSINESS MANAGEMENT

Designed as an overview of small business operation as a career. Personal requirements of entrepreneurship, benefits, and liabilities of self-employment, the pre-operational considerations of product or service need, financial requirements, o ganizational systems, and the legal and governmental controls affecting small business operation. (3 credit, 3 lecture, 0 lab)

BUS 271 BUS ORGANIZATION & MANG

Provides a study of business organization, management theory and practice. Major emphasis placed on the study of the four functions of management: planning, organizing, leading, and controlling. Keyboarding skills required. Prerequisites: BUS 111 and ENG 121 (3 credit, 3 lecture, 0 lab)

BUS 273 BUSINESS INTERNSHIP

Provides a practical work experience in which the student works in a business setting. Student is assigned to an approved business training station for a minimum of 5 hours per week of supervised business experience in an area relating to his/her declared vocational objective. Requires a minimum of 75 internship clock hours per hour of college credit. Sophomore business major and instructor approval. (5 credit, 0 lecture, 25 lab)

BUS 274 BUSINESS FINANCE

A study of the monetary and credit system of the U.S. and how it operates to meet the demands of business for long-term and shortterm credit. Budgeting and financial planning, the factors a fecting the supply of money, and monetary and credit policies. Prerequisite: BUS 191 Financial Accounting (3 credit, 3 lecture, 0 lab)

BUS 276 MARKETING

A general survey of the field of marketing including marketing functions, channels of distribution, marketing institution, agencies and principles and policies of merchandising. (3 credit, 3 lecture, 0 lab)

BUS 278 SALES

A course in general salesmanship involving the principles of successful selling of goods and services. Buying motives, sales psychology, customer approach, and sales techniques. (3 credit, 3 lecture, 0 lab)

BUS 290 SELECTED TOPICS IN BUSINESS

An in-depth study of selected problems or topics in business. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

BUS 293 BUSINESS SIMULATION

Software simulation to allow students to learn by doing. Includes decision making, planning, and implementing decisions in a simulated business environment. Finance, marketing, and production decisions included. Prerequisite: BUS 259 or Instructor consent. (2 credit, 2 lecture, 0 lab)

BUS 297 BUSINESS LAW I

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. (3 credit, 3 lecture, 0 lab)

BUS 298

LEGAL & SOCIAL ENVIRONMENT OF BUS.

A study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law, and employment law. Prerequisite: BUS 297. (3 credit, 3 lecture, 0 lab)

[CHEM] CHEMISTRY

CHEM 121 GEN CHEMISTRY

Topics include: periodic table of elements, bonding, atomic structure, stoichiometry, thermochemistry, gases, solutions chemistry, condensed phases, phase transitions, fundamental particles and waves, modern materials. Laboratory required. Prerequisite: one year of high school chemistry (IAI P1 902L, IAI Major CHM 911) (5 credit, 4 lecture, 3 lab)

CHEM 122

GEN CHEMISTRY & QUALITATIVE ANALY

Topics include: colligative properties, kinetics, equilibrium, acidbase chemistry, electrochemistry, redox reactions, thermodynamics, coordination compounds, nuclear chemistry, spectroscopy, environmental chemistry. Laboratory required. Prerequisite: CHEM 121. (IAI Major CHM 912) (5 credit, 4 lecture, 3 lab)

CHEM 123

BASIC INORG/ORGAN. CHEMISTRY

Topics include: the general principles and theories of chemistry, including fundamentals of inorganic chemistry, atomic structure, states of matter, periodicity, bonding, stoichiometry, solution chemistry, acid-base concepts, and hydrocarbon chemistry. Laboratory required. Prerequisite: MATH 109. (IAI P1 902L) (4 credit, 3 lecture, 2 lab)

CHEM 124 BASIC/ORG./BIOLOGICAL CHEMISTRY

Topics include: fundamental principles of organic chemistry and biochemistry, including study of structure, bonding, nomenclature, physical and chemical properties of organic and biologically significant compounds; also study of metabolic and biosynthetic pathways. Laboratory required. Prerequisite: CHEM 121 or 123. (4 credit, 3 lecture, 2 lab)

CHEM 241 ORGANIC CHEMISTRY I

Topics include: alkanes, cycloalkanes, alkenes and alkynes, organohalogens, organometallic compounds, peroxides, alcohols, phenols, ethers, sulfur compounds, and aromatic compounds; study of organic reactions, nomenclature, bonding, and physical properties. Laboratory required. Prerequisite: CHEM 122 or CHEM 124. (5 credit, 3 lecture, 4 lab)

CHEM 242 ORGANIC CHEMISTRY II

Topics include: aldehydes, ketones, carboxylic acids and derivatives, dicarbonyl compounds, amines, heterocyclic compounds, polycyclic aromatic compounds, and biological classes of compounds, organic reactions and physical properties; spectroscopic study of organic compounds. Laboratory required. Prerequisite: CHEM 241. (5 credit, 3 lecture, 4 lab)

[CNA] CERTIFIED NURSING ASSISTANT

CNA 131 CERTIFIED NURSE ASSISTING

Teaches and trains the nursing assistant to assist in patient care and function as effective members of the nursing team, under the supervision of a Registered Professional Nurse, in hospitals, nursing homes, and home health care settings. Orient to the work environment and responsibilities needed for quality patient care and good employee morale. (7 credit, 4 lecture, 6 lab)

[COM] COMMUNICATION

COM 121 PRINCIPLES OF SPEAKING

An introductory course in traditional public speaking. COM 121 combines communication theory with the practice of oral communication skills. The oral communication course: (1) develops awareness of the communication process, (2) provides intentional, organizational, and expressive strategies, (3) promotes understanding of an adaptation to a variety of communication contexts, and (4) emphasizes critical skills in listening, reading, thinking, writing, and speaking. Students are expected to prepare and give at least three substantive speeches, including both informative and persuasive assignments. (IAI C2 900) (3 credit, 3 lecture, 0 lab)

COM 122 APPLIED FORENSICS I

Designed to improve the student's understanding of and ability in informative speech, persuasive speech, extemporaneous speech, and impromptu speech. (3 credit, 3 lecture, 0 lab)

COM 123 COMPETITIVE INTERPRETATION

Designed to strengthen the student's ability in the oral interpretation of prose, poetry and drama. (1 credit, 1 lecture, 0 lab)

COM 125 INTRODUCTION TO MASS MEDIA

Provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in American society. (IAI Major MC 911) (3 credit, 3 lecture, 0 lab)

COM 126 FORENSICS PRACTICUM

Forensics Practicum is a survey laboratory intercollegiate course for students who want practice in competitive speech and debate tournaments. Coaches work with students individually and in groups to create and design communication activities for public presentations. This course may be offered as variable credit and repeatable three times. (1 credit, 0 lecture, 3 lab)

COM 128FILM APPRECIATION

An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directorial style, cinematography, acting, and editing. (IAI F2 908) (3 credit, 3 lecture, 0 lab)

COM 144 INTERPERSONAL COMMUNICATION

Designed to increase the student's understanding of human communication in informal, daily settings. Students will demonstrate improvement in, and appreciation for, various human communicative variables such as perception, listening, resolving conflict, and non verbal communication. (IAI MC901) (3 credit, 3 lecture, 0 lab)

COM 146 BUSINESS AND PROFESSIONAL COMM.

Designed to introduce students to communcation in the 21st-century workforce context. This course is presentation-centered but also engages pertinent communcation theory. (3 credit, 3 lecture, 0 lab)

COM 147 BASIC NEWS WRITING

Introduction to news writing including, the techniques of news gathering, reporting, and interviewing; the use of library and online database research methods; and other related skills. Students write basic stories under real time constraints. (IAI MC 919) (3 credit, 3 lecture, 0 lab)

COM 148 BASIC NEWS EDITING

Introduction to the principles and techniques of electronic editing, information management, and publication design emphasizing the editing of body copy and display type for maximum clarity and impact. (IAI MC 920) (3 credit, 3 lecture, 0 lab)

COM 221 ARGUMENTATION AND DEBATE

A study of the principles of educational debate. Emphasis is concentrated in the following area: prima facie case, affirmative and negative strategies, research, evidence, the logic of argument and composition. Students will be expected to participate in various forms of educational debate and to act as judges. (IAI MC905) (3 credit, 3 lecture, 0 lab)

COM 246 PERFORMANCE STUDIES

Designed to develop the student's ability to understand the intellectual and educational content of literature. Analysis and interpretation of prose, poetry, and drama will be communicated through performance and written assignments. (IAI Major TA 916) (3 credit, 3 lecture, 0 lab)

COM 280 SELECTED TOPICS IN SPEECH

An in-depth study of selected problems or topics in speech. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[COS] COSMETOLOGY

COS 170 SALON BUSINESS COMPUTER

Designed to teach the basic concepts of computer skills related to the cosmetology field. The student will receive computer hands-on experience using the Salon Pro software program. Emphasis will be in the following areas: creating services and product records, entering and deleting client record cards, entering client formulas, making work tickets for cosmetology services performed, loading work tickets into the computer, tracking salon services, recording client history and completing end of day sales. Knowledge and mastery of these procedures will enable the student to assist in the operation of an efficient computerized cosmetology business. Prerequisite Admittance into the Cosmetology Program. (2 credit, 1 lecture, 2 lab)

COS 171 COSMETOLOGY THEORY I

Designed to introduce the basic principles of cosmetology. Provide the students with a study in professional ethics, personal and professional health, physical presentation, professional development and effective communication skills. The study of bacteriology, decontamination and infection control emphasized. Introduction of basic theoretical subject matter emphasized regarding the field of cosmetology. (2 credit, 2 lecture, 0 lab)

COS 172 COSMETOLOGY CLINIC I

Study of draping, shampooing, rinsing, conditioning, scalp hair care, hairstyling, thermal hairstyling and hair cutting /hair design. Continued practice of sanitation and disinfection methods. Students exchange cosmetology services on each other and perfect cosmetology skills on mannequin. (5 credit, 0 lecture, 15 lab)

COS 173 COSMETOLOGY THEORY II

Designed to provide the students with a basic understanding of the principles of anatomy and physiology, the composition, structure and behavior of skin and nails, and the knowledge of common skin and nail disorders and diseases. Continuation of basic theoretical subject matter emphasized regarding the field of Cosmetolog . (3 credit, 3 lecture, 0 lab)

COS 174

COSMETOLOGY CLINIC II

Continuation of practice of draping, shampooing, rinsing, conditioning, scalp hair care, hairstyling, thermal hairstyling and facial. Demonstrations of superfluous hair removal, manicuring, pedicuring, and theory of massage. Students exchange cosmetology services on each other, on mannequins and begin to provide basic services in the salon clinic laboratory. (5 credit,0 lecture, 15 lab)

COS 175 COSMETOLOGY THEORY III

Provides the student with a general understanding of the science of chemical texturizing, the art of haircoloring, chemicals and their use, and chemical safety. Color theory in relation to the International Color System and general categories of related chemical products will be emphasized. Prerequisite: COS 170, COS 171, COS 172, 173, COS 174 and Instructor consent. (2 credit, 2 lecture, 0 lab)

COS 176 COSMETOLOGY CLINIC III

Continuation of the previous courses with the additional study of permanent waving, special perming techniques, chemistry of hair coloring, color application techniques, hair lightening, chemical hair relaxing soft curl permanent, hair pressing and the artistry of artificial hair. Students will demonstrate skills learned through performance by exchanging services on each other, mannequins, and clients in the salon clinic laboratory. Prerequisite: COS 173, COS 174 and Instructor consent. (5 credit, 0 lecture, 15 lab)



COS 177 COSMETOLOGY THEORY IV

Provides the student with a general understanding of the nail and its disorders, skin disorders, principles of electricity and light therapy as applied to the beauty science, chemistry as applied to cosmetics, salon management, mathematics of cosmetology, and the law that governs the cosmetologists. Covers the properties of the skin and its disorders studied for the use of chemical and physical applications. Prerequisite: COS 175, COS 176 and Instructor consent. (2 credit, 2 lecture, 0 lab)

COS 178 COSMETOLOGY CLINIC IV

Continuation of the previous courses with the additional study of artificial nails, skin care, make-up, wigs and hair additions. Students will demonstrate skills learned through performance by exchanging services on each other, mannequins, and clients in the clinic laboratory. Prerequisite: COS 175, COS 176 and Instructor consent. (6 credit, 0 lecture, 18 lab)

COS 190 COSMETOLOGY REFRESHER

An in-depth review of the science and practice of cosmetology. The content will include methods and procedures of practical chemical application, hair treatments, hair styling, hair dressing, shop management, interpersonal relations, esthetics nail technology, sanitation and decontamination. This course requires 250 hours of instruction and hands on application. Variable credit and may be repeated three times. PREREQUISITE: Cosmetology License, Cosmetology Teacher's License, having held a Cosmetology License in good standing with the Department of Professional Regulations or have completed a 1500 hour cosmetology program or equivalent. (6 credit, 1 lecture, 15 lab)

COS 210 COSMETOLOGY TEACHER I

Prepares the licensed cosmetologist to teach in a Cosmetology Program. The course will focus on the necessary teaching skills, including teaching learning principles, lesson planning and design, assessment of student learning, testing skills, classroom management, and student motivation and classroom climate. (10 credit, 2 lecture, 24 lab)

COS 211 COSMETOLOGY TEACHER II

Designed to provide the student an opportunity to apply practical and theoretical knowledge presented in COS 210. Special emphasis is placed on effective communication techniques and business methods and management of the clinic and classroom setting. (6 credit, 0 lecture, 18 lab)

COS 212 COSMETOLOGY TEACHER III

Continuation of COS 211 Cosmetology Teacher II. Provides a review of the subjects in the basic cosmetology curriculum in Section 1175.530 including theory and practice. Presentation of material includes the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education. Application of Teaching Methods includes preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations will provide teaching objectives to be accomplished and correlate theoretical with practical application. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum. This course may be offered as variable credit and repeated three times. Prerequisite: COS 210 Cosmetology Teacher I; COS 211 Cosmetology Teacher II. (8 credit, 4 lecture, 14 lab)

COS 270 COSMETOLOGY CLINIC V

Reviews and practice of skill area s taught in the previous courses, demonstrations, and lectures taught by instructors. Each student will practice skills on each other, mannequins and clients during the clinic time. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Department of Professional Regulations, State of Illinois. Prerequisite: COS 177, COS 178 and Instructor Consent. (3 credit, 0 lecture, 9 lab)

COS 271 COSMETOLOGY INTERNSHIP

Designed to be an extended salon experience, which is a supplement, off campus, "ON THE JOB" experience for qualified students. Prerequisite: COS 177, COS 178, completion of at least 750 clock hours, at least a 2.0 GPA and Instructor consent. (2 credit, 0 lecture, 5 lab)

COS 290 SELECTED TOPICS IN COSMETOLOGY

An in-depth study of problems, special projects or topics in the cosmetology field. The exact content will vary from semester to semester depending on the subject studied. Prerequisite: Cosmetology License, Cosmetology Teacher's License, or currently enrolled in a cosmetology, esthetics, or nail technology program. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

COSN 111 NAIL TECHNOLOGY THEORY

The study of the nails and skin and their disorders, bacteriology, nail sanitation and safety measures, chemistry as applied to nail cosmetics, product knowledge, Illinois law, nail salon management, and salesmanship. (4 credit, 4 lecture, 0 lab)

COSN 112 NAIL TECHNOLOGY CLINIC

Study and demonstration of application of nail tips, nail wraps, acrylic nails, gel nails and nail art. Students exchange nail services on each other and perfect nail skills on mannequin hands and clients in a public clinic. (4 credit, 0 lecture, 12 lab)

COSN 113 NAIL TECHNOLOGY THEORY II

The study of the nails and skin and their disorders, bacteriology, nail sanitation and safety measures, chemistry as applied to nail cosmetics, product knowledge, Illinois law, nail salon management, and salesmanship. (4 credit, 4 lecture, 0 lab)

COSN 114 NAIL TECHNOLOGY CLINIC II

Study and demonstration of application of nail tips, nail wraps, acrylic nails, gel nails and nail art. Students exchange nail services on each other and perfect nail skills on mannequin hands and clients in a public clinic. (4 credit, 0 lecture, 12 lab)

COSN 290 ADVANCED NAIL TECH TRAINING

An in-depth review of the science and practice of Nail Technology. The content will include methods and procedures of practical chemical application, nail treatments, nail design, general business discussion, interpersonal relations, sanitation and decontamination. This course may be offered as variable credit and repeated three (3) times. (4 credit, 3 lecture, 2 lab)

[CPR] CARDIOPULMONARY RESUSCITATION

CPR 112 HEARTSAVER 1ST AID W/CPR

Heartsaver First Aid w/CPR is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies at the worksite or in the community. This course is designed to serve those worksites that must comply with OSHA or other Federal regulations. It is designed for lay people that work with the public, such as law enforcement officers, firefighters, fli attendants, school personnel and lifeguards. The course focuses on basic first aid and may include the following optional modules: Environmental Emergencies, Adult CPR, Adult AED, Child and Infant CPR. These are taught at the discretion of the instructor and are geared toward the needs of the specific institution requesting training. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 113 HEARTSAVER PEDIATRIC FIRST AID

Heartsaver Pediatric First Aid is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies at the worksite or in the community. This course is designed to serve those worksites that must comply with OSHA or other Federal regulations. It is designed for lay people that work with the public, such as daycare workers, teachers, foster care workers, camp counselors, youth organizations, & coaches for children's sports organizations. The course contains child/infant first aid, asthma care, adult/child CPR w/mask and adult/child AED with the following optional modules: infant cpr w/mask, eye injuries, fever, bites, & suspected abuse. These are taught at the discretion of the instructor and are geared toward the needs of the specific institution requesting training. Course is variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 114 HRTSVR CPR FAMILY AND FRIENDS

CPR for Family and Friends targets anyone who wants to learn basic rescue skills including groups such as family members of patients at risk for sudden cardiac death, boy and girl scouts, community groups, social clubs, church members as well as school children. The course teaches layperson skills in CPR and airway obstruction relief. It presents information about the American Heart Association (AHA) adult, pediatric and infant Chain of Survival and signs of heart attack, cardiac and respiratory arrest, stroke and choking. Course is variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 115 HEARTSAVER CPR

Covers adult prudent heart living, risk factors, heart attach signals and actions, and stroke information; as well as, appropriate actions to take for a victim of adult cardiac arrest or airway obstruction. Automated external defibrillation will be explained. All students will have "hands on" manikin practice. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 116 HEARTSAVER CPR W/AED

Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED), and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 131 BASIC LIFE SUPPORT PROVIDER CPR

Healthcare Provider CPR is designed to teach adult, pediatric and infant CPR skills, including ventilation with a barrier device, a bagmask device and oxygen; use of an automated external defibrillator (AED); and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that requires credentialed CPR certification. Variable credit and may be repeated three times. (1 credit, 1 lecture, 0 lab)

