

2008-2010 Catalog

Morgan Community College



MCC Fort Morgan Campus

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www.MorganCC.edu

Bloedorn Center for Community & Economic Development

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970-542-3256

Downtown Center for GED, ESL and Adult Basic Education (ABE)

117 Main Street Fort Morgan, CO 80701
970-542-3270

Welding Technology/Young Farmers

2400 East Bijou Suite A Fort Morgan, CO 80701
970-867-4060 FAX 970-848-5700

Bennett Center

280 Colfax Ave., Unit #3 PO Box 554
Bennett, CO 80102
303-644-4034
FAX 303-644-4680

Burlington Center

340 S. 14th Street Burlington, CO 80807
719-346-9300
FAX 719-346-5236

Limon Center

940 2nd Street PO Box 729 Limon, CO 80828
719-775-8873
FAX 719-775-2580

Wray Center

32415 Highway 34 PO Box 36 Wray, CO 80758
970-332-5755
FAX 970-332-5754

A Message from the MCC Management Leadership Team (MLT)

MCC is committed to helping our students imagine, believe and achieve their educational goals. We are a comprehensive community college responsive to the needs of our students. Our faculty is dedicated to providing the best instruction in the classroom and through the use of technology. Our staff provides the necessary support services to help you outside of the classroom. We are committed to excellence in all that we do.

MCC is also changing. We are in the process of hiring our eighth president in 37 years. We are building a new facility on campus, the MCC Foundation Adult Basic Education building which will be known as Cedar Hall. We are updating technology and connectivity with our centers. We are expanding our program offerings to help you meet your educational goals.

We wish you the best in the upcoming year.



Pictured above: Susan Clough, Vice President for Administration and Finance (Interim Chief Administrative Officer); Kent Bauer, Vice President of Student Success; and Betty McKie, Vice President for Instruction

Morgan Community College is a member of the Colorado Community College System (CCCS) governed by the State Board for Community Colleges and Occupational Education (SBCCOE) established by the 1967 General Assembly of the State of Colorado and accredited by The Higher Learning Commission of NCA.

Colorado Community College System (CCCS) President

Dr. Nancy McCallin

The State Board for Community Colleges and Occupational Education (SBCCOE)

- Barbara McKellar, Chair6th District (R)
- Patricia A. Erjavec, Vice Chair3rd District (D)
- Wanda Cousar5th District (D)
- Jennifer Hopkins..... 2nd District (R)
- Bernadette Marquez..... At Large (D)
- Jerry Nickell4th District, (D)
- Ledy Garcia-Eckstein.....At Large Member (R)
- John Trefny7th District, (U)
- Tamra J. Ward 1st District, (R)
- Shawn Olsen Student (SSAC) Representative
- Michael MilhausenFaculty (SFAC) R Representative

Morgan Community College Advisory Council

- Bret Miles, Chair Brush
- Tana English, Vice Chair Wiggins
- Felix Acosta..... Brush
- William Gramlich.....Fort Morgan
- Charlene Holzworth Brush
- Raymond Larson..... Brush

Accreditation

Morgan Community College Accreditation

Morgan Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission
North Central Association of Colleges & Schools
30 N. LaSalle Street, Suite 2400
Chicago, IL 60602-2504
1-800-621-7440

Programs Accredited By Special Agencies

Automotive Service Technology & Collision Repair Technology: National Automotive Technicians Education Foundation, Inc. (NATEF)

Nursing (ADN with PN exit option): Colorado State Board of Nursing; seeking initial accreditation through the National League for Nursing Accrediting Commission

Physical Therapist Assistant (PTA): The program has been continuously accredited since the first graduating class of 1991 by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association. CAPTE can be contacted at 1111 North Fairfax Street, Alexandria, VA 22314-1488. 1-800-999-2782 or via e-mail at accreditation@apta.org

Emergency Medical Services: Colorado Department of Public Health and Environment Emergency Medical Services & Prevention Division

Veteran's Eligible programs are approved by the Colorado State Approving Agency for Veterans Education and Training.

Vocational programs are approved by the State Board for Community Colleges and Occupational Education (SBCCOE).

Associate Degree Programs are approved by the Colorado Commission on Higher Education (CCHE).

Which catalog to use

This biennial catalog is effective Fall Semester 2008 through Summer Semester 2010. First time students at Morgan Community College and former MCC students who are returning after not having attended during the past 12 months should use this catalog. A continuing student is subject to the requirements of the catalog that was in effect when first registered at MCC or in some later catalog if the student changed a major at any time after that initial registration.