CPR 133

BASIC LIFE SUPPORT PROVIDER CPR II

Healthcare Provider Renewal is designed to refresh students on adult, pediatric and infant CPR skills, including ventilation with a barrier device, a bag-mask device and oxygen; use of an automated external defibrillator (AED) and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that requires CPR certification. Variable credit and may be repeated three times. PREREQUISITES: Current Healthcare Provider CPR card. If a student's card has expired, they must re-take the Healthcare Provider course (CPR 131) or obtain a waiver from Southeastern's American Heart Association Regional Faculty person. (3 credit, 3 lecture, 0 lab)

CPR 134

BASIC LIFE SUPPORT PROVIDER CPR III

Healthcare Provider Renewal is designed to refresh students on adult, pediatric and infant CPR skills, including ventilation with a barrier and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapist, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that required CPR certification. This course is intended for those individuals who have completed CPR 133 and need additional certification. Variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 135 BASIC LIFE SUPPORT (BLS) INSTRUCTOR

The Basic Life Support Instructor course is designed to prepare students to become an American Heart Association Basic Life Support Instructor and covers the science, skills and philosophy of resuscitation as taught by the AHA for Healthcare Providers. Participants must have completed the AHA Core Instructor Course and be aligned with an AHA Training Center. PREREQUISITES: Participants must have completed the AHA Core Instructor Course and be aligned with an AHA Training Center. Participants must have a current AHA Healthcare Provider. Participants must provide a completed Instructor Candidate Application to the Training Center Coordinator, agree to teach a minimum of four courses in a twoyear period, and be aligned with an AHA training center and must be monitored by the SIC Training Center Regional Faculty. Variable credit and may be repeated three times. (1 credit, 1 lecture, 0 lab)

CPR 137 HEARTSAVER INSTRUCTOR

The Heartsaver Instructor course is designed to prepare students to become an American Heart Association lay instructor. The course covers the science, skills and philosophy of resuscitation as taught by the AHA for lay rescuers. The course provides instructor candidates with AHA educational philosophy, policies, and procedures as well as information for comprehension of Heartsaver level basic life support subject matter. PRE REQUISITES: Participants must have completed the AHA Core Instructor Course and be aligned with an AHA Training Center. Participants must have a current AHA Heartsaver AED or Heartsaver Pediatric CPR/First Aid card. Participants must provide a completed Instructor Candidate Application to the Training Center Coordinator, agree to teach a minimum of four courses in a two-year period, and be aligned with an AHA training center and must be monitored by the SIC Training Center Regional Faculty. Variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 151

ADVANCED CARDIAC LIFE SUPPORT

This course will teach and train professionals, who may respond to a cardiovascular emergency, the importance of basic life support CPR to patient survival, the integration of effective BLS with ACLS interventions, and the importance of effective team interaction and communication during resuscitation. Saving a cardiac arrest patient requires cognitive and psychomotor skills. (This course will teach the practice of the specific skills in learning stations, integrate these skills in simulated cases, and the practice to be proficient in managing a "megacode" as a team leader according to the American Heart Association guidelines.) May be repeated three times. Prerequisite: Students must have a current Health Care Provider CPR card. (.5 credit, .5 lecture, 0 lab)

CPR 216 HEARTSAVER CPR W/AED II

Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO) to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for individuals who have completed CPR 116 and need additional recertification. Course is variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

CPR 217 HEARTSAVER CPR W/AED III

Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO) to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for individuals who have completed CPR 216 and need additional recertification. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

CPR 218 HEARTSAVER CPR W/AED IV

Heartsaver CPR w/ AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED) and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for those individuals who have completed CPR 217 and

need additional certification. This course may be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

[CRJ] CRIMINAL JUSTICE

CRJ 112

INTRODUCTION TO CRIMINOLOGY

An introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender. (IAI Major CRJ 912) (3 credit, 3 lecture, 0 lab)

CRJ 114

CRIMINAL INVESTIGATION

Study of major phases of criminal investigation, gathering and preservation of evidence, identification of o fenders, apprehension, recovery of stolen property, and presentation of evidence, survey of criminalistics. (3 credit, 3 lecture, 0 lab)

CRJ 115 CRIMINAL LAW I

Examination and analysis of the structure and function of substantive criminal law and the principles of criminal law, including the acts, mental state, and attendant circumstances that are necessary elements of crime. (3 credit, 3 lecture, 0 lab)

CRJ 116 INTRODUCTION TO FORENSICS

This course introduces the field of forensic science through an exploration of its applications to criminal investigations. The course will review the basic applications of selected forensic science disciplines and will explore the underlying scientific principals and methods used within each. Demonstrations will give students some insight into what it is like to properly collect and interpret evidence and then to present that evidence in court. (3 credit, 3 lecture, 0 lab)

CRJ 119 INTRODUCTION TO PRIVATE SECURITY

This course provides an overview of the important role private security plays in our society. Topics covered include premises, retail, business, employment, and information/computer security as well as investigation, surveillance, and even homeland security. (3 credit, 3 lecture, 0 lab)



CRJ 134 INTRODUCTION TO JUVENILE JUSTICE

An overview and analysis of the juvenile justice system in the United States. History and philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections are examined within the context of cultural influences. Introduces theoretical perspectives of causation and control. (IAI Major CRJ 914) (3 credit, 3 lecture, 0 lab)

CRJ 136 INTRODUCTION TO CRIMINAL JUSTICE

A survey and analysis of the criminal justice system, including an historical and philosophical overview of the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States. (IAI Major CRJ 901) (3 credit, 3 lecture, 0 lab)

CRJ 151 DRUGS AND CRIME

Examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. (3 credit, 3 lecture, 0 lab)

CRJ 211 CRIMINAL LAW II

Consideration of legal aspects of law enforcement. Laws of arrest, search and seizure and constitutional due process, interrogation, evidence examination, and court procedures with special implications for criminal justice. (3 credit, 3 lecture, 0 lab)

CRJ 212 POLICE ADMINISTRATION

Operation and organization of Law Enforcement units, administration of records, compliance with all legal aspects of police department functions. All phases of personnel administration: instruction, discipline, motivation, leadership, planning, evaluation, etc. (3 credit, 3 lecture, 0 lab)

CRJ 213 INTRODUCTION TO CORRECTIONS

An overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law. (IAI Major CRJ 911) (3 credit, 3 lecture, 0 lab)

CRJ 214 PROBATION AND PAROLE

Historical development of probation and parole. A practical look at the way our current systems function in respect to both adult and juvenile offenders. Illinois probation and parole systems and recent trends in community corrections that are geared toward making ex-offender's re-entry into society a successful one. The challenges faced by professionals in the field regarding their supervisory relationship with the different classifications and ages of o fenders. (3 credit, 3 lecture, 0 lab)

CRJ 215 COURT PROCEDURES

Offers skills and competence in the preparation of all documentation required to bring an alleged offender to trial, and to present the law enforcement case before the court following the rules of evidence. Prerequisite: CRJ 114, 115, and 211 or instructor consent. (3 credit, 3 lecture, 0 lab)

CRJ 216 LAW ENFORCEMENT INTERNSHIP

A learning experience with a criminal justice agency that brings the knowledge learned in the classroom to the field. Students observe 150

the operation of a criminal justice agency under the supervision of that agency. May be taken for two, three or five semester hours for a maximum of five semester hours. Students are required to spend a minimum of 75 contact hours for each semester hour taken. Prerequisite: recommended to be taken after the first year of classes. (5 credit, 0 lecture, 25 lab)

CRJ 218 TRAFFIC ADMINISTRATION AND LAWS

Understanding the concept of traffic management in its three basic forms; Engineering, Education and Enforcement. Practical application of the educational concepts results in a student produced community based safety program. Enforcement requirements and techniques of the Illinois Vehicle Code and accident investigation for patrol officer are also presented in a multimedia format. (3 credit, 3 lecture, 0 lab)

CRJ 230 POLICING IN AMERICA

Examines police as a part of society's official control apparatus. Major topics include historical development of the police, role of the police in the criminal justice system, functions and effectiveness of the police and the relationship of the police to the communities they serve. (3 credit, 3 lecture, 0 lab)

CRJ 250 FIREARMS SIMULATION TRAINING

Intended for law enforcement professionals to improve speed, accuracy, and decision making skills in the use of firearms, tase, and chemical spray. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

CRJ 290

SELECTED TOPICS IN CRIMINAL JUSTICE

As in-depth study of problems, special projector topics in the criminal justice field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[CSC] CHILD STUDY CENTER

CSC 280

SELECT TOPICS IN CHILD GROW & DEVEL

An in-depth study of selected problems or topics in child care and development. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. Syllabus or course outline containing additional information will be available with pre-registration materials each time that this course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[DRA] DRAFTING

DRA 130 INTRO TO AUTOCAD

An introduction to Computer Aided Design. Including programs and techniques used to develop designs and drawings via AutoCAD. (3 credit, 3 lecture, 0 lab)

DRA 133 3-D AUTOCAD

A continuation of Computer Aided Drafting involving actual threedimensional design. Prerequisite: DRA 130 or Instructor consent. (3 credit, 3 lecture, 0 lab)

DRA 134 RENDERING 3-D MODELS

Rendering 3-D models transforms conventional three-dimensional models into textured, colored and shaded three-dimensional shapes. Prerequisites: DRA 130 DRA 133, DRA 135, or DRA 136 and GRAP 121. (3 credit, 3 lecture, 0 lab)

DRA 135 3-D MODELING

An introduction to Computer Aided Design involving the use of Solid Works to produce three-dimensional models. (3 credit, 3 lecture, 0 lab)

DRA 136 2-D DRAFTING

A continuation of Computer Aided Design including programs and techniques used to develop 2-D designs and drawings via SolidWorks. Prerequisite: DRA 135 or concurrent enrollment. (3 credit, 3 lecture, 0 lab)

[DSL] DIESEL TECHNOLOGY

DSL 130 BASIC MECHANICAL SKILLS

A combination of the various skills needed for success in diesel technology occupations. Safety practices emphasized on hand metal working tools, threaded fasteners, arc and gas welding methods, measuring tools, and maintenance operations required for daily productions. (3 credit, 1 lecture, 4 lab)

DSL 131 ENGINE ELECTRONICS I

Fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's diesel engine. Special emphasis placed on meter usage and diagnostic procedures including actual diagnosis and testing of the battery, charging, starting and ignition systems. Hands-on experience on both laboratory components and complete diesel vehicles included. (3 credit, 2 lecture, 2 lab)

DSL 132 ENGINE ELECTRONICS II

Advanced fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's diesel engine. Hands-on experience on both laboratory components and complete diesel vehicles included. PRE-REQUISITES: DSL 131 (3 credit, 2 lecture, 2 lab)

DSL 133 PREVENTATIVE MAINTENANCE

Introductory course in the maintenance of diesel powered equipment. It is intended to demonstrate the proper procedure to maintain, evaluate and perform basic maintenance to a unit of this type. Emphasis is placed on good record keeping and timely performance of required tasks. (4 credit, 1 lecture, 6 lab)

DSL 151

HEAVY EQUIPMENT OPERATIONS & SAFETY

Proper use and safe operation of heavy equipment, including backhoes, track hoes, and dozers. This course is repeatable up to three times. (1 credit, 0.5 lecture, 1 lab)

DSL 153 INTRODUCTION TO SMALL ENGINE REPAIR

Introduces the concepts of repairing small engines. Engine identification and inspection; basic engine principles and design; principles of operation of two and four stroke engines; basic electricity involving ignition systems; charging systems; and starting systems; lubrication; cooling systems; fuel systems; governor systems; exhaust systems; troubleshooting; and overhaul. (3 credit, 2 lecture, 2 lab)

DSL 157 BASIC INTERNAL COMBUSTION ENGINE

Principles of four-cycle internal combustion engines. Troubleshooting and overhauling gasoline engines with all operations of disassembly, repair or replacement, and reassembly. (3 credit, 2 lecture, 2 lab)

DSL 158 HYDRAULICS I

Hydraulic systems, both open and closed. The various components of hydraulic systems, such as pumps, valves, and actuators (both cylinders and motors) studied. Troubleshooting and testing hydraulic circuits introduced. (3 credit, 1 lecture, 4 lab)

DSL 171 HYDRAULICS II

Hydraulic systems will be covered with an emphasis on whole systems and troubleshooting hydraulic circuits. Prerequisite: DSL 158. (3 credit, 1 lecture, 4 lab)

DSL 172 INTERNSHIP

A work experience program in which the student is employed in a diesel technology field for the summer months to acquire skills. This program will be coordinated with class work through the summer. May be offered as variable credit and repeated three times. (5 credit, 0 lecture, 25 lab)

DSL 230 DIESEL BRAKES

Provides the theory and practical servicing of hydraulic brakes, air brakes, parking brakes, and anti-lock brake systems (ABS). (4 credit, 3 lecture, 2 lab)

DSL 232 DIESEL SUSPENSION & STEERING

Provides the theory and practical servicing of diesel suspension and steering designs, geometry, diagnosis, service, repair and wheel alignment procedures. (4 credit, 2 lecture, 4 lab)

DSL 233 ELECTRICAL DIAGNOSIS

A continuation of DSL 132, troubleshooting procedures using volt/ ohm meters and wiring diagrams with strong emphasis on scan tools and scan tool usage. Prerequisites: DSL 131 and DSL 132 or Instructor consent. (5 credit, 2 lecture, 6 lab)

DSL 234 TRUCK TRANSMISSIONS & DRIVE TRAINS

Development of diagnostic and repair skills as they relate to modern transmissions and power trains. Provides the student technician with an understanding of how these systems work, the varied systems that are used, and the foundation to diagnosis and repair problems that occur on these units. (4 credit, 3 lecture, 2 lab)

DSL 235 DIESEL HEATING & AIR CONDITIONING

Provides the theory and practical servicing of diesel air conditioning systems, heating and cooling systems, temperature controls, and refrigerant recovery, recycling and handling.

(4 credit, 1.5 lecture, 5 lab)

DSL 237 ENGINE DIAGNOSTICS AND PERFORMANCE

This course covers electronic control systems, electronic fuel systems, and electronic diagnostic tools, testing and adjusting fuel systems, component replacement and troubleshooting. Prerequisite: DSL 131, DSL 132, DSL 233. (3 credit, 2 lecture, 2 lab)

DSL 238 FINAL DRIVES TRACKS & UNDERCARRIAGE

Final drives, track systems, and undercarriage components will be studied as to their proper functions, maintenance, and repair. Prerequisite: DSL 277 (3 credit, 2 lecture, 2 lab)

DSL 275 DIESEL ENGINES

Introduces the procedure for complete diesel engine rebuild. Includes a discussion of combustion chamber types, major components and component disassembly inspection, and repair. Prerequisite: DSL 157. (4 credit, 1 lecture, 6 lab)

DSL 276 DIESEL FUEL SYSTEMS

Introduction to basic fuel chemistry, fuel sub-systems, and general purposes of diesel fuel systems. Prerequisites: DSL 275 or Instructor consent. (3 credit, 2 lecture, 2 lab)

DSL 277 POWER TRAIN FUNDAMENTALS

Transmissions and final drives of various tractors and farm equipment will be studied as to their proper functions, maintenance, and repair. (3 credit, 1 lecture, 4 lab)

DSL 290

SELECTED TOPICS IN DIESEL TECHNOLOG

An in-depth study of topics in the diesel technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Prerequisite: Consent of instructor. (3 credit, 3 lecture, 0 lab)

[ECE] EARLY CHILDHOOD EDUCATION

ECE 114

PLAY AND LEARNING ENVIRONMENT

Focuses on play as the principle medium of children's learning and development, from the ages of birth through age eight. Its objectives relate mainly to learning the teacher's role in supporting, facilitating, and guiding children's play. Main themes of the course are: Play: What is it? What is its value? How does it reflect diverse cultures? How does it relate to children's development and their learning? Environments for Children's Play: How does the physical environment and use of time and space support and enhance children's play? What equipment, materials, and arrangement of space are most appropriate at different ages? What behavior can teachers expect and plan for in various environments? The Teacher's Role in Children's Play: Active listening, how to speak positively and supportively with children at play; how to extend and expand on children's ideas; how to help children resolve conflicts and solve problems; the difference between encouragement and praise; planning and assessment for the play-centered learning environment; techniques of supervision to assure children's safety; how to anticipate, plan for, and respond to challenging behavior. (3 credit, 3 lecture, 0 lab)

ECE 115

INFANT-TODDLER DEVELOPMENT AND CARE

Studies current theories and knowledge concerning growth and development of infants and toddlers. Involves observations of group care of infants and toddlers including center based programs and family child care homes. Emphasizes the needs of both typically developing infants and toddlers and infants and toddlers with special needs. Diversity, Inclusion, Parents, Special topics, NAEYC Developmentally Appropriate Practice, NAEYC Accreditation Standards are integrated into course assignments. (3 credit, 3 lecture, 0 lab)

ECE 116 INFANT-TODDLER CURRICULUM

Application of theories of development of children up to age three in a child centered environment. Development of competencies and skills needed by early childhood professionals. Two hours of practicum are required each week. (3 credit, 3 lecture, 0 lab)

ECE 121 INTRODUCTION TO ECE

An overview of early childhood care and education, including the basic values, structure, organization and programming in early childhood. Examination of the student's personal qualities in relationship to expectations of the field. Fifteen hours of clinical fiel experience is required in a variety of early childhood settings. (3 credit, 3 lecture, 0 lab)

ECE 141 CHILD DEVELOPMENT

A foundation course in theory and principles of the developmental continuum, including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories; an exploration of child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society; an emphasis on the implications for early childhood professional practice. *Encompassing birth through age eight and may include pre-adolescents. (IAI ECE912) (3 credit, 3 lecture, 0 lab)



ECE 142 HEALTH, SAFETY & NUTRITION

The course is a study of the essential factors of health, nutrition, and safety as they apply to early childhood settings and school environments of children birth through age eight. Emphasis will be given to nutritional needs, health routines, health appraisals, safety, hygiene, childhood illness, social-emotional needs and first aid. Students will examine the relationship of the child, family, school and community on the child's health and well-being. The course will include information on program planning, classroom curriculum, current issues, and parent education around health and safety issues. (3 credit, 3 lecture, 0 lab)

ECE 143 GUIDANCE, OBSERVATION & ASSESSMENT

This course introduces a variety of observation, assessment and guidance techniques in early childhood education settings birth to age eight. (4 credit, 4 lecture, 0 lab)

ECE 213 CHILD FAMILY AND COMMUNITY

This course focuses on the child in the context of family and

community. Includes issues of communication, diversity, professionalism, and social policy, and will promote awareness of effective use of community resources. (IAI ECE915) (3 credit, 3 lecture, 0 lab)

ECE 214

LANGUAGE & LITERACY DEVELOPMENT

Language and communicative development of children from birth through third grade, with a focus on children from birth through age five, will be studied. The relationship between language and other areas of development will be explored as well as ways to support language development with young children. Students will observe, record, and analyze samples of young children's communication. Examines factors and conditions which affect early and beginning reading from birth through eight years of age. Emphasis will be placed on the methods, materials, organizational procedures, and assessment techniques in early literacy learning. In addition, students will participate in field experiences to apply the new knowledge they gain throughout the course. (3 credit, 3 lecture, 0 lab)

ECE 215 PRESCHOOL ADMINISTRATION

Develops skills in administration and supervision for students who wish to work in early childhood education centers. Includes topics such as program planning, selection and use of staff, the role of the administrator and supervisor, administrative tasks, in-service training for staff improvement, and community resources for supplementing the center's services. (3 credit, 3 lecture, 0 lab)



ECE 217 SUPERVISION & STAFF DEV IN ECE

Designed for early childhood administrators to evaluate, develop, and organize documentation, reviews, evidence of systems, and conduct teacher observations in order to the implement "The Human Resources Development Scale" contained within The Program Administrations Scale: Measuring Early Childhood Leadership and Management (2004). An online assessment at the beginning of the course to review existing documentation subscales of: (1) Staff Orientation, (2) Supervision and Performance Appraisal, and (3) Staff Development will be conducted. Individual action plans will be written by each student to identify the documentation needed to meet the criteria of the PAS. Students will increase their knowledge and skills in early childhood leadership and management practices aligned with the Program Administration Scale. (3 credit, 3 lecture, 0 lab)

ECE 220 PRACTICUM I

Provides the student with both theory and practice in the contemporary early childhood setting. Students engage in supervised participation in the NAEYC Accredited Child Study Center on campus, or an approved off campus site. Individual conferences, written reports/observations/reflections, outside reading, seminar sessions, and an online supplement component are also an integral part of this course. The student studies the behavior of children individually, and in groups, in light of current knowledge in child development including NAEYC Accreditation Standards, Head Start Performance Standards, and Illinois State Board of Education Early Learning Standards. The techniques of studying children and recording of behavior are included in this course. Direct attention will be given toward a study of current trends in early childhood care and education. Prerequisites: ECE 141, ECE 121, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143 and ECE 214 and consent of instructor. (4 credit, 1 lecture, 9 lab)

ECE 221 PRACTICUM II

A supervised practicum in an approved Clinical Site (NAEYC, NAFCC or Department approved site). Emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth through third grade. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through third grade. Prerequisites: ECE 121, ECE 141, ECE 142, ECE 115, ECE 114, ECE 116, ECE 143, ECE 214, ECE 240, ECE 220 and consent of instructor. (4 credit, 1 lecture, 9 lab)

ECE 240 MATH AND SCIENCE METHODS

A course on the standards, principles, and practices in teaching mathematics and science to young children ages birth through third grade with an emphasis on preschool age children. Focus will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment with materials, and child-centered choices. Field experiences required. (3 credit, 3 lecture, 0 lab)

ECE 299 DIRECTOR PRACTICUM

This course provides an opportunity for the student to engage in practical experiences as a director of a center. Students work in a supervised childcare setting where they assist the center director and perform the daily duties of a director. This course meets the experience requirements for Illinois Director Credential. This course may be offered for variable credit and is repeatable three times. Prerequisites: Completion of an AAS in Early Childhood Education and instructor consent. (4 credit, 0 lecture, 8 lab)

[ECON] ECONOMICS

ECON 121 INTRODUCTION TO MACROECONOMICS

Introduction to national income theories, economic fluctuations and growth, money and banking, and international economics. (IAI S3 901) (3 credit, 3 lecture, 0 lab)

ECON 122 INTRODUCTION TO MICROECONOMICS

Introduction to price theories, the behavior of the firm under varying market conditions, and the behavior of the consumer. (IAI S3 902) (3 credit, 3 lecture, 0 lab)

[EDUC] EDUCATION

EDUC 120 ONLINE TECHNOLOGY

Focuses on developing students' basic computer skills and the use of the school's online learning management system and electronic/ computer systems: the My.SIC portal, basic computer technology skills, participating in online/hybrid courses, and utilizing the Library's electronic research tools and online library resources. The course improves student's ability to effectively utilize these essential computer systems through a series of four modules. (1 credit, 1 lecture, 0 lab)

EDUC 122 STRATEGIES FOR COLLEGE SUCCESS

An interactive cource designed to improve one's personal/social, academic, and career survival skills. Topics include the College's organization, offerings, service and role in the community; personal goal setting, motivation and self-awareness; learning modes; and library learning resources skills. Variable credit and repeatable three times. (2 credit, 2 lecture, 0 lab)

EDUC 141 INTRODUCTION TO EDUCATION

Provides an introduction to teaching as a profession in the American education system. Offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. Includes organizational structure and school governance. A clinical component is required. (3 credit, 3 lecture, 0 lab)

EDUC 220 CHILDREN'S LIT. IN PERFORMANCE

Focuses on literary forms that can be used not only as a means of enjoyment, but also as a learning tool for children. Script analysis, directing concerns design issues, children's literature, and performance are stressed. Prerequisite: One of COM 121, ENG 122, THTR 121, THTR 122 or Instructor consent (3 credit, 1 lecture, 0 lab)

EDUC 226 STUDENTS WITH SPECIAL NEEDS

A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Act, and the diversity of the populations of individuals with disabilities. Prerequisite: EDUC 141 Introduction to Education or PSYC 121 Intro to Psychology or PSYC 221 Child Psychology or Instructor Consent. (3 credit, 3 lecture, 0 lab)

EDUC 228 DIVERSITY OF SCHOOLS AND SOCIETY

Social and Global Perspectives. How schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts. (3 credit, 3 lecture, 0 lab)

EDUC 241

EDUCATIONAL PSYCHOLOGY

This course concerns psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instructions, including assessment. Emphasis will also be placed on learner-centered instruction and diversity. Prerequisite: Psychology 121. (3 creidt, 3 lecture, 0 lab)

EDUC 243 HUMAN GROWTH AND DEVELOPMENT

A study of growth and development of the individual from conception through adulthood. Emphasis on social, emotional, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. A minimum of 20 hours of clinical experience focused on social, emotional, cognitive and physical aspects of behavior, preschool through the twelfth grades with observation of the learners. Includes research methods and developmental theories. (3 credit, 3 lecture, 0 lab)

EDUC 244 HUMAN GROWTH & DEVELOPMENT-LIFESPAN

A study of growth and development of the individual from conception through the lifespan. Emphasis on social, emotion, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. A minimum of 20 hours of clinical experience focused on social, emotional, cognitive and physical aspects of behavior, preschool through the twelfth grades with observation of the learners, not methodology. (3 credit, 3 lecture, 0 lab)

EDUC 260 EDUCATIONAL TECHNOLOGY

This course provides an introduction to integrating technology into the classroom. Topics include the using the Internet, manipulating Productivity Software Applications for educators, integrating multimedia and education software applications, and creating curriculum pages. (3 credit, 3 lecture, 0 lab)

EDUC 280 SELECTED TOPICS IN EDUCATION

An in-depth study of selected problems or topics in education. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

EDUV 111 TUTOR TRAINING

This course is designed to deliver training for prospective student tutors. A major activity is to offer one-on-one and group peer tutoring. This course is intended to equip student peer tutors with the necessary skills to be most effective in the tutoring situation. (1 credit, 1 lecture, 0 lab)

[EMP] EMPLOYMENT SKILLS

EMP 111 JOB SKILLS DEVELOPMENT

Provides career development skills, job attainment skills, job survival skills, leadership skills and basic communication and math skills. May be offered as variable credit and repeated three times. (3 credit,3 lecture, 0 lab)

EMP 112

STUDENT SKILLS DEVELOPMENT

Provides basic student skills, college life orientation, introduction to portfolio development skills, job attainment skills, job survival skills, leadership skills and team building skills. May be offered as variable credit and repeated three times. (4 credit, 4 lecture, 0 lab)

EMP 114 JOB/LIFE SKILLS DEVELOPMENT

Provides basic student skills, career development skills, job attainment skills, job survival skills, goal setting, time and stress management, consumer and family economics, communications and conflict management skills, and decision-making skills. This course may be offered for variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

EMP 119 JOB SHADOWING

Career Exploration which provides an orientation to a specific fiel through an examination of employee qualifications and work-related characteristics, job duties, employment potential, and career trends. This course provides career development skills, job attainment skills, and leadership skills. Instruction includes supervised on-the-job observations and/or participation. As an elective, the course is offered on a "Pass/Fail" basis and is not calculated as part of the overall grade point average. May be offered as variable credit and repeated up to three times. Students are required to spend a minimum of 75 contact hours for each semester credit hour awarded. (3 credit, 0 lecture, 15 lab)

[ENG] ENGLISH

ENG 101 READING/WRITING IMPROVEMENT

This developmental studies course is designed to provide review and practice in phonics, spelling, grammar, punctuation, and effective written communication. It also promotes and improves flexible reading rate, critical thinking skills such as skimming, scanning, and note taking, vocabulary skills, and reading comprehension skills. This course is repeatable three times.(3 credit, 3 lecture, 0 lab)

ENG 105 INTRODUCTION TO COLLEGE WRITING

Designed to help students who may not be adequately prepared to successfully complete ENG 121. Instruction emphasizes correcting common sentence errors and learning the writing process through paragraph and essay development. (3 credit, 3 lecture, 0 lab)

ENG 109 INTEGRATED READING & WRITING

This course involves comprehensive instruction on basic reading, writing and study skills needed to be successful in college course work. Areas of instruction will cover a review of basic grammar, vocabulary development, comprehension skills, critical and literal reading skills, study strategies, paragraph and essay development, and, the use of technology to complete assignments. (4 credit, 4 lecture, 0 lab) ENG 121 RHETORIC & COMPOSITION I

Develops awareness of the writing process, provides inventional, organizational, and editorial strategies, stresses the variety of uses for writing, and emphasizes critical skills in reading, thinking, and writing. The course will be devoted to expository writing, including causal analysis, comparison/contrast, and argumentation. Students will also be introduced to the LRC and its facilities and proper uses. Prerequisite: ASSET test score of 41 or higher. (IAI C1 900) (3 credit, 3 lecture, 0 lab)

ENG 122 RHETORIC & COMPOSITION II

A continuation of ENG 121, this course further develops expository writing and stresses the development of the ability to read with understanding and critical awareness. It includes the writing of literary analyses based on readings in poetry, drama, and fiction, and the production of a documented, multi-source research paper. Prerequisite: ENG 121 or Instructor Consent. (IAI C1 901R) (3 credit, 3 lecture, 0 lab)

ENG 123 INTRODUCTION TO CREATIVE WRITING

Designed to teach the beginning writer the basic skills of writing fiction and poetr . Through guided practice in critical analysis of professional work, class critiques of student writing, and discussion and application of the principles of imaginative writing the student should be able to demonstrate skill in writing fiction and poetr , and should develop a further understanding and appreciation for fiction and poetry. (3 credit, 3 lecture, 0 lab)

ENG 223 ADVANCED CREATIVE WRITING

Designed to provide an opportunity for experienced student writers to develop their skills as fiction writers and poets. Through guided practice in critical analysis of professional work, class critiques of student writing, and discussion and application of the principles of imaginative writing, the student should further demonstrate skill in writing fiction and poetr , and should develop a further understanding and appreciation for fiction and poetr . Prerequisite: ENG 123. (3 credit, 3 lecture, 0 lab)

ENG 243 INTRO TO DRAMA

Designed to develop the student's understanding and appreciation of dramatic literature, this course includes study of the historical development, the various modes, and the basic elements of drama. Analysis and interpretation of dramatic literature, as well as visual recreation of drama, are stressed. Prerequisite: ENG 121 and ENG 122 or consent of instructor. (IAI H3 902) (3 credit, 3 lecture, 0 lab)

ENG 245 WORLD LITERATURE

Designed to produce an awareness of and appreciation for Western cultural heritage through the reading of representative works of three major periods: the ancient world, the Middle Ages, and the Renaissance. Emphasizes the historical background of each period and introduces methods of critical analysis used to interpret the readings or text. Prerequisite: ENG 121 and ENG 122 or Instructor Consent. (IAI H3 906) (3 credit, 3 lecture, 0 lab)

ENG 246 MODERN LITERATURE

Introduces students to some of the outstanding literature of the modern period, including works from the late 19th Century to the present day. Emphasis will be given to the three genres of poetry, drama and fiction. Prerequisite: ENG 121 and ENG 122 or Instructor Consent. (IAI H3 907) (3 credit, 3 lecture, 0 lab)

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ENG 261 AMERICAN LITERATURE I

A survey of representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Prerequisites: ENG 121 and ENG 122, or Instructor Consent (IAI H3 914) (3 credit, 3 lecture, 0 lab)

ENG 262 AMERICAN LITERATURE II

A survey of representative works illustrating the development of American literature from the Civil War to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Prerequisites: ENG 121 Rhetoric & Composition I and ENG 122 Rhetoric & Composition II, or Instructor Consent (IAI H3 915) (3 credit, 3 lecture, 0 lab)

ENG 280 SELECTED TOPICS IN LITERATURE

An in-depth study of selected problems or topics in literature. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[ENGY] ENERGY

ENGY 111 INTRODUCTION TO BIOFUELS

This course introduces to students biofuel energy including the production process of multiple types of cellulose biomass sources that can be chemically altered to create a viable, sustainable energy source. (3 credit, 3 lecture, 0 lab)

ENGY 113 PLANT MAINTENANCE

This course provides students with a detailed understanding of how using the best practices associated with the plant's maintenance function enhances quality, operations, safety, and profit ma gins. (3 credit, 3 lecture, 0 lab)

ENGY 115 AGRICULTURE WASTES TO BIOFUELS

This course provides an overview of biofuels production from agricultural wastes. It covers the process from waste creation through processing and distribution. (1 credit, 1 lecture, 0 lab)

ENGY 131 BIODIESEL PRODUCTION

This course covers the process of biodiesel production from biomass choice through the production including biodiesel chemistry, process stages, fuel specifications, treatment, storage, and facility operations. (3 credit, 3 lecture, 0 lab)

ENGY 132 BIODIESEL FUEL

This course provides a history of biodiesel and its place in our social, political, and economic global community. (1 credit, 1 lecture, 0 lab)

ENGY 133 BIODIESEL PROCESS

This course provides a history of biodiesel from its discovery through current market demand and its place within renewable fuel standard. (2 credit, 2 lecture, 0 lab)

ENGY 151 ETHANOL PRODUCTION

This course provides an overview of ethanol production from biomass solution to the completed product including distribution. (3 credit, 3 lecture, 0 lab)

ENGY 152 ETHANOL FUEL

This course provides a history of ethanol and its place in our social, political, and economic global community. (1 credit, 1 lecture, 0 lab)

ENGY 153 ETHANOL PROCESS

This course provides a history of ethanol from its discovery through current market demand and its place within renewable fuel standard. (2 credit, 2 lecture, 0 lab)

ENGY 211 BIOFUELS SYSTEM TECHNOLOGY

This course provides students with a detailed overview of the biofuel process fundamentals of a biorefinery such as batch and continuous process, modes of operation, specific equipment needs. (3 credit, 3 lecture, 0 lab)

ENGY 213 ALGAE FEEDSTOCKS

This course provides an overview of ethanol and biodiesel production from naturally occurring or synthesized algae. (1 credit, 1 lecture, 0 lab)

ENGY 270

BIOFUEL ENERGY INTERNSHIP

Provides a practical work experience in which the student works in the renewable fuels industry. The internship creates an important occupational experience providing the student with the opportunity to practice and observe the application of some of the specifics in the biofuels, ethanol, biodiesel, or renewable fuels production, distribution, and marketing. This course may be offered for variable credit and may be repeated three times. (5 credit, 0 lecture, 25 lab)

ENGY 290

SELECTED TOPICS IN BIOFUELS TECH

An in-depth study of topics in the biofuels technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be offered as variable credit (.5 hours to 4 hours) and repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. (4 credit, 4 lecture, 0 lab)

ENGY 299

ENERGY SYSTEMS INTERNSHIP

Provides a practical work experience in which the student works in a renewable fuels production facility. The internship creates an important occupational experience providing the student with the opportunity to practice and observe the application of some of the specifics in the biofuels, ethanol, biodiesel, or renewable fuels production. This course may be offered variable credit and may be repeated three times. PRE-REQUISITE: Instructor Consent. (5 credit, 0 lecture, 25 lab)

[EPT] EMERGENCY PREPAREDNESS TRAINING

EPT 130

EMERGENCY MANAGEMENT PLANNING

Prepares state and local governmental employees to design, prepare, conduct, and evaluate emergency procedures to be used in natural and man-made disasters. (1 credit, 1 lecture, 0 lab)

EPT 131

EMERGENCY PREPAREDNESS TRAINING

Prepares individuals in public and private entities/agencies, and educational institutions that coordinate and manage emergency and disaster response services and related activities at various phases of natural and man-made emergencies and disasters. Topics covered may include any combination from the following topics: Incident Command System (ICS), National Incident Management Systems (NIMS), National Response Framework (NRF), Campus Violence Prevention, Campus Threat Assessment, and related emergency training. This course is intended to be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

EPT 132

EMERGENCY PREPAREDNESS TRAINING II

A continuation of EPT 131 Emergency Preparedness Training I. Prepares individuals in public and private entities/agencies, and educational institutions that coordinate and manage emergency and disaster response services and related activities at various phases of natural and man-made emergencies and disasters. Topics covered may include any combination from the following topics: Incident Command System (ICS), National Incident Management Systems (NIMS), National Response Framework (NRF), Campus Violence Prevention, Campus Threat Assessment, and related emergency training. This course is intended to be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

[FCS] FAMILY AND CONSUMER SCIENCES

FCS 124 INTRODUCTION TO NUTRITION

Presents the basic principles and applications to everyday nutritional problems. Includes a study of the major food nutrients, their chemical properties, sources, metabolism and the minimum daily requirements for each age group in the life cycle. No prerequisite. (3 credit, 3 lecture, 0 lab)

FCS 280 SELECTED TOPICS IN FCS

An in-depth study of selected problems or topics in family and consumer science. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[FIRE] FIRE SCIENCE

FIRE 115

ORIENTATION TO FIRE FIGHTING

Introduces the recruit fire fighter to the fire science program. Subjec included: Fire Department Organization, Fire Behavior, Portable Extinguishers, Self-Contained Breathing Apparatus, Ladders, Fire Hose and Appliances Safety. Course is designed to meet all objectives set forth by the Office of the State Fire Marshall for Firefighter I Certification. (4 credit, 4 lecture, 0 lab

FIRE 116 FIRE SUPPRESSION TECHNIQUES

Introduces the recruit firefighter to fire suppression techniques th occur on the fire ground during all stages of a fire. Subjects included Emergency Medical Care, Water Supply, Forcible Entry, Overhaul, Fire Streams, Ventilation, Building Construction. Course is designed to meet all criteria set forth by the office of the State Fire Marshall for Firefighter II Certification. (4 credit, 4 lecture, 0 la