Where to find catalog updates and changes

This catalog is true and accurate at time of publication. Additions and changes may occur because of changes in state, system, or college regulations, or accreditation requirements. Updates, changes, and addendums to this catalog can be found on the MCC Web site at www.MorganCC.edu

Admission and Registration Checklist for NEW STUDENTS

- ✓ Below is a checklist for new students on the steps to take to be admitted to MCC and register for first term courses:
- APPLY FOR ADMISSION**
Complete an Application on the MCC Web site www.MorganCC.edu, or visit the MCC Student Services Office or MCC Centers (See Admission section for details)
 - APPLY FOR COLLEGE OPPORTUNITY FUND (COF)**
Apply for COF at www.morgancc.edu or visit the MCC Student Services Office or MCC Centers. (See COF section for details)
 - COMPLETE ASSESSMENT**
Take the ACCUPLACER at the MCC Student Services Office or MCC Centers or meet other assessment requirements. (See Assessment section for details)
 - MEET WITH AN ACADEMIC ADVISOR**
Make an appointment to meet with an MCC Academic Advisor or MCC Center Director to select your first courses. If you are unsure of your education goals or career path, make an appointment with the Guidance & Placement Office for assistance
 - REGISTER FOR COURSES**
Online at www.MorganCC.edu, or in person at the MCC Student Services Office or MCC Centers
 - PAY TUITION AND FEES**
Tuition and fees are due by 5 p.m. the Monday one week before the first day of the term. Payment can be made at the MCC Bookstore, MCC Centers, or online at www.MorganCC.edu by accessing your Student Login
 - FOR TRANSFER STUDENTS**
Contact all other colleges and universities you have attended and request an official transcript be sent to the MCC Registrar at 920 Barlow Road, Fort Morgan, CO 80701

Financial Aid Checklist for NEW STUDENTS

- ✓ Below is a checklist for new students on the steps to take to apply for Financial Aid:
- COMPLETE THE ADMISSIONS PROCESS**
(See the list at left)
 - COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**
 - Application should be made 4 weeks prior to the term you plan to attend
 - Application is for federal and state grants as well as federal student loans and work-study
 - Applications are available from high school counseling offices or at www.FAFSA.ed.gov
 - A waiting period of 1-2 weeks is necessary to receive a Student Aid Report (SAR) that recaps the information submitted
 - COMPLETE THE MCC GENERAL SCHOLARSHIP APPLICATION**
This one application is for all MCC internal scholarships. A list of MCC scholarships can be found in the Financial Aid Handbook, at www.MorganCC.edu, and in the Scholarship section of this catalog. Contact the MCC Financial Aid Office, MCC Centers or go online for a copy of the form at www.morgancc.edu/Student%20Services/forms.html
 - SUMMER STUDENTS**
Summer has a separate Financial Aid Application in addition to the FAFSA. Students taking or planning to take summer courses will need to do BOTH
- PRIORITY DATES FOR COMPLETION OF FINANCIAL AID FILES:**
- Spring Semester.....November 1
Summer Semester.....April 1
Fall Semester.....April 1

List of Degrees and Certificates

Pharmacy Technician Certificate -
SEE ADDENDUM

Transfer Degrees

The A.A. and the A.S. degrees are designed for students planning to continue their education in a variety of majors at 4-year institutions. These degrees generally equate to the first two years of a 4-year Bachelor's of Arts or Bachelor's of Science degree.

	Page
<u>ASSOCIATE OF ARTS DEGREE</u>	
Associate of Arts (A.A.)	22
<u>ASSOCIATE OF SCIENCE DEGREE</u>	
Associate of Science (A.S.)	26
Associate of Science (A.S.) Pre-Engineering.....	25
<u>WHERE DO MCC's A.A. or A.S. DEGREES TRANSFER? WHAT COLLEGES – WHAT MAJORS?.....</u>	20

Associate of General Studies

<u>ASSOCIATE OF GENERAL STUDIES DEGREE</u>	
Associate of General Studies (A.G.S.).....	28

Career & Technical Education Degrees and Certificates

The following degrees and certificates are designed for students planning to seek jobs in their selected areas immediately after completion of their program.

<u>AGRICULTURE AND BUSINESS MANAGEMENT</u>	
Agriculture and Business Management Certificates in:	
Management Planning & Financial Records.....	31
Financial Analysis	31
Commodity Marketing	31
Marketing & Risk Management	31
Web Productivity and Utilization ..	32
Advanced Agriculture and Business