FIRE 117 LOSS CONTROL

Introduces the recruit firefighter to the non-suppression suppor activities in the fire service. Subjects include: ropes, salvage, communications, sprinkler systems, fire prevention, and hazardous materials. Course is designed to meet all criteria set forth by the Office of the State Fire Marshall for Firefighter II Certificatio (4 credit, 4 lecture, 0 lab)

FIRE 132 FIRE INSTRUCTOR I

Instructor I is designed to give the student the knowledge and ability to teach from prepared materials which are predominantly skills oriented. Areas covered include: communication, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructor's roles and responsibilities, teaching techniques, and use of instructional materials. Prerequisites: Illinois Fire Fighter II certification or equivalent or FIRE 115 and FIRE 116. (3 credit, 3 lecture, 0 lab)

FIRE 133 FIRE INSTRUCTOR II

Emphasis of the Instructor II course is placed on teaching formalized lessons from materials prepared by the instructor, including relating information from one lesson or class to the next. Prerequisites: IL OSFM Instructor I certification or FIRE 132 or equivalent. (3 credit, 3 lecture, 0 lab)



FIRE 134 STRATEGY & TACTICS II

This course is designed for the individual who is responsible for commanding one to two companies at the fire or eme gency scene. Subject areas which will be covered are: Company Officer leadership, safety, fire behavio, pre-fire planning, building construction, firefightin tactics, engine and ladder company operations and tactical exercises. This course will meet the requirements required by the OSFM in Illinois for certification towards Fire Officer I. Prerequisite Illinois Fire Fighter II certification or equivalent or FIRE 15 and FIRE 116. (3 credit, 3 lecture, 0 lab)

FIRE 135 HAZARDOUS MATERIALS OPERATIONS

This course is designed to teach the student knowledge of basic hazard and risk assessment techniques, knowledge of selecting and using proper personal protective equipment provided to the first responder operational level, knowledge of performing basic control, containment and/or confinement operations within the capabilities of the resources and equipment available. Prerequisites: FFII and Hazardous Materials Awareness. (3 credit, 2 lecture, 2 lab)

FIRE 136 FIRE PREVENTION PRINCIPLES

Fire Prevention Principles covers materials in the areas of fire inspection, fire investigation, and fire cause determination. Inspectio topics include: laws, codes, ordinances, life safaety code applications, building construction, occupancy, and inspection techniques, installed systems and water supply. Fire investigation concentrates on determining point of origin and cause. Prerequisites: IL OSFM FFII Certification or FIRE 15 and FIRE 116 or equivalent. (3 credit, 2.5 lecture, 1 lab)

FIRE 137 CERTIFIED FF III MOD A

This course is designed for the student who wishes to go beyond the Firefighter II certification Topics include orientation, SCBA, fire behavior, ladders and hose. Prerequisites: IL OSFM FFII certification. (3 credit, 2 lecture, 2 lab)

FIRE 138 CERTIFIED FF III MOD B

This course is designed for the student who wishes to go beyond the Firefighter II certification Topics include rescue, nozzles & fire streams, ventilation, water supply, overhaul, building construction. Prerequisites: IL OSFM FFII certification. (3 credit, 2 lecture, 2 lab



FIRE 139 CERTIFIED FF III MOD C

This course is designed for the student who wishes to go beyond the Firefighter II certification Topics include ropes and knots, communications, sprinkler systems, fire prevention, public fir education, fire cause determination. Prerequisites: I OSFM FFII certification. (3 credit, 2 lecture, 2 lab

FIRE 150 STRATEGY & TACTICS I

This course is designed for the individual who is responsible for commanding a fire or eme gency scene involving multiple companies. Subject areas include strategic concepts in firefighting duties and responsibilities of command officers, ICS, system, and multiple company operations. Prerequisites: Firefighter II, or equivalent. (3 credit, 3 lecture, 0 lab)

FIRE 153

FIRE MANAGEMENT PRINCIPLES I

Fire Management Principles I is designed to provide the Fire Office , who is in charge of a single fire company or station, with information and skills in supervisory practices, personnel management, and budget. Areas of instruction will include: the role and function of the Company Fire Office , basic management principles and concepts, leadership, motivation, order giving, discipline and conflict resolution. Requires 40 clock hours of instruction. Prerequisites: Fire Fighter II Certification. (3 credit, 3 lecture, 0 lab

FIRE 154 FIRE MANAGEMENT PRINCIPLES II

The Fire Management Principles II course is designed to provide the Fire Office , who is in charge of a single fire compan , with information skills in personnel management. The course provides coverage in the areas of basic communications, report writing, interpersonal communication, group dynamics, coaching and counseling skills, and performance appraisal. Requires 40 clock hours of instruction. Prerequisites: FIRE 153 Fire Management Principles I. (3 credit, 3 lecture, 0 lab)

FIRE 159 FIRE SERVICE VEHICLE OPERATIONS

Introduces the recruit firefighter to the basic knowledge and skill to safely perform Fire Service Vehicle Operations, as it applies to classroom skills only, as defined by NF A 1451, Fire Service Vehicle Operations Program. Course is designed to meet all criteria set forth by the Office of the State Fire Marshall for Basic Operations Firefighter Certification program. (4 credit, 4 lecture, 0 la

FIRE 170 TECHNICAL RESCUE AWARENESS

Technical Rescue Awareness is a prerequisite for all new "operations" level rescue programs. Areas of instruction include structural collapse, rope, confined space, vehicle and machiner , water, wilderness and trench rescues. This course may be offered for variable credit and repeatable three times. (1 credit, 1 lecture, 0 lab)

FIRE 191 FIRE BRIGADE LEVEL I

The initial class for the instruction of underground coal miners in the location and use of firefighting equipment, location of escap ways, and exits. Trainees will become familiar with the proper routes of travel to the surface and proper evacuation procedures to be followed in the event of an emergency. Scenarios appropriate for beginners will be used in the burn tunnel. This course will meet or exceed the Federal requirements for new Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: Employer verification of initial safety and SCB training. (3 credit, 3 lecture, 0 lab)

FIRE 192 FIRE BRIGADE LEVEL II

A continuation of FIRE 191 Beginning Fire Brigade Level I. The course consists of beginning level instruction for underground coal miners in the safe techniques for fighting flammable, electrica and equipment fires. Trainees will be required to demonstrate safe fire fighting techniques as part of a team. Mine specific scenari appropriate for beginners will be used in the Burn Tunnel in light smoke. This course will meet or exceed the Federal requirements for new Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. PRE-REQUISITE: FIRE 191 or consent of instructor (3 credit, 3 lecture, 0 lab)

FIRE 193 FIRE BRIGADE LEVEL III

A continuation of FIRE 192. A mid-level program for the instruction of underground coal miners in fire drill techniques based on a mine specific plan for evacuation; location of escape-ways, and particular routes of travel to the surface following an emergency. Trainees will be introduced to the use of "live fire props" as a training tool for fighting fires, with special emphasis on the use of the fire lad Mine specific scenarios appropriate for intermediate fire brigad members will be used in the Burn Tunnel in moderate smoke. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191 and 192, or consent of instructor (3 credit, 3 lecture, 0 lab)

FIRE 194 FIRE BRIGADE LEVEL IV

A continuation of FIRE 193, Intermediate program for the instruction of underground coal miners in the team approach to fire fighting an evacuation. Trainees will demonstrate all aspects of fire fighting an evacuation procedures as required in the Code of Federal Regulations (Part 75.1101-23) and as outlined in their mine specific fire fighti and evacuation plan. Trainees will utilize various "live fire props" during training to simulate various types of mine fires. Mine specifi scenarios appropriate for intermediate fire brigade members will be used in the Burn Tunnel. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191, 192, and 193, or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 195 FIRE BRIGADE LEVEL V

An advanced program for the instruction of underground coal miners in the location and use of firefighting equipment, and the locatio of escapeways to the surface. Utilizing a mine specific map that contains a mock fire, each trainee will map the specific action thei team will take to control or maintain the fire area. Mine specifi scenarios appropriate for advanced fire brigade members will be used in the Burn Tunnel, These scenarios will include the use of "live fire props" in a mine fire. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191, 192, 193 and 194, or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 196 FIRE BRIGADE LEVEL VI

A continuation of FIRE 195 Advanced Fire Brigade Level 5. Trainees will develop a procedural route to safety as part of an emergency evacuation of their mine. This will include identifying proper procedures such as a specific meeting area, accounting of all individuals and de-energizing of electrical equipment, securing the area, communication with outside parties and routes to be taken. Mine specific scenarios appropriate for advanced fire brigad members will be used in the Burn Tunnel. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 191, 192, 193, 194, and 195 or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 197

BEGINNING MINE RESCUE

The U.S. Department of Labor's Mine Safety and Health Administration (MSHA) requires that every operator of an underground mine establish "at least two mine rescue teams" and that each team member and alternate be "fully qualified, trained, and equipped to provide emergency mine rescue service" (Part 49.2(a)(1) and (b). This course is designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Scenarios appropriate for beginner mine rescue members will be used in the Burn Tunnel in light smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. PRE-REQUISITE: Employer verification of initial safety and SCB training. (3 credit, 3 lecture, 0 lab)

FIRE 198 INTERMEDIATE MINE RESCUE

This course is a continuation of FIRE 197, Beginning Mine Rescue. Intermediate Mine Rescue is the second course in the progression of the mine rescue series of courses designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Trainees will demonstrate the principles of mine rescue and current national mine rescue contest rules. Scenarios appropriate for intermediate mine rescue members will be used in the Burn Tunnel in moderate smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PRE-REQUISITE: FIRE 197 or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 199 ADVANCED MINE RESCUE

Advanced Mine Rescue is the third course in the progression of the mine rescue series of courses designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Trainees will illustrate the mine rescue communication system of their specific mine and demonstrate mine rescue team techniques appropriate for advanced Mine Rescue Teams. Scenarios appropriate for advanced mine rescue members will be used in the Burn Tunnel in heavy smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. PRE-REQUISITE: FIRE 197 and 198, or instructor consent (3 credit, 3 lecture, 0 lab)

FIRE 290 SELECTED TOPICS IN FIRE SCIENCE

An in-depth study of topics in fire science. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. (3 credit, 3 lecture, 0 lab)

FIRE 291 FIRE BRIGADE TRAINING

A course designed to equip coal miners and other industry employees with first responder fire brigade skills. Safe use of fire fight equipment is taught. Instruction for fighting flammable liquid fire removing victims from the fire scene, and SCB donning and doffing procedures is given. Working as a team member is stressed. All students participate in evolutions in the burn tower. This course may be repeated, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (1 credit, 0 lecture, 2 lab)

[FOS] FOOD SERVICE

FOS 112 FOOD SERVICE SANITATION AND SAFETY

A study of personal hygiene and the principles involved in maintaining sanitary standards necessary to comply with regulations for a food service operation. May be repeated three times. (1 credit, 1 lecture, 0 lab)

FOS 199 FOOD SERVICE REFRESHER

A short continuing education course for certified food service managers and food handlers designed to cover the Illinois Public Health "core curricular" areas required under the Illinois Food Service Sanitation Code 750.551(c)(1)(C). May be repeated three times. Prerequisite: Illinois Food Service Sanitation Manager Certificate (FSSMC). (.5 credit, .5 lecture, 0 lab

[GMGT] GAME PRESERVE MANAGEMENT

GMGT 112 INTRO SHOTGUN & CLAYS SHOOTING

Beginning shotgun and sporting clays shooting instruction. Prerequisite: Valid FOID Card. (2 credit, 1 lecture, 2 lab)

GMGT 171 BASIC SHOTGUN SHOOTING

Introduction to the basic techniques and skills required for shooting with a shotgun, with an emphasis in target shooting. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)



GMGT 172 INTERMEDIATE SHOTGUN SHOOTING

Introduction to the NSSF style of shooting competition with an emphasis in skeet, trap and sporting clays. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)

GMGT 173

ADVANCED SHOTGUN SHOOTING

Advanced approach to the NSSA/NSCA/ATA style of shooting competition with an emphasis in skeet, trap and sporting clays. This course brings together all the technical and applied areas of competitive shooting. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)

GMGT 212

ADVANCED SHOTGUN & CLAYS SHOOTING

Training in the areas of advanced shotgun and sporting clays shooting. Acts as a continuation of GMGT 112 for those students who wish to elevate their shooting performance. Repeatable twice. Prerequisite: Valid FOID card, GMGT 112 or Instructor consent. (3 credit, 1 lecture, 4 lab)

GMGT 218

SHOOTING COMPLEX EXTENDED FIELD TRI

Provides concentrated and varied field observation experience. Provides contacts with the shooting complex industry and leads to NSCA Level I certification. Prerequisites: Acceptance in the Shooting Complex Management Program. (2 credit, 1 lecture, 3 lab)

GMGT 230 SHOOTING PRESERVE EXT. FIELD TRIP

Concentrated and varied field observation which gives the learner first-hand contact with the industry and the real world of work. Precedes the internship and may in some cases provide the interview for the students posting at an internship site. Supplements local learning conditions with situations, operational methods and management styles not found locally, and provides the opportunity to attain N.S.C.A. Level I instructor certification (1 credit, 1 lecture, 3 lab)

GMGT 234 SHOOTING PRESERVE FIELD STUDIES

Provides students with opportunities to participate in field experiences involving the study and planning of sporting properties for public use. Trips to operating areas and operational knowledge gained during those activity trips. (1 credit, 0 lecture, 2 lab)

GMGT 290

SELECTED TOPICS IN GAME MANAGEMENT

An in-depth study of topics in the game management field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Prerequisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

GMGT 291 APPLIED TOPICS IN GAME MANAGEMENT

An in-depth study of topics in the game management field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. (3 credit, 3 lecture, 0 lab)

GMGT 292 SELECTED TOPICS IN GAME MGMT I

An in-depth study of topics in the game management and shooting complex fields. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit.(3 credit, 3 lecture, 0 lab)

GMGT 293 APPLIED TOPICS IN GAME MGMT I

An in-depth study of topics in the game management and shooting complex fields. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[GOVT] GOVERNMENT

GOVT 121 AMERICAN GOVERNMENT

Historical development and organization of national, state, and local governments; the Federal system, national and state constitutions. (IAI S5 900) (3 credit, 3 lecture, 0 lab)

GOVT 226 INTRO. TO INTERNATIONAL RELATIONS

Study of international relations with emphasis on contemporary international problems and relations. Includes analysis of international behavior, international law, foreign policy, causes of conflicts, and potential solutions. (IAI S5 904 (3 credit, 3 lecture, 0 lab)

GOVT 260

POLITICS IN STATES AND COMMUNITIES

Historical development and organization of state government with an emphasis on the Illinois General Assembly and state constitutions. This course may be offered for variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

GOVT 261 FEDERAL AND NATIONAL POLITICS

An hands on interdisciplinary study of politics at the national level. Study will be through lecture, discussions, guided study, and a trip to our Nation's Capitol. PRE-REQUISITE: Permission of instructor required. (3 credit, 3 lecture, 0 lab)

GOVT 280 SELECTED TOPICS IN POLITICAL SCIENC

An in-depth study of selected problems or topics in political science. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed total of six (6) credit hours toward graduation. May be offered as variable credit.

(3 credit, 3 lecture, 0 lab)

[GRAP] GRAPHICS

GRAP 121 ENGINEERING GRAPHICS I

Introduction to engineering and design, including drafting, dimensioning, tolerancing, fasteners, and descriptive geometry. Engineering graphics topics include multi-view orthographic representations, principal auxiliary views, section views, and production drawings. CAD experience is included in the course. (3 credit, 2 lecture, 4 lab)

[HIST] HISTORY

HIST 121

HIST OF WESTERN CIVILIZ TO 1648

Political, social, and economic history of the Western world from its Middle Eastern origins to contemporary movements and problems. (IAI S2 902) (3 credit, 3 lecture, 0 lab)

HIST 122

HIST OF WESTERN CIVILIZ FROM 1648

Political, social, and economic history of the Western world from its Middle Eastern origins to contemporary movements and problems. Considers the development of European nationalism, liberalism, and imperialism, and surveys World War I and II and subsequent developments. (IAI S2 903) (3 credit, 3 lecture, 0 lab)

HIST 141 HISTORY OF LATIN AMERICA

Political and constitutional history of principal Latin American nations, including political relations, independence, and social and economic movements. (IAI S2 910N) (3 credit, 3 lecture, 0 lab)

HIST 161 AFRICA: ITS CULTURAL EMERGENCE

The history of Africa from ancient times to the present, with emphasis on African cultures, tribal history, the impact of imperialism, and the growth of nationalism and independence. (IAI S2 906N) (3 credit, 3 lecture, 0 lab)

HIST 241 AMER HIST I

Historical survey of the development of the United States and its peoples from its origins to current movements and problems. Development of the United States from colonization to 1865. Special emphasis is placed on the Constitution, Western Movement and the growth of nationalism. (IAI S2 900) (3 credit, 3 lecture, 0 lab)

HIST 242 AMER HIST II

Historical survey of the development of the United States and its peoples from its origins to current movements and problems. Development of the United Sates from 1865 to the present with special emphasis on the emergence of the United States in world affairs. (IAI S2 901) (3 credit, 3 lecture, 0 lab)

HIST 280 SELECTED TOPICS IN HISTORY

An in-depth study of selected problems or topics in history. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[HLTH] HEALTH

HLTH 110 TRANSITION TO HEALTH SCIENCE CAREER

This ABE/GED Bridge course will allow hands on and classroom education for students interested in transitioning into a health related career, certification program, or post-secondary education degree program. This course may be repeated three times and offered as variable credit. (4 credit, 4 lecture, 0 lab)

HLTH 114 TRANSITION TO HEALTH CAREER ASE

This ASE/GED Bridge course will allow hands on and classroom education for students interested in transitioning into a health related career, certification program, or post-secondary education degree program. This course may be repeated three times and offered as variable credit. (4 credit, 4 lecture, 0 lab)

HLTH 118 INTRODUCTION TO PHLEBOTOMY

Prepares the student in the techniques of phlebotomy (blood clollecting), selection and care of equipment, and maintenance of safety standards in health care facilities. (3 credit, 2 lecture, 1 lab)

HLTH 130 HEALTH CARE OBSERVATION

Students will participate in observational/job shadowing at a health care facility. The exact content will vary based on the site and interests of the student. This course may be repeated three times, but cannot exceed a total of four (4) credit hours toward graduation. May be offered as variable credit. (4 credit, 1 lecture, 6 lab)

HLTH 150 PHARMACY TECHNICIAN PREPARATION

A course that is intended to prepare the student to function successfully in the role of pharmacy technician in both community and hospital pharmacies. Emphasis is placed upon the knowledge and skills necessary to ensure medication safety in the pharmacy setting. (7 credit, 4 lecture, 6 lab)

HLTH 219 HLTH PROF ADVANCED STUDENT SKILLS

Provides review of job attainment skills, job survival skills, leadership skills and team building skills. Emphasis on critical thinking, reading strategies, documentation, practice tests and rationales for answers. May be offered as variable credit and repeated three times. Prerequisite: Students enrolled in HLTH 219 must meet one of three criteria: be a graduate of the PN Program or currently be enrolled in a PN Program or obtain instructor consent prior to enrollment. (2 credit, 2 lecture, 0 lab)

HLTH 290 SELECTED TOPICS IN HEALTH CARE

An in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. PRE-REQUISITE: Instructor consent (3 credit, 3 lecture, 0 lab)

[HORT] HORTICULTURE

HORT 121 INTRODUCTION TO HORTICULTURE

An introduction to the principles and practices involved in the development, production and use of horticultural crops (fruit, vegetables, greenhouse, turf, nursery, floral and landscape). (IAI AG 905) (3 credit, 3 lecture, 0 lab)

[HUM] HUMANITIES

HUM 280 SELECTED TOPICS IN HUMANITIES

An in-depth study of selected problems or topics in humanities. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[HYG] HYGIENE

HYG 113

FIRST AID & CARDIOPULMONARY RESUSCI

Instruction in the immediate and temporary care to be given to a victim of accident or sudden illness until the services of a physician can be obtained. Successful completion of the course will prepare the student for testing for the standard certification in first aid and in CP (2 credit, 2 lecture, 0 lab)

HYG 121 SCIENCE OF PERSONAL HEALTH

Emphasizes the physical, intellectual, social, emotional and spiritual health and wellness throughout the life cycle. Presents current issues in health. (3 credit, 3 lecture, 0 lab)

[IT] INFORMATION TECHNOLOGY

IT 110

BASIC PC ASSEMBLY AND REPAIR

This course provides the student an introduction to computer assembly and repair, operating system installation and troubleshooting. (2 credit, 2 lecture, 0 lab)

IT 111

INTRO TO INFORMATION TECHNOLOGY

This course provides the student with the basic skills needed to pursue learning in Information Technology (IT). This course introduces students to the history of computers, the Internet and the World Wide Web and provides basic information and terminology about the Internet, computer hardware and computer software. (2 credit, 2 lecture, 0 lab)

IT 112 INTRODUCTION TO ELECTRICITY

This course provides the student with an introduction to the safety concerns, principles of, and terminology used when dealing with electricity. (2 credit, 2 lecture, 0 lab)

IT 113 SOCIAL NETWORKING & WEB 2.0

This course provides the student with skills to navigate Web 2.0. Web 2.0 includes social networking, blogging, podcasts and cloud computing. (2 credit, 2 lecture, 0 lab)

IT 114

INTRODUCTORY OPERATING SYSTEMS

This course provides the student an introduction to operating systems. (2 credit, 2 lecture, 0 lab)

IT 115

INTRODUCTORY WORD PROCESSING

This course provides the student an introduction to word processing. (2 credit, 2 lecture, 0 lab)

IT 116 INTRODUCTORY SPREADSHEETS

This course provides the student an introduction to spreadsheet software. (2 credit, 2 lecture, 0 lab)

IT 117

INTRODUCTORY DATABASES

This course provides the student an introduction to database software. (2 credit, 2 lecture, 0 lab)

IT 118

INTRODUCTORY PRESENTATION SOFTWARE

This course provides the student an introduction to presentation software. (2 credit, 2 lecture, 0 lab)

IT 119 BASIC SOFTWARE APPLICATIONS

This course is an introductory computer course intended to acquaint and train students in the use of business software including word processing, database management, spreadsheets, presentation software, and Internet access methods. (IAI BUS 902) (3 credit, 3 lecture, 0 lab)

IT 130 FUNDAMENTALS OF ELECTRICITY

This course provides the student information and training about the relationship between current, voltage, resistance and power for direct current circuits and alternating current circuits. Subjects included are: analysis of series and parallel circuits, study of network theorems and Kirchhoff Laws, theory and use of multi-meters, electronic voltage meters and Watt meters, study of inductors, capacitors, reactance and impedance. (4 credit, 4 lecture, 0 lab)

IT 131 INTRODUCTORY WEB DESIGN

This course provides the student an introduction to web design. (2 credit, 2 lecture, 0 lab)



IT 132 INTRODUCTORY PROGRAMMING

This course provides the student an introduction to computer programming. (2 credit, 2 lecture, 0 lab)

IT 133 SYSTEMS ANALYSIS

This course is an introduction to the methodology, tools and techniques of systems analysis. This course examines the interrelationships between a computer system and the environment, or organization, in which the system operates. Students will gain an appreciation of how information flows through an o ganization, how information is organized and managed, and the techniques by which the value of information is optimized. (3 credit, 3 lecture, 0 lab)

IT 135 ADVANCED SOFTWARE APPLICATIONS

This course is an intermediate computer course intended to advance the students skills in the use of business software including word processing, database management, spreadsheets, presentation software, and personal information management systems. (3 credit, 3 lecture, 0 lab)

IT 151

WINDOWS OPERATING SYSTEMS

This course provides the student with information about the Microsoft Windows operating system. The student will learn to install, troubleshoot, secure and maintain the Microsoft Windows operating system. This course is designed to prepare the student to become certified as a Microsoft Certified Solution Associate. (3 credit, 3 lecture, 0 lab)

IT 153

IT ESSENTIALS I

This course provides the student with information and training on computer hardware and maintenance. This course will allow the student to recognize and compare various computer hardware and peripheral devices. This course provides hands on activities and labs for students to learn how to assemble, disassemble and configure a computer, install peripheral devices, and troubleshoot hardware and software problems. This course is designed to help the student prepare for the CompTIA A+ certification. (4 credit, 4 lecture, 0 lab

IT 155 FUNDAMENTALS OF UNIX

This course provides the student with skills related to the UNIX/ Linux operating system. This course is designed to help the student prepare for the CompTIA Linux+ certification (4 credit, 4 lecture, 0 lab)

IT 170 COMPUTER NETWORK GAMING

Introduction to the fundamentals of network computer gaming including hardware and software considerations. Some of the concepts covered will include: fundamental TCP/IP addressing, choosing and optimizing appropriate hardware, choosing and optimizing appropriate software, and using the Internet as a resource. This course may be offered as variable credit and repeated three times. (2 credit, 2 lecture, 0 lab)

IT 171 INTRODUCTION TO GAME DESIGN

This course is used to introduce students to the game design process and how to design 2D games. (3 credit, 3 lecture, 0 lab)

IT 173 PROGRAMMING I

A programming course which introduces the student to the constructs of the C++ programming language, the function of C++ statements, and the representation of data within C++. This course emphasizes the development of a structured programming approach as typified by visualization of a problem within a framework amendable to its solution, appropriate algorithm design, and the sequence of program development. (IAI CS 911) (3 credit, 3, 3 lecture, 0 lab)

IT 190

WEB SITE DEVELOPMENT/MANAGEMENT

This course provides the student with an introduction to HTML, web page design and web servers. (3 credit, 3 lecture, 0 lab)

IT 191 FUNDAMENTALS OF WEB DESIGN

This course focuses on the overall production processes surrounding web site design with particular emphasis on design elements involving layout, navigation and interactivity. (3 credit, 3 lecture, 0 lab)

IT 195

COMPUTER SECURITY I

This course provides the student with information and training on computer security, including risk mitigation, infrastructure security, application security, operational security, and information security along with identifying applicable policies, laws and regulation. This course is designed to help the student prepare for the CompTIA Security+ certification. (4 credit, 4 lecture, 0 lab

IT 196 COMPUTER SECURITY II

This course provides the student with information and training on ethical hacking. Ethical hacking involves learning the tools used by hackers to be prepared to defend against these attacks. This course is designed to help the student prepare for the EC-Council Certified Ethical Hacker certification. (4 credit, 4 lecture, 0 lab

IT 210 INTRODUCTORY NETWORKING

This course provides the student an introduction to networking. (2 credit, 2 lecture, 0 lab)

IT 215

NETWORK FUNDAMENTALS

This course provides the student with the knowledge and skills to implement network architecture with basic network security. The student will also learn to configure, maintain, and troubleshoot network devices using the appropriate tools. This course is designed to help the student prepare for the CompTIA Network+ certification. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 Credit, 4 lecture, 0 lab

IT 216 ROUTER THEORY AND TECHNOLOGY

This course provides the student with information and training on network routing and routing protocols. This course will teach the student to manage network backbone equipment. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 credit, 4 lecture, 0 lab

IT 217 LAN ADMINISTRATION

This course provides the student with the competencies to manage a local area network in a business environment. (4 credit, 4 lecture, 0 lab)

IT 218 WIDE AREA NETWORKS

This course provides the student with information and training on wide area networks. This course will teach the student to manage network equipment between remote locations. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 credit, 4 lecture, 0 lab

IT 219

LAN SWITCHING AND WIRELESS

This course provides the student with information and training on local area networks and wireless technologies. This course will teach the student to manage network equipment for local area networks and wireless technologies. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 credit, 4 lecture, 0 lab)

IT 230 INTERNSHIP

Provides field experience in which the student is working in a position with at least one of the following responsibilities: network maintenance, computer maintenance, software management, web site management or development, or other approved area related to Information Technology. This course may be repeated three times and may be offered as variable credit. (4 Credit, 0 lecture, 20 lab)

IT 271 DATABASE MANAGEMENT SYSTEMS

A study of database management systems. Includes representatives of the hierarchical, network, and relational models. Covers the major aspects of database technology, from initial planning, through schema development, to formal operation. A mixture of background theory and practical operation. Emphasizes the restrictions imposed by particular database models, and consequent processing advantages or disadvantages. (3 Credit, 3 lecture, 0 lab)

IT 273

PROGRAMMING II

An advanced treatment of the C++ programming language,including the object-oriented extensions of C++ with a primary focus on data structures. Through the language C++, the course explores linked lists, stacks, queues, trees, and graphs. This course provides a framework for developing a professional programming style. This course provides an advanced treatment of algorithm development and analysis and the development of skill in creating programs through both the top down and object-oriented paradigms. (IAI CS 912) (3 credit, 3 lecture, 0 lab)

IT 290

SELECTED TOPICS IN INFORMATION TECH

An in-depth study of topics in the Information Technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[MATH] MATHEMATICS

MATH 100 BRIDGE MATH

This course provides an intensive review of intermediate algebra concepts and skills. Topics include review of real numbers, first degree equations and inequalities, polynomials and factoring, algebraic fractions and equations, integer and rational exponents, radicals, complex numbers, second degree equations, and graphing. (4 credit, 4 lecture, 0 lab)

MATH 101 MATH IMPROVEMENT

This developmental studies course is designed to promote and improve basic math skills such as whole number operations, estimation and rounding, order of operations, fractions, decimals, percents, basic algebraic functions, and problem solving. This course may be repeated three times. Prerequisite: ASSET Placement Test score of 34 or less: Mandatory enrollment in 4-credit course. ASSET Placement Test score of 35-40: Enrollment in 4-credit course recommended. ASSET Placement Test score of 41 or more: Elective enrollment of 1-credit course (concurrent enrolment in other MATH classes allowed). (4 credit, 4 lecture, 0 lab)

MATH 106 BEGINNING ALGEBRA

Properties of linear equations and inequalities, exponents, polynomials and factoring, algebraic fractions, graphing, systems of equations in two variables, roots and radicals, and quadratic equations. Prerequisite: MATH 101 (4 credit course). (4 credit, 4 lecture, 0 lab)

MATH 108 GEOMETRY

Undefined geometric terms, postulates, and theorems; properties of parallel lines; properties of triangles, congruent triangles, and similar triangles; quadrilaterals; circles; perimeter and area of twodimensional figures; surface area and volume of three-dimensional figures; and proof. Prerequisite: M TH 106. (4 credit, 4 lecture, 0 lab)

MATH 109 INTERMEDIATE ALGEBRA

Review of real numbers, first degree equations and inequalities, absolute value equations, polynomials and factoring, algebraic fractions and equations, integer and rational exponents, radicals, complex numbers, second degree equations and inequalities, graphing, and functions. Prerequisite: MATH 106 and 108; MATH 108 may be taken concurrently. (4 credit, 4 lecture, 0 lab)

MATH 125 GENERAL EDUCATION STATISTICS

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Descriptive methods (frequency distributions, graphing and measures of location and variation), basic probability theory (sample spaces, counting, factorials, combinations, permutations and probability laws), probability distributions (normal distributions and normal curve, binomial distribution, and random samples and sampling techniques), statistical inference (estimation, hypothesis testing, t-test and chi-square test, and errors), correlation and regression, and f-test and analysis of variance. Prerequisites: C or better in MATH 108 Geometry and MATH 109 Intermediate Algebra. (IAI M1 902) (4 credit, 4 lecture, 0 lab)

MATH 126 TRIGONOMETRY

Review of geometric concepts, trigonometric functions, and the inverse functions, radian measure, identities and equations, solutions of oblique and right triangles, and powers and roots of complex numbers. Prerequisite: high school algebra and geometry. (3 credit, 3 lecture, 0 lab)

MATH 128 COLLEGE ALGEBRA

The algebra of functions-linear, polynomial, rational, exponential, and logarithmic; solving equations and inequalities based upon these functions; systems of equations and matrix operations; conic sections; and sequences and series. Prerequisite: MATH 108 Geometry and MATH 109 Intermediate Algebra. (4 credit, 4 lecture, 0 lab)

MATH 141 STATISTICS

Descriptive statistics, basic probability theory, probability distributions, statistical inference, correlation and regression, and the analysis of variance. An emphasis will be placed on applications in business, education, nursing, social sciences, and STEM fields. (4 credit, 4 lecture, 0 lab)

MATH 142 FINITE MATHEMATICS

Counting techniques, set theory, probability theory, equations of lines, systems of linear equations, linear applications, matrices and matrix applications, linear programming, and the Simplex method. Prerequisites: MATH 108 and 128 with a grade of "C" or better. (IAI M1 906) (4 credit, 4 lecture, 0 lab)

MATH 143 APPLIED CALCULUS

Linear, quadratic, and higher order polynomial functions; exponential and logarithmic functions and their applications; mathematical modeling; concept and techniques of differentiation; curve sketching; finding maxima and minima of functions; concept and techniques of definite and indefinite integrals, the fundamental theorem of calculus and applications of differentiation and integration in business and social science. Prerequisites: MATH 108 and 128 with a grade of "C" or better. (IAI M1 900) (4 credit, 4 lecture, 0 lab)

MATH 144 HEART OF MATHEMATICS

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Explores some of the most profound ideas in mathematics. Topics include number theory, geometry, graph theory, and counting techniques and probability. Prerequisite: MATH 108 and MATH 109 with a grade of "C" or better. (IAI M1 904) (4 credit, 4 lecture, 0 lab)

MATH 151 OCCUPATIONAL MATH

Review of the concepts of whole number arithmetic, fractions, decimal, percents, and ratios and proportions. Practical applications of arithmetic and geometry, measurement systems, and basic algebra concepts. Prerequisite: MATH 101 (4 credit course). (4 credit, 4 lecture, 0 lab)

MATH 155 TECHNICAL MATH

The necessary algebra, geometry, trigonometry, and statistics needed to succeed in a variety of vocational/technical areas. Provides the necessary prerequisite skills for technical calculus for a four-year degree. Prerequisite: MATH 106 (4 credit, 4 lecture, 0 lab)



MATH 161 PRE-CALCULUS

Topics include: rational, real, and complex number systems, elementary functions including polynomial, rational, exponential, logarithmic and trigonometric, and analytic geometry. Preparation for calculus. Prerequisite: MATH 108 and 128. (4 credit, 4 lecture, 0 lab)

MATH 162 CALCULUS AND ANALYTIC GEOMETRY I

Treatment of the major concepts and techniques of single variable calculus, with careful statements but few proofs. Differential and integral calculus of the elementary functions with associated analytic geometry. PREREQUISITE: MATH 161 with a grade of "C" or better. (IAI M1 900-1, IAI Major MTH 901) (5 credit, 5 lecture, 0 lab)

MATH 165 SCIENTIFIC PROGRAMMING

Study of a structured higher-level programming language to analyze and solve scientific and mathematical problems using a compute . Topics include: introduction to computers; basic elements of the language; control and repetition structures; user defined functions; arrays and strings; input-output streams; numerical methods. Prerequisite: MATH 162 Calculus & Analytic Geometry I (3 credit, 2 lecture, 2 lab)

MATH 204 ALGEBRAIC AND ARITHMETIC SYSTEMS

General problem solving techniques; functions; whole numbers, integer, rational numbers, irrational numbers, and real numbers; number theory; probability; and statistics. FOR ELEMENTARY EDUCATION MAJORS ONLY. Prerequisite: MATH 108 and 109. (4 credit, 4 lecture, 0 lab)

MATH 205 GEOMETRY FOR ELEMENTARY TEACHERS

Parallel and perpendicular lines; measurement of angles, line segments, time, and temperature; ratio and proportions; congruence and similarity; area, surface area, and volume; Greek constructions, proofs, and the Cartesian coordinate system. FOR ELEMENTARY EDUCATION MAJORS ONLY. Prerequisite: MATH 204 with a grade of "C" or better. (IAI M1 903) (4 credit, 4 lecture, 0 lab)

MATH 221 CALCULUS AND ANALYTIC GEOMETRY II

Develops the techniques of single-variable calculus begun in Calculus I and extends the concepts of function, limit, derivative and integral to functions of more than one variable. The treatment is intuitive, as in Calculus I. Techniques of integration, introduction to multivariate calculus, elements of infinite series. PREREQUISITE: MATH 162 with a grade of "C" or better. (IAI M1 900-2, IAI Major MTH 902) (5 credit, 5 lecture, 0 lab)

MATH 222 CALCULUS AND ANALYTIC GEOMETRY III

Further topics in calculus. Definite integrals over solid regions, applications of partial derivatives, vectors and vector operations, derivatives of vector functions, line integrals. Green's theorem. PREREQUISITE: MATH 221 with a grade of "C" or better. (IAI M1 900-3, IAI Major MTH 903) (5 credit, 5 lecture, 0 lab)

MATH 224 LINEAR ALGEBRA

A first course in vectors, matrices, vector spaces, and linear transformations. Covers the following topics: vectors; operations on matrices; matrices; inverse of a matrix; solution of systems of linear equations; rank of a matrix; vector spaces and subspaces; linear dependence and independence; basis and dimension; linear transformations; sums, composites, inverses of linear transformations; range and kernel of a linear transformation, determinants; eigenvalues and eigenvectors; orthogonality and inner product spaces; and quadratic forms. Emphasis is placed on theory and formal proofs integrated throughout the course. Examples, applications, and geometric intuition are also included. Prerequisite: MATH 221. (IAI Major MTH 911) (3 credit, 3 lecture, 0 lab)

MATH 225 DIFFERENTIAL EQUATIONS

Course in ordinary differential equations for engineering students. Topics include first order equations, linear di ferential equations, systems of linear differential equations, series solutions, the Laplace transform, numerical solutions, and applications. Prerequisite: MATH 222. (IAI Major MTH 912) (3 credit, 3 lecture, 0 lab)

[MT] MASSAGE THERAPY

MT 110

INTRODUCTION TO MASSAGE THERAPY

Provides the student with an introduction to the basic principles of massage therapy. Studies the history and current trends of the profession, as well as professional ethics. Provides knowlege of basic medical terminology and its appropriate use. Provides client consultation and assessment skills. Prerequisites: Concurrent enrollment in MT 111, MT 112, MT 113, and MT 114 (3 credit, 3 lecture, 0 lab)

MT 111 MASSAGE THERAPY ANATOMY

Provides the student with a study of the structural and functional relationships and homeostasis of the human body's systems. Incorporates the systems approach and integration of the body's systems into one functioning unit. Includes laboratory procedures, basic chemistry, the cell, cell division, and development. Prerequisites: Concurrent enrollment in MT 110, MT 112, MT 113, and MT 114. (3 credit, 2 lecture, 2 lab)

MT 112

MASSAGE THERAPY ETHICS & LAWS

Provides the student with a study of ehtical issues and laws that impact the massage therapist. Explores Illinois law, as well as laws of neighboring states. Provides an overview of professional and continuing education requirements. Discusses ethical practices for massage therapists, including the client/therapist relationship. Covers related topics of hepatitis, HIV, and hygiene. Prerequisites: Concurrent enrollment in MT 110, MT 111, MT 113, and MT 114. (2 credit, 2 lecture, 0 lab)



MT 113 **ANCILLARY MODALITIES**

"Explores a variety of topics and related methodologies related to the practice of massage therapy. Includes exploration of hydrotherapy, metabolism and nutrition, aromatherapy, stress reduction, time management, and others. Prerequisites: Concurrent enrollment in MT 110, MT 111, MT 112, and MT 114. (3 credit, 3 lecture, 0 lab)"

MT 114

MASSAGE THERAPY TECHNIQUES I

Provides the initial training in therapeutic massage. Covers self-care techniques, benefits of massage, pathologies, pressure sensitivit, draping techniques, supplies and equipment, and communication skills. Swedish massage techniques and variations will be taught and developed into a sequence for a full body massage. Prerequisites: Concurrent enrollment in MT 110, MT 112, and MT 113. (4 credit, 2 lecture, 4 lab)

MT 210

ADVANCED MASSAGE THERAPY

Provides instruction in various types of bodywork such as Neuromuscular therapy, craniosacral therapy, ortho-bionomy, myofacial release, positional release, deep tissue massage, sports massage, and infant and newborn massage. Students will also study kinesiology as it relates to therapeutic massage. Prerequisites: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. Concurrent enrollment in MT 211, MT 212, and MT 213. (3 credit, 2 lecture, 2 lab)

MT 211 MASSAGE THERAPY BUSINESS PRACTICES

Provides instruction in various aspects of developing and maintaining a successful therapeutic massage practice. Covers development of business plan, establishment of a bookkeeping system, maintenance of client records, development and implementation of marketing strategies, and insurance and tax information. Additional topics include career options for massage therapists, resume development and interviewing skills. Prerequisites: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. Concurrent enrollment in MT 210, MT 212, and MT 213. (2 credit, 2 lecture, 0 lab)

MT 212 MASSAGE THERAPY TECHNIQUES II

Expands student knowledge and skills for treatment planning and massage technique. Incorporates therapeutic massage technique variations along with energy approaches such as acupressure. Joint mobilization, various forms of stretching, and seated chair massage are also covered. Differences between therapeutic massage and massage for relaxation are explored. Prerequisities: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. Concurrent enrollment in MT 210, MT 211, and MT 213. (4 credit, 1 lecture, 6 lab)

MT 213 MASSAGE THERAPY TECHNIQUES III

Provides the student the opportunity to apply the principles, techniques, and procedures learned in program coursework. Reviews muscle locations, stresses trigger points, and pain referral patterns. Students are expected to demostrate proper ethics, communication skills, proper draping techniques, adequate sanitary precautions, perform full body massage based on client needs, and properly document the session in the client's record. Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Students must pass with a C average (70%) or better. (4 credit, 1 lecture, 6 lab)

MT 290 SELECTED TOPICS IN MASSAGE THERAPY

An in-depth study of selected problems or topics in massage therapy. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may offered for variable credit and be repeated if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 3 lecture, 0 lab)

[MUS] MUSIC

MUS 121 MUSIC APPRECIATION

Designed to train students in perceptive listening and to introduce them to representative music masterpieces. Emphasis will be on the elements of music, and will continue with various musical forms and periods, and great performers and composers. (IAI F1 900) (3 credit, 3 lecture, 0 lab)

MUS 122 BASIC GUITAR

Beginning instruction on an acoustical guitar for those students who have had no previous instruction or those who already play, but need to learn musical notation. Activities will include group instruction. singing and accompanying traditional and contemporary songs, performing in a guitar ensemble, listening to a wide variety of guitar music. (Variable and repeatable times three.) (1 credit, 0 lecture, 2 lab)

MUS 124 PRIVATE APPLIED MUSIC I

Private study of any band or orchestra instrument or voice under the supervision of a college-approved instructor. An examination by jury at the conclusion of the semester will be required of music majors. A laboratory fee of \$95 per credit will be charged. This course may be offered as variable credit and repeated three times. (4 credit, 0 lecture, .5 lab)

MUS 125 PRIVATE APPLIED MUSIC II

A continuation of MUS 124. This course may be offered as variable credit and repeated three times (4 credit, 0 lecture, .5 lab)

MUS 126 INTRODUCTION TO AMERICAN MUSIC

Historical survey of the development and major cultural contributions of American music and composers, including symphonic, jazz, and popular forms, within the context of the American culture of the time. (IAI F1 904) (3 credit, 3 lecture, 0 lab)

MUS 127 GROUP PIANO INSTRUCTION I

Group instruction designed for students with little or no keyboard experience. Theory, technique, sight-reading, harmonization, improvisation, and performance activities are a part of this course. (1 credit, 0 lecture, 2 lab)

MUS 128 INTRODUCTION TO CHORAL SINGING

This course is designed for the beginning singer to introduce and develop basic singing techniques, sight reading skills, and basic music theory concepts. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 141 CHORUS

Open to all college students as well as interested persons of the community; may be taken four times for academic credit (repeated three times). Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 142 CHORUS II

A continuation of MUS 141 Chorus. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 143 CHORUS III

A continuation of MUS 142 Chorus II. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 144 CHORUS IV

A continuation of MUS 143 Chorus III. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester.(1 credit, 0 lecture, 2 lab)

MUS 145 GOSPEL CHOIR

This is a performance course of choral music in the gospel tradition. Historical and contemporary artists are performed. Concerts on- and off-campus are scheduled upon request. One on-campus concert required. One weekly rehearsal is required. May be taken four times for credit (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

MUS 146 JAZZ CHOIR

Principles and performance of jazz singing and musicianship. Jazz compositions of all styles and periods. Emphasis on developing the rudiments of vocal jazz technique. (1 credit, 0 lecture, 2 lab)

MUS 147 GOSPEL CHOIR II

This is a performance course of choral music in the gospel tradition. Historical and contemporary artists are performed. Concerts on- and off-campus are scheduled upon request. One on-campus concert required. One weekly rehearsal is required. May be taken four times for credit (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

MUS 148 JAZZ CHOIR II

Principles and performance of jazz singing and musicianship. Jazz compositions of all styles and periods. Emphasis on developing the rudiments of vocal jazz techniques. May be taken four times for credit (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

MUS 161 BAND

Open to all college students as well as persons from the community who have had previous instrumental experience. May be taken four times for credit (repeated three times). Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 164 MUSICAL THEATRE CHOIR

Principles and performance of musical theatre. This course will focus on the study and performance of musical theatre literature with an emphasis on developing the rudiments of vocal, staging, and ensemble techniques. (1 credit, 0 lecture, 2 lab)

MUS 168

INTRODUCTION TO INSTRUMENTAL MUSIC

This course is designed for the beginning instrumentalist to introduce and develop basic band techniques, sight reading skills, and basic music theory concepts. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

MUS 181

THEORY OF MUSIC I

An in-depth study of music that is intended for music majors or minors or those who have had prior training or knowledge of the fundamentals of music. Study includes analysis, harmonization, and aural skills training. (4 credit, 4 lecture, 0 lab)

MUS 182

THEORY OF MUSIC II

A continuation of MUS 181. This course is intended for music majors or minors or those who have had prior training or knowledge of the fundamentals of music. Includes analysis, harmonization, and aural skills training. PREREQUISITE: MUS 181 Theory of Music I. (4 credit, 4 lecture, 0 lab)

MUS 222 FUNDAMENTALS OF MUSIC

A practical, applied approach to music designed for those who have little or no background in its fundamentals. Methods and skills will be systematically introduced at the adult-beginner level. Includes such activities as singing, recorder, guitar, and autoharp. (3 credit, 3 lecture, 0 lab)

MUS 224 PRIVATE APPLIED MUSIC III

A continuation of MUS 125. A laboratory fee will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

MUS 225 PRIVATE APPLIED MUSIC IV

A continuation of MUS 224. A laboratory fee will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)



MUS 280 SELECTED TOPICS IN MUSIC

An in-depth study of selected problems or topics in music. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. The course may be may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

MUS 281 THEORY OF MUSIC III

Continuation of MUS 181 and 182. Study includes advanced harmonic techniques, modulation, altered chords, chromatic harmony, and introduction of contemporary harmonic principles. Advanced aural skills training is included as a part of this course. PREREQUISITE: MUS 182 Theory of Music II. (4 credit, 4 lecture, 0 lab)

MUS 282 THEORY OF MUSIC IV

Continuation of MUS 281. Advanced harmonic techniques, twentieth century techniques, and advanced aural skills training are a part of this course. PREREQUISITE: MUS 281 Theory of Music III. (4 credit, 4 lecture, 0 lab)

[NUR] PRACTICAL NURSING

NUR 110 NURSING SKILLS REVIEW

The Nursing Skills Review course is essential for the returning student. The purpose of this course is to determine one's ability to perform basic fundamental/pharmacology nursing skills. This course will provide for a review of the basic nursing skills previously taught. These skills would include: sterile technique, catheterization, sterile dressing change, preparing and administering medications, vital signs, and IV therapy. The student will be expected to satisfactorily demonstrate competence in performing identified skills prior to continuing in the nursing program. The course will be a pass/fail course. Testing will include a final written exam and clinical skills performance. This course may be repeated one time. Prerequisite: Acceptance into the nursing program. (1 credit, .5 lecture, 1 lab)



NUR 133 PREPARATION FOR CNA INSTRUCTOR

This course is to prepare registered nurses to teach nursing assistants. The course will focus on necessary teaching skills including the teaching-learning process, behavioral objectives and educational outcomes, teaching methods and tools, utilization of audio-visual equipment, and evaluating learning. Application to the clinical laboratory will be included. Students will be required to prepare written assignments, present oral reports and complete all in class assignments. A basic review of Alzheimer's Disease and appropriate nursing care of Alzheimer's patients is included in this course. This course meets the Illinois Department of Public Health's requirements for teachers of the state approved nursing assistant course. Prerequisites: RN Licensure in the State of Illinois, two years of nursing experience in a long-term care setting. (2 credit, 2 lecture, 0 lab)

NUR 135 INTRAVENOUS THERAPY FOR NURSES

Provides the appropriate knowledge and skill to perform selected tasks in intravenous therapy under the supervision of a registered nurse, physician, dentist or podiatrist. Calculates fluid and drug administration rates and safe use of intravenous therapy equipment. Principles of infection control and fluid and electrolyte balance. Prerequisite: Successful completion of a practical nursing program or Instructor consent. Variable credit and repeatable three times. (2 credit, 1.5 lecture, 1 lab)

NUR 151 NUTRITION THROUGHOUT THE LIFESPAN

Provides basic nutrition information using a life-span approach, cultural differences and dietary recommendations. Presents skills and patient education related to diet therapy for patients with various disorders. Prerequisite: Per PN Handbook. (2 credit, 2 lecture, 0 lab)

NUR 153 MEDICATION CALCULATIONS

Designed as a preliminary class for pharmacology in the Practical Nursing Program. The class develops mathematical skills necessary for the student to learn medication computation. This course may be repeated two (2) times. (4 credit, 4 lecture, 0 lab)

NUR 170 PRACTICAL NURSING BASIC PROCEDURES

Introduces the practical nursing student to the functions, approach, application and complexities of nursing skills. Basic nursing procedures are introduced. The Skills Procedure check-lists incorporated in the textbook will be utilized for the performance and assessment of skills. (3 credit, 1.5 lecture, 5 lab)

NUR 171 PRACTICAL NUR PRINCIPLES & PROC I

Introduces the practical nursing student to the functions, approach, application, and complexities of nursing skills. Basic nursing procedures are practiced. Introduces more advanced skills. (3 credit, 1.5 lecture, 5 lab)

NUR 172

PRACTICAL NUR PRINCIPLES & PROC II

Studies the action of drugs on the human body: includes the theory and practice of medication administration, drug actions, and medication calculations. Prerequisite: Acceptance into the Nursing Program, or instructor or director consent. (4 credit, 3 lecture, 3 lab)

NUR 173 PRACTICAL NUR PRINCIPLES & PROC III

Explores human growth and development in a comprehensive manner. Discusses biophysical, cognitive, affective, social and spiritual aspects of growth and development. Explores developmental changes occurring from birth to death as they relate to nursing interventions. Prerequisite: Acceptance into the Nursing Program, or instructor or director consent. (2 credit, 2 lecture, 0 lab)

NUR 176 COMMUNITY AND MENTAL HEALTH

Emphasizes personal and community aspects of mental health and illness. Mental function, dysfunction, treatment and nursing care. Provides opportunities for observation of holistic care in community and mental health facilities. Prerequisite: Successful completion of NUR 170, 171, 172, and 173, or instructor or director consent. (2 credit, 1.5 lecture, 1 lab)

NUR 177 PEDIATRIC NURSING

Builds upon growth and development patterns and concepts. Provides interventions for well and hospitalized children related to developmental and physical needs. Common childhood disorders and appropriate nursing care for disorders and injuries. Prerequisite: Successful completion of NUR 170, 171, 172, and 173, or instructor or director consent. (2 credit, 1.5 lecture, 1 lab)

NUR 178 NURSING OF MOTHER AND NEWBORN

Addresses antepartal, intrapartal, postpartal, and neonatal periods. Discusses normal as well as pathophysiological reproduction, birth process and neonatal conditions. Emphasizes family involvement and cultural needs. Prerequisite: Successful completion of NUR 170, 171, 172, 173, 190, and 198, or instructor or director consent. (3 credit, 2 lecture, 3 lab)

NUR 190 NURSING CARE OF THE ADULT I

Care of selected patients in clinical affiliations and the study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Prerequisite: Successful completion of NUR 170, 171, 172, and 173, or instructor or director consent. (4 credit, 3 lecture, 3 lab)

NUR 195 MEDICAL TERMINOLOGY

Studies anatomy, prefixes, suffixes, Greek and Latin root words an the information of words pertaining to medical and nursing subjects. Increases the efficiency of nurses, medical records technicians and medicine posting clerks. Systematic study of medical terms related to models, charts and slides illustrating the various systems of the body and their diseases. Emphasizes use and spelling of the terms in records, correspondence and forms. (3 credit, 3 lecture, 0 lab)

NUR 198 NURSING CARE OF THE ADULT II

The care of selected patients in clinical affiliations and the study of disease conditions, symptoms, diagnostic measure and their nursing implications. Dietary and pharmacological treatment and nursing care are emphasized. Successful completion of NUR 170, 171, 172, 173, and 190, or instructor or director consent. (4 credit, 3 lecture, 3 lab)

NUR 199 NURSING CARE OF THE ADULT III

Continues affiliation at selected clinicals as well as study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Emphasizes the pharmacological aspects of medical/ surgical nursing. (4 credit, 3 lecture, 3 lab)

NUR 211 NURSING CARE OF THE ADULT IV

A continuation of Nursing the Adult I, II, and III. Continues affiliation at selected clinicals as well as study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Prerequisite: Successful completion of NUR 151, 170, 171, 172, 173, 176, 177, 178, 190, 198, and 199, or instructor or director consent. (3 credit, 2 lecture, 3 lab)

NUR 231 ADVANCED MEDICAL TERMINOLOGY

A continuation of the development of medical vocabulary in order to understand the language used in the medical profession. Includes pronunciation, spelling, and definition of terms. Prerequisites: NUR 195 or instructor consent. May be repeated three times. (3 credit, 3 lecture, 0 lab)

[ONGT] OIL AND NATURAL GAS TECHNOLOGY

ONGT 110

INTRODUCTION TO PETROLEUM INDUSTRY

The course provides an overview of the oil and gas industry, focusing on the procedure for extracting oil and gas from the underground source. Students will be introduced to basic oil and gas field concepts and will explore the multitude of career options available in this everchanging and growing industry. (1 credit, 1 lecture, 0 lab)

ONGT 111 OIL AND GAS PRODUCTION I

This course consists of the study of the principles of drilling methods and drilling systems, including drilling fluids, bit programs, casing and cementing, well control, and drilling data analysis. Students will explore many issues related to conventional well development and specialty applications, including horizontal drilling. Emphasis will be placed on the applications of new technology. (3 credit, 2 lecture, 3 lab)

ONGT 112 ARTIFICIAL LIFT SYSTEMS

This course is designed to provide a general overview of the common downhole production systems including: sucker-rod pumps, gas lift, plunger lift, and submersible pumps. Students will learn about each method and the equipment typically associated with each system. (3 credit, 2 lecture, 3 lab)

ONGT 113 OIL AND GAS PRODUCTION II

This course will familiarize the students with the duties of an oil and gas technician. Topics covered include: natural gas treatment; dehydration and compression system and equipment; the produced water treatment and handling system and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; well completion; and safety, health and environmental consideration relative to the field of oil and gas production. (3 credit, 2 lecture, 3 lab

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[OUTR] OUTDOOR RECREATION

OUTR 111 RECREATION FOUNDATIONS

Recreation Foundations provides students with a general understanding of the field of outdoor recreation. Students will learn about the history of recreation in America and its beneficial e fect on social behaviors and on the economy. Particular focus will be given to understanding the overall dynamics of the industry including key entities involved and the relationships between them. Students will also look at the possibility for both negative and positive environmental effects and the need for integrating stewardship principles into current programs. (3 credit, 3 lecture,0 lab)

OUTR 112 OUTDOOR RECREATION PLANNING

Outdoor Program Planning will provide students with the practical skills and understanding necessary to effectively develop outdoor recreation programs in any venue. Students will gain an understanding of critical processes and milestones necessary in any outdoor recreational program and how to properly monitor and evaluate program success. In addition to other learning activities, students will develop plans for two outdoor recreation programs including feedback programs, evaluation techniques and process improvement. (3 credit, 3 lecture, 0 lab)

OUTR 115 OUTDOOR RECREATION PRACTICUM

Outdoor Recreation Practicum provides students with the opportunity to observe practitioners in the field of outdoor recreation and to obtain practical experience in program dynamics, planning and execution. Students will work closely with faculty to identify an appropriate location or organization for the experience and to identify key tasks to be observed and understood. Written reports, observations/reflections and supplemental reading will be required. This course may be offered for variable credits and at various venues and is repeatable three times. (1 credit, 0 lecture, 3 lab)

OUTR 131

LEADERSHIP IN OUTDOOR RECREATION Leadership in Outdoor Recreation is structured to help students

Leadership in Outdoor Recreation is structured to help students understand key leadership principals necessary to effectively support develop and support goals of outdoor recreation organizations. Students will look at the history of effective outdoor leadership including professional and recreational organizations. They will be provided with leadership theory and principals and learn effective means to their implementation and practice. Facilitation of student, group and employee growth and development will be explored in detail and students will develop assessment tools to practically measure understanding and professional growth. (3 credit, 3 lecture, 0 lab)

OUTR 151 INTRODUCTION TO ECOTOURISM

Introduction to Ecotourism provides students with the fundamental concepts and practices surrounding this emerging field of tourism. Students will explore the growing role and impacts of ecotourism in regional natural resources management and economic development strategies. Case studies will be evaluated and students will develop an evaluation of local ecotourism activities and initiatives and provide recommendation for growth. (2 credit, 2 lecture, 0 lab)

OUTR 152 ENVIRONMENTAL ETHICS

Environmental Ethics is an introductory course in the philosophical treatment of modern environmental issues in our society. It provides students with a cursory understanding of ethical dilemmas in

our environment and ways in which dialogue is undertaken to address those issues. Students will engage in topical discussions on environmental issues from a theoretical standpoint as well as a natural standpoint with the goal of developing a more comprehensive view of environmental stewardship. In addition to tests, discussions and article reviews, students will complete a report on one environmental issue affecting America and one environmental issue affecting our region. (2 credit, 2 lecture, 0 lab)

OUTR 153 INTRO TO SO ILLINOIS TOURISM

Introduction to Southern Illinois Tourism guides students through a survey of regional tourism highlights, the history of tourism in this area and tourism's impact on the Southern Illinois economy. Students will learn about the breadth of tourism opportunities, how they are marketed, who manages/operates them, their growth and/or decline and the potential for future successes. Areas of tourism focus will include historical sites, natural resources/outdoor recreation opportunities and other key tourism draws. (2 credit, 2 lecture, 0 lab)

OUTR 154 SO ILLINOIS NATURAL RESOURCE SURVEY

Southern Illinois Natural Resource Survey introduces students to the vast array of natural resources this region offers for recreational and educational purposes. Students will learn about recreational programs available at various sites, organizations and entities involved and the natural and cultural history surrounding them. Students will be required to report on a minimum of two (2) locations including interviews with site supervisors or district biologists. (2 credit, 1 lecture, 2 lab)

OUTR 155 ENVIRONMENTAL INTERPRETATION

Environmental Interpretation provides students desiring to gain employment in the environmental education sector, skills and classroom experience interpreting natural and/or cultural resources. Students will learn to present natural sites to attendees in ways that are both informative and captivating. (2 credit, 1 lecture, 2 lab)

OUTR 190 OUTDOOR RECREATION INTERNSHIP

Provides students with practical work experience in which to gain a better understanding of the field of outdoor recreation. The internship creates an important occupational experience in areas of leadership, organizational dynamics, program planning/oversight and day-to-day operations. Internship sites may include selected governmental agencies, non-governmental organizations and/or outdoor recreation businesses. This requires a minimum of 75 internship clock hours per hour of college credit. This course may be offered as variable credit and repeated three times. (5 credit, 0 lecture, 25 lab)

OUTR 199 PROGRAM LEARNING ASSESSMENT

Students will demonstrate their understanding of the field of Outdoor Recreation and their ability to practically implement key concepts and practices by writing a final research paper surveying everything learned in the program. Students will be allowed to pick from a variety of topics including, but not limited to, modern challenges affecting outdoor recreation, development of sustainable outdoor recreation opportunities in certain geographies, and the economic impact of outdoor recreation. (1 credit, 1 lecture, 0 lab)

OUTR 211 PHYSICAL AND MENTAL SIDE OF ARCHERY

The course is designed to promote physical fitness and teach a series of physical and mental exercises to improve the success of bow hunters and competitive 3D archers. Topics have been chosen to take the students methodically from proper shooting form to developing a mindset in which one becomes completely focused on his or her objective, thus achieving, improving, and maintaining athletic prowess. Exercise and fitness rules, principles, and techniques taught in the course have proven to be effective in the fields of both amateur and professional archery and include human movement research and motivation studies. Safety and injury prevention will be stressed. (1 credit, 1 lecture, 0 lab)

OUTR 212 BASIC COMPOUND BOW MECHANICS

The course is designed to provide basic information and instruction in the overall construction and function of the modern compound bow. Although a brief history of the compound bow's evolution and function will be discussed, the major emphasis of the course will be on the mechanical, or technical, features of the compound bow, including basic tuning, repair, and maintenance. Safety and injury prevention will be stressed. Industry health and safety concerns will be addressed. The course will also provide an introduction to archery equipment manufacturing, marketing, and related services and will examine the business side of the archery maintenance industry. Planning and development activities in archery maintenance and service, including facilities management and an emphasis on strong public relations, will be covered. (1 credit, 1 lecture, 0 lab)

OUTR 213 ADVANCED COMPOUND BOW MECHANICS

The course serves as a sequel to Basic Compound Bow Mechanics. In the advanced course, students will deepen their knowledge of compound bows and their performance. It is designed to give students a comprehensive skill set regarding archery equipment as well as an in-depth knowledge of archery tools from which they can safely and effectively tune compound bows to their maximum performance efficienc . Compound bow accessories will be covered. Safety and injury prevention will be stressed. The course will continue its examination of the archery industry and its management principles, including financial planning, public relations, the field of archer maintenance, and standard sport recreation services. (1 credit, 1 lecture, 0 lab)

OUTR 214 USCA RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of the U.S. Collegiate Archery Association (USCA). The course will give students a working knowledge of the organization, management, and administration of USCA and will familiarize students with USCA athletic event promotion, scheduling, and related services. Facilities management and program development for competitive archery programs and teams within USCA and the development of skills in public relations will be stressed. Adopting the USCA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)



OUTR 215 USAA RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of USA Archery (USAA). The course will give students a working knowledge of the organization, management, and administration of USAA and will familiarize students with USAA athletic event promotion, scheduling, and related services. Facilities management and program development for competitive archery programs and teams within USAA and the development of skills in public relations will be stressed. Adopting the USAA code of conduct for its members will be required. (1 credit, 1 lecture, 0 lab)

OUTR 290

SELECTED TOPICS OUTDOOR RECREATION

An in-depth study of topics in the outdoor recreation field. Classes may include industry-specific recreational opportunities such as mountain biking, outfitting and guiding, horsemanship, water sports and other outdoor recreation venues. The exact content will vary from semester to semester depending on the subject studied. This course may be offered as variable credit and repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Student may work individually or on group projects. Prerequisites: Successful completion of OUTR 111 Recreation Foundations or Instructor consent. (3 credit, 3 lecture, 0 lab)

[PE] PHYSICAL EDUCATION

PE 120 WATER AEROBICS

Offered only in the summer. It is designed to instruct the fundamentals of water aerobics. (1 credit, 0 lecture, 2 lab)

PE 121 BOWLING

Introduction to the basic technique and skills required for bowling. This co-educational course has no prerequisite. May be repeated three times. (1 credit, 0 lecture, 2 lab)

PE 123 RECREATIONAL SPORTS

Includes activities such as volleyball, basketball, softball and soccer. This course is designed to develop interest in activities that can be played in one's backyard or in a park. May be taken as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 125 DANCE II

A continuation of PE 128 Dance with emphasis on basic steps and dance patterns associated with different types of dance. May include one or several different types of dance. This course may be taken as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 126

PHYSICAL FIT THROUGH CONDITIONING

Fitness through exercise with emphasis on weight lifting and/ or running to develop cardiovascular endurance and muscle tone. May be repeated three times. Prerequisite: Doctor's permission for individuals with a history of health problems. (1 credit, 0 lecture, 2 lab)

PE 127

PHYSICAL FITNESS CONDITIONING II

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. Prerequisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 128 DANCE

Introduction to the basic steps and dance patterns associated with different types of dance. May include one or several different types of dance. May be taken as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 129 PHYSICAL FITNESS CONDITIONING III

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone (may be repeated three times). This course is a continuation of Physical Fitness Conditioning II. PRE-REQUISITES: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 140 PILATES

A course designed to gain flexibility postural control and core strength through a synthesis of mind/body fitness routine. May be offered as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

PE 141 SWIMMING

Offered only in the summer. It is designed to instruct the fundamentals of beginning swimming and water safety.

fundamentals of beginning swimming and water safety. (1 credit, 0 lecture, 2 lab)

PE 144 MEN'S TEAM BASEBALL I

Introduction to the skills, knowledge, attitudes, and physical condition necessary for playing baseball. (2 credit, 0 lecture, 4 lab)

PE 145 WOMEN'S TEAM SOFTBALL I

An introduction to the rules, regulations, skills and physical conditioning necessary for playing softball. Includes theory, demonstration, and participation. (2 credit, 0 lecture, 4 lab)

PE 146 WOMEN'S TEAM SOFTBALL II

Group instruction in skills, techniques, rules, terminology, and scoring of softball. Emphasis on experience in playing the game. Laboratory participation is required. This course is intended for sophomore students on the softball team. Prerequisite: sophomore students on the softball team. (2 credit, 0 lecture, 4 lab)

PE 162 BASKETBALL

Introduction to the basic skills, knowledge, attitudes and physical conditioning necessary for playing basketball. Emphasis on recreational values. May be repeated once. (.5 credit, 0 lecture, 1 lab)

PE 164 WOMEN'S TEAM BASKETBALL I

Individual skills and team techniques are covered as students gain knowledge and an understanding of basketball. Laboratory participation is required. This course is intended for freshman students on the women's basketball team. Prerequisite: freshman students on the women's basketball team. (2 credit, 0 lecture, 4 lab)

PE 165 WOMEN'S TEAM BASKETBALL II

A continuation of PE 164 with emphasis on developing the skills in basketball. Laboratory participation is required. This course is intended for sophomore students on the women's basketball team. Prerequisite: sophomore students on the women's basketball team. (2 credit, 0 lecture, 4 lab)

PE 168 BASIC ARCHERY

Introduction to the basic techniques and skills required for archery, with an emphasis in target shooting. (1 credit, 0 lecture, 2 lab)

PE 169 FITNESS THROUGH WALKING

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . (.5 credit, 0 lecture, 1 lab)

PE 170

INTERMEDIATE ARCHERY

Introduction to the intermediate techniques and skills required for archery, with an emphasis in target shooting. (1 credit, 0 lecture, 2 lab)

PE 171

ADVANCED ARCHERY

Introduction to the advanced techniques and skills required for archery, with an emphasis in competitive target shooting. (1 credit, 0 lecture, 2 lab)

PE 172 MIND AND MATTER IN COMPETITION

The course is designed to promote physical and mental fitness and teach a series of physical and mental exercises to improve the success of competitive teams. Topics have been chosen to take the students methodically from proper technique and form to developing a mindset in which one becomes completely focused on his or her objective, thus achieving, improving, and maintaining athletic prowess. Exercise and fitness rules, principles, and techniques taught in the course have proven to be effective in the fields of both amateur and professional competition and include human movement research and motivation studies. Safety and injury prevention will be stressed. (1credit, 1 lecture, 0 lab)

PE 173 PRO-AM COMPETITION ARCHERY

Introduction to the advanced techniques and skills required for professional and amateur (Pro-Am) competition archery. (1 credit, 0 lecture, 2 lab)

PE 176 USBC RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of the US Bowling Congress (USBC). The course will give students a working knowledge of the organization, management, and administration of USBC and will familiarize students with USBC athletic event promotion, scheduling, and related services. Facilities management and program development for competitive bowling programs and teams within USBC and the development of skills in public relations will be stressed. Adopting the USBC code of conduct for its members will be required. (1 credit, 1 lecture, 0 lab)

PE 183 AEROBIC FITNESS EXERCISE

Individualized exercise program which uses multi-station exercise equipment utilizing submaximal weights with multiple repetitions. Course is intended to improve cardiovascular efficienc, strength, endurance, flexibility and all-around fitness. May be repeated thre times. Prerequisite: Doctor's permission for individuals with a history of health problems. (3 credit, 0 lecture, 2 lab)

PE 184 AEROBIC FITNESS EXERCISE II

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. Prerequisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 185 AEROBIC FITNESS EXERCISE III

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. This course is a continuation of Aerobic Fitness Exercise II. PRE-REQUISITES: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

PE 186 AEROBIC FITNESS EXERCISE IV

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. (1 credit, 0 lecture, 2 lab)

PE 189 FITNESS THROUGH WALKING II

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

PE 209

FITNESS THROUGH WALKING III

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

PE 219 FITNESS THROUGH WALKING IV

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be



used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibilit . Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

PE 220 THEORY OF COACHING

Theory, techniques, and principles of coaching selected team or individual sports. (3 credit, 3 lecture, 0 lab)

PE 221

MEN'S TEAM BASKETBALL I

Individual skills and team techniques are covered as students gain knowledge and an understanding of basketball. Laboratory participation is required. This course is intended for freshman students on the men's basketball team. Prerequisite: freshman students on the men's basketball team. (2 credit, 0 lecture, 4 lab)

PE 222 MEN'S TEAM BASKETBALL II

A continuation of PE 221 with emphasis on developing the skills in basketball. Laboratory participation is required. This course is intended for sophomore students on the men's basketball team. Prerequisite: PE 221 Men's Team Basketball I or consent of instructor (2 credit, 0 lecture, 4 lab)

PE 244 MEN'S TEAM BASEBALL II

Development of advanced skills of batting, fielding, and playing all positions; strategies of offense and defense; methods of conducting team practices; training and conditioning; review of rules and scouting techniques. Prerequisite: PE 144 or Instructor consent. (2 credit, 0 lecture, 4 lab)

[PHIL] PHILOSOPHY

PHIL 121 INTRO TO PHILOSOPHY

Acquaints the students with the categories and methods of philosophical inquiry, and surveys some major systems of philosophical thought from classical to contemporary times. (IAI H4 900) (3 credit, 3 lecture, 0 lab)

PHIL 122 FUNDAMENTALS OF LOGIC

Designed to develop a knowledge and understanding of the methods and principles used in distinguishing correct from incorrect reasoning. Three major areas will be stressed: (1) the uses of language and fallacies, (2) deduction, and (3) induction. No prerequisite: may be taken concurrently with PHIL 121. (IAI H4 906) (3 credit, 3 lecture, 0 lab)

PHIL 221 FUNDAMENTALS OF ETHICS

Designed to investigate the nature of normal action, the meaning of right and good, the principal ethical theories, and the organization of individual and social values from a philosophical perspective. Prerequisite: PHIL 121 or Instructor consent. (IAI H4 904) (3 credit, 3 lecture, 0 lab)

PHIL 224 COMPARATIVE RELIGIONS

Comparison and investigation of contemporary and historical major Eastern and Western religions such as Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Jainism, Judaism, Christianity, and Islam. Examines philosophical, historical, social and political aspects. (IAI H5 904N) (3 credit, 3 lecture, 0 lab)

PHIL 280 SELECTED TOPICS IN PHILOSOPHY

An in-depth study of selected problems or topics in philosophy. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation and may be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[PHYS] PHYSICS

PHYS 121 BASIC PHYSICS

Topics include: the concepts and methods of physics; mechanics, heat and thermodynamics, electricity and magnetism, and modern physics. Laboratory required. Prerequisite: MATH 109. (IAI P1 900L) (4 credit, 3 lecture, 2 lab)

PHYS 221 GENERAL PHYSICS I

Topics include: mechanics (kinematics; Newton's Laws; work and energy; impulse and momentum; rotational dynamics; gravitation and Kepler's Laws; and harmonic motion) and fluids (fluid statics an dynamics). Laboratory required. Prerequisite: MATH 162. (IAI P2 900L) (5 credit, 4 lecture, 2 lab)

PHYS 222 GENERAL PHYSICS II

Topics include: Electricity and magnetism (charge; electric field and potential; current, resistance, capacitance, dielectrics and inductance; electromotive force; direct current circuits, alternating current circuits, RLC circuits, laws of Gauss, Ampere and Faraday; and magnetic properties) Maxwell's equations; electromagnetic waves; optics, interference, diffraction. Laboratory required. (IAI Major PHY 912) (5 credit, 4 lecture, 2 lab)

PHYS 224 MODERN PHYSICS

Topics include special relativity; time dilation, length contraction, and mass-energy equivalence. General relativity; equivalence principle, gravity wells, cosmology. Quantum mechanics; free particle, particle in a box, harmonic oscillator, and the hydrogen atom. Atomic and nuclear physics; atomic spectra, MNR. Laboratory required. Prerequisites: PHYS 221 General Physics I, PHYS 222 General Physics II, and MATH 222 Calculus & Analytic Geometry III (5 credit, 4 lecture, 2 lab)

PHYS 241 STATICS

Topics include: equilibrium of particles and rigid bodies; analysis of force in trusses, frames, beams, and cables; determination of centroids and moments of inertia; friction and virtual work. Prerequisites: PHYS 221 and MATH 221. (IAI Major EGR 942) (3 credit, 3 lecture, 0 lab)

PHYS 242 DYNAMICS

Topics include: kinematics of particles in rectilinear and curvilinear motions; Newton's second law, energy and momentum applied to a particle or system of particles; kinematics of rigid body motion; application of Newton's second law, energy and momentum to the motion of a rigid body; mechanical vibrations. Prerequisite: PHYS 241. (IAI Major EGR 943) (3 credit, 3 lecture, 0 lab)

[PR] PUBLIC RELATIONS

PR 111

PUBLIC RELATIONS SKILLS

Prepares individuals to perform the techniques of direct consumer persuasion, public relations, recruitment, marketing, leadership skills, organizational skills, presentations, customer service, legal/ ethical issues, and interpersonal skills. This course may be offered for variable credit and repeatable three times. (4 credit, 1 lecture, 6 lab)

[PSYC] PSYCHOLOGY

PSYC 121 INTRO PSYCHOLOGY

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. (IAI S6 900) (3 credit, 3 lecture, 0 lab)

PSYC 131 HUMAN RELATIONS

Helps occupational program students apply basic principles of psychology in everyday relations with co-workers and customers. Studies group sociology and inter-group relationships within the work organization. Credit toward graduation will not be given for both Human Relations 131 and Introduction to Psychology 121. Not applicable toward A.A. or A.S. degrees (3 credit, 3 lecture, 0 lab)

PSYC 221 CHILD PSYCHOLOGY

Introduction to theory and research on the biological, physical, social, and cognitive development of the human child from conception to adolescence. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, cultural influences, and aspects of abnormal development. Focused observations will be conducted in a variety of settings. (IAI S6 903) (3 credit, 3 lecture, 0 lab)

PSYC 244 HUMAN GROWTH & DEVELOPMENT-LIFESPAN

A study of growth and development of the individual from conception through adulthood. Emphasis on social, emotional, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. Includes research methods and developmental theories. (3 credit, 3 lecture, 0 lab)



PSYC 246 SOCIAL PSYCHOLOGY

Exploration of social behavior and connections between group experience and psychology of the individual. Includes introduction to scientific methods, social roles, eme gence of personality in social interactions, analysis of attitudes, and group structure and process. Integration of theory and empirical research as they relate to: research methods; attitude formation and change; social cognition; interpersonal relations; group processes; and social influence. (3 credit, 3 lecture, 0 lab)

PSYC 260 ABNORMAL PSYCHOLOGY

Integration of theory and empirical research as they relate to: research methods; definition, assessment and categorization of abnormal behavior; biological, psychosocial, and sociocultural origins of abnormal behavior; and treatment and prevention. Prerequisite: PSYC 121. (IAI Major PSY 905) (3 credit, 3 lecture, 0 lab)

PSYC 280 SELECTED TOPICS IN PSYCHOLOGY

An in-depth study of selected problems or topics in psychology. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered for variable credit. (3 credit, 3 lecture, 0 lab)

[PTR] PERSONAL TRAINER

PTR 115 ACE TRAINING PREP

This course is designed to give students an introduction to effective personal training techniques, weight training and lifting theory, and the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become e fective personal trainers. (4 credit, 3 lecture, 2 lab)

PTR 117 INTERNSHIP FOR PERSONAL TRAINERS

This course is designed to give students a practical knowledge of Personal Training through real world experience in the fitness industry. This course may be offered as variable credit and repeated three times. (3 credit, 0 lecture, 25 lab)

[READ] READING

READ 106 INTRODUCTORY READING

Designed for the student who needs to increase college-level vocabulary, improve comprehension, and learn reading skills necessary for completing research. Students practice with computers to improve their reading rates. (3 credit, 3 lecture, 0 lab)

READ 108 COLLEGE READING

Designed to sharpen students' reading skills in order to read collegelevel material with greater speed and comprehension. Emphasized improving reading skills needed to complete successful research. Students enrolled in classes with extensive reading requirements and research papers will find the class beneficial (2 credit, 2 lecture, 0 lab)

[SAFE] SAFETY

SAFE 131

OSHA GEN IND SAFETY AWARENESS TRNG

Ideas and methods for preventing personal injury and property damage in a variety of general industry workplaces are discussed. Examples of topics to be covered include but are not limited to: Scaffolding Safety, Forklift Operations, Fall Prevention, Fire Protection, Back Injury Prevention, Machine Guarding, Material Handling and Storage, Personal Protective Equipment, Trenching and Excavating, Work Zone Safety, and General Safety and Health. This course is variable credit (.5 to 4 hours) and repeatable 3 times. (4 credit, 4 lecture, 0 lab)

SAFE 132 OSHA CONST IND SAFETY AWARENESS TRN

Ideas and methods for preventing personal injury and property damage in a variety of construction workplaces are discussed. Examples of topics to be covered include but are not limited to: Scaffolding Safety, Forklift Operations, Fall prevention, Fire Protection, Back Injury Prevention, Machine Guarding, Material Handling and Storage, Personal Protective Equipment, Trenching and Excavating, Work Zone Safety, and General Safety and Health. This course is variable credit (.5 to 4 hours) and repeatable 3 times. (4 credit, 4 lecture, 0 lab)

SAFE 133 SAFELANDUSA TRAINING

Ideas and methods for preventing personal injury and property damage specific to the oil and gas industry are discussed. Provides instruction in safety, ethics and responsibilities for entry level personnel. This course may be offered as variable credit (.5 hours to 3 hours) and repeatable 3 times. (3 credit, 3 lecture, 0 lab)

SAFE 150 THEATER SAFETY

Covers the unique problems that threaten the health and safety in the theater and their solutions. Includes: Current safety laws and how they apply to theaters; general safety practices; chemical hazards and personal protection equipment; costume shop safety; and scene and prop shop safety. Intended to meet the training requirements of the "right-to-know" laws which apply to theaters and shops. (.5 credit, .5 lecture, 0 lab)

SAFE 171 INTRO TO BASIC HANDGUN SHOOTING

Introduction to the basics of handgun shooting, to include classroom instruction and practical application on supervised range facilities. Prerequisites: Minimum 18 years of age; completion of all additionally required forms; possession of Illinois FOID card. (2 credit, 2 lecture, 0 lab)



SAFE 173 NRA BASIC PISTOL SHOOTING

The goal of this course is to teach the basic knowledge, skills and attitude necessary for owning and using a pistol safely. Includes classroom instruction and practical application on supervised range facilities. This class may be offered as variable credit and repeated three times. (2 credit, 2 lecture, 0 lab)

SAFE 290 SELECTED TOPICS IN FIREARMS

An in-depth study of problems, special projects or topics in the firearms and/or hunting. Topics may include but are not limited to the following: firearms, firearms simulation training, safe, ethics, and responsibilities of gun ownership. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. This course may be offered as variable credit and repeated three times. PRE-REQUISITES: If the selected topic requires hands on use with firearms, participants must possess a valid Illinois FOID Card. (3 credit, 3 lecture, 0 lab)

[SOC] SOCIOLOGY

SOC 121 INTRODUCTORY SOCIOLOGY

A study of society, including the rules, interactions, and cultural patterns that organize everyday life. Analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification, and interactions among diverse groups of people. (IAI S7 900) (3 credit, 3 lecture, 0 lab)

SOC 221

THE FAMILY IN SOCIETY

Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. (IAI S7 902) (3 credit, 3 lecture, 0 lab)

SOC 280 SELECTED TOPICS IN SOCIOLOGY

An in-depth study of selected problems or topics in sociology. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[SPAN] SPANISH

SOC 121 INTRODUCTORY SOCIOLOGY

A study of society, including the rules, interactions, and cultural patterns that organize everyday life. Analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification, and interactions among diverse groups of people. (IAI S7 900) (3 credit, 3 lecture, 0 lab)

SOC 221 THE FAMILY IN SOCIETY

Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. (IAI S7 902) (3 credit, 3 lecture, 0 lab)

SOC 280 SELECTED TOPICS IN SOCIOLOGY

An in-depth study of selected problems or topics in sociology. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

[THTR] THEATER

THTR 121 INTRODUCTION TO THEATER

An introductory survey of theater/drama as a performing art form. Includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. (IAI F1 907) (3 credit, 3 lecture, 0 lab)

THTR 122 PRINCIPLES OF ACTING

Through exercises, improvisation, and scene study, the student learns the importance of relaxation, concentration, involvement, contact, sense memory, visualization, and the development of the actor's sense of truthful behavior in imaginary circumstances. Prerequisite: THTR 121 or Instructor consent. (IAI Major TA 914) (3 credit, 3 lecture, 0 lab)

THTR 123 STAGECRAFT AND TECHNICAL THEATER

Introduces students to the fundamentals of basic scene design and set construction, along with shop safety, tool use, and painting in conjunction with lighting design and special effects. Principles, procedures and practice of these technical considerations are covered. (IAI Major TA 911) (3 credit, 2 lecture, 3 lab)

THTR 125 STAGE MAKE-UP

It is the responsibility of each performer to learn the craft of makeup, that final dressing of the character which will enable him/her to perform his/her role as fully and effectively as possible. This course is designed to teach this craft to those who would be actors, makeup artists, or simply have an interest in learning more about this theatrical art form. We will focus on the theory and techniques of effectively applying various types of make-up and stress the practical application of the make-up to the actor's own face. Prerequisite: THTR 122 Principles of Acting (3 credit, 3 lecture, 0 lab)

THTR 126 THEATER PRACTICUM

This course provides students with practical experience in acting, writing, directing, scene design and building, lighting and performance unity. Educational objectives are determined by a contract between the instructor and student. Prerequisite: THTR 121 or 122, or ART 121, or MUS 121 or Instructor consent. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)

THTR 127 TECHNICAL THEATRE DIRECTION

Advanced study and practical application of the principles of scenery design/construction, scene painting, technical drafting, costume design/construction, theatre sound design, lighting design and installation, planning and budgeting. (IAI TA 911) (3 credit, 2, lecture, 2 lab)

THTR 140 BALLET

Designed for students participating in theatre to enhance dancing abilities. The course will examine the history of ballet, basic barre and center floor combinations, ballet vocabulary and steps, and elementary combinations of ballet technique for the beginning student. (2 credit, 1 lecture, 2 lab)

THTR 141 JAZZ DANCE

This course is designed to cover Jazz Dance Technique. This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibilit, strengthen muscles, and increase endurance. The course also meets the needs of students with a variety of interests including dance as fitness, Musical Theatre movement, or as a refresher course for more experienced dancers. (2 credit, 1 lecture, 2 lab)

THTR 142 TAP DANCE

This course is designed to cover Tap Dance Technique. This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibilit, strengthen muscles, and increase endurance. The course also meets the needs of students with a variety of interests including dance as fitness, Musical Theatre movement, or as a refresher course for more experienced dancers. (2 credit, 1 lecture, 2 lab)

THTR 143 PRIVATE APPLIED DANC

Private study of Ballet, Jazz and/or Tap under the supervision of a college-approved instructor. A laboratory fee of \$95 per credit will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

THTR 220 CHILDREN'S LITERATURE IN PERFORMANC

Focuses on literary forms that can be used not only as a means of enjoyment, but also as a learning tool for children. Script analysis, directing concerns, design issues, children'ts literature, and performance are stressed. Prerequisite: ENG 122, COM 121, THTR 121, THTR 122 or Instructor consent. (3 credit, 3 lecture, 0 lab)

THTR 223 STAGE THEORY & DESIGN

Allows the student to work with advanced materials and techniques of stagecraft. The course will emphasize design elements and allow the student to work on analysis and design of a main stage production. Design possibilities will include lighting, sound and scenery. Prerequisite: THTR 123 or Instructor consent. (3 credit, 3 lecture, 0 lab)

THTR 243 INTRODUCTION TO DRAMA

Designed to develop the student's understanding and appreciation of dramatic literature, this course includes a study of the historical development, the various modes, and the basic elements of drama. Analysis and interpretation of dramatic literature, as well as visual recreation of drama, are stressed. PREREQUISITE: ENG 121 and ENG 122 or consent of instructor. (3 credit, 3 lecture, 0 lab)

THTR 280 SELECTED TOPICS IN THEATRE

This course will examine the theory and application of various elements necessary for the creation of living theatre. An in-depth study of selected problems or topics in theatre arts. The exact content and instructional methodology will vary from semester to semester depending on the theatrical discipline to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 3 lecture, 0 lab)

[TRUK] TRUCK DRIVING

TRUK 112

TRACTOR TRAILER DRIVER REFRESHER

Review of techniques used to operate a semi-tractor trailer. PRE-REQUISITES: Valid Illinois class A CDL driver's license or equivalent license from another state or instruction permit; current DOT physical examination; completion of a drug test; completion of TRUK 150 or equivalent knowledge and experience as determined by the instructor (.5 credit, 0 lecture, 1 lab)

TRUK 131 FORKLIFT OPERATION & SAFETY

Intended to prevent accidents, injuries and fatalities that may be caused by the improper and unsafe use of forklifts. Explains the requirements of the OSHA standard, 1910.178 Powered Industrial Trucks. (.5 credit, .5 lecture, 0 lab)

TRUK 150 TRUCK DRIVING

Instruction is provided in basic and advanced driving techniques of semi-tractor trailers. Students will be prepared for both the written portion of the Illinois CDL exam and the Illinois Class "A" CDL Skills and Road Test. Instructional emphasis will also be given to job attainment and career development skills. This course may be repeated three times and offered as variable credit. (11 credit, 6 lecture, 10 lab)



TRUK 199 TRUCK DRIVING EXTERNSHIP

Provides experience with a truck-driving agency that brings the knowledge learned in the classroom to the field. This course may be offered as variable credit and repeatable three times. Prerequisites: TRUK 150. (4 credit, 0 lecture, 20 lab)

TRUK 290 SELECTED TOPICS IN TRANSPORTATION

An in-depth study of topics in the transportation technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Prerequisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

[VET] VETERINARY TECHNOLOGY

VET 110

SMALL ANIMAL NURSING I

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on obtaining medical history, record keeping, bathing, administering medicine. Obtaining blood, urine, and fecal specimens, providing client information and preventive health. (3 credit, 1 lecture, 4 lab)

VET 114 ANIMAL GROOMING

This course provides basic knowledge of animal grooming Basic canine anatomy, coat and skin disorders, animal behavior, safe handling and restraining, and grooming tools and techniques will be included. Grooming standards for specific breeds as well as grooming and clipping techniques for thinning, cutting, and styling each one is covered, as well as creative grooming for mixed breeds. (3 credit, 2 lecture, 2 lab)

VET 115

ANIMAL FACILITIES MANAGEMENT

This course is designed to introduce the principles and processes involved with housing and caring for animals as part of a business model. In addition, students will be familiarized with other aspects of owning and operating a variety of animal related businesses, including grooming salons, retail businesses, boarding facilities, and shelters. Areas to be addressed include location, zoning, licensure, interior and exterior design, pricing, hiring, equipment and client relations. (3 credit, 3 lecture, 0 lab)

VET 118

VETERINARY PRACTICE MANAGEMENT

Office practices used in a veterinary hospital including OSH regulation, invoices, inventory, estimate preparation, recording keeping, legal issues, grief management, and customer relations. (2 credit, 2 lecture, 0 lab)

VET 133 ANIMAL SURGICAL TECHNOLOGY 1

Methods of surgery preparation with emphasis on surgery packs, instruments, autoclanes, sterile technique, surgical preps, and suture material. An introduction to intubation and anesthesia. Prerequisite: VET 110, 112, 117 and 118. (3 credit, 1 lecture, 4 lab)

VET 231 VET TECH INTERNSHIP I

Skill and proficiency development through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab and other clinical sites. Rotations include: equine, food animal, surgery, small animal radiology, necropsy, clinical pathology, wildlife, and exotic animals. (3 credit, 0 lecture, 25 lab)

[VOL] VOLUNTEER SERVICES

VOL 121 VOLUNTEER SERVICE

A service learning experience to encourage the personal, academic and professional development of the individual. Student selection and placement within the college or with an agency, community-based organization, business or institution based upon the student's interest, knowledge and skills. Service opportunities may include, but are not limited to, tutoring, literacy training, neighborhood improvement, youth activities, environmental safety, animal shelter care, elderly and disabled assistance, hospital or mental health care. Student may enroll one time each semester for up to three semesters. As an elective, the course is offered on a "Pass/Fail" basis, and is not calculated as part of the overall grade point average. (1 credit, 0 lecture, 2 lab)

[WELD] WELDING

WELD 111 BASIC WELDING

Provides skills in electric arc welding, Oxy-Acetylene welding, and cutting. Metallurgy of welding as well as all positions of welding will be explored. Variable credit and may be repeated three times. (3 credit, 1 lecture, 4 lab)

WELD 112 METALLURGY/BLUEPRINT READING

Fundamental characteristics and properties of industrial metals, along with Basic Blueprint and Shop Drawing Interpretation. (4 credit, 4 lecture, 0 lab)

WELD 113 METALLURGY

Fundamental characteristics and properties of industrial metals. (2 credit, 2 lecture, 0 lab)

WELD 114 BLUEPRINT READING

Basic blueprint and shop drawing interpretation. (2 credit, 2 lecture, 0 lab)

WELD 131 ARC WELDING I

A study of shielded metal arc welding procedures used by industries concentrating on metallic arc welding in flat, horizontal, overhead and vertical positions. (3 credit, 1 lecture, 4 lab)



WELD 132 GAS WELDING AND CUTTING

A study of the techniques, procedures, and uses of oxyacetylene welding and cutting equipment in flat, horizontal and vertical positions. (3 credit, 1 lecture, 4 lab)

WELD 133 LOW HYDROGEN I

A continuation of WELD 131, emphasizing shielded metal arc welding in flat, horizontal, vertical and overhead positions. Prerequisite: WELD 131 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 134 LOW HYDROGEN II

A continuation of WELD 133 using the low hydrogen electrode. Concentrates on bend testing in vertical (up-hill) and overhead positions using multi-pass vee groove welds. Prerequisite: WELD 131 or Instructor consent. (3 credit, 2 lecture, 2 lab)

WELD 135 ADVANCED GAS WELDING

A continuation of WELD 132. Horizontal, vertical, and overhead welding are emphasized. Also brazing and soldering techniques. Prerequisite: WELD 132 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 137 PIPE WELDING

Designed to introduce the student to pipe welding (fixed position) and basic pipe layout. Prerequisite: WELD 131, 133 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 138

INDUSTRIAL WELDING

An advanced skill development course concerning the repair of thick metals and casting as found on track machines, agri-implements, mining and earth moving equipment. Emphasis on hard facing, i.e., wear-points, track blocks, and dozer blades. Prerequisites: WELD 131-134, MACS 115. (6 credit, 1 lecture, 10 lab)

WELD 139 TIG WELDING

Concentrates on the processes of Gas Tungsten Arc welding. Emphasis on aluminum, stainless and low carbon steel in flat, horizontal, and vertical positions. Prerequisite: WELD132 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 151 MIG WELDING

Concentrates on processes of gas metal arc welding. Studies flat, horizontal, and vertical welding. Prerequisite: WELD133 or Instructor consent. (3 credit, 1 lecture, 4 lab)

WELD 192 EXTENDED WELDING CERTIFICATION

Preparation for American Welding Society certification exams under the AWS code D1.1 and AWS B2.1 welder performance testing. Prepares students for multiple AWS certifications. Variable credit and may be repeated three times. Prerequisite: Completion of Welding Technology Certificate or instructor consent.

(3 credit, 1 lecture, 4 lab)

WELD 290 SPECIAL TOPICS IN WELDING

An in-depth study of selected problems or topics in Welding. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be offered as variable credit and repeated if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 3 lecture, 0 lab)

WELD 291 AWS CERTIFICATION TEST PREP

Preparation for American Welding Society certification exams. PREREQUISITES: Two years previous work experience or previous enrollment in this area of study. Repeatable three times. (.5 credit, .5 lecture, 0 lab)







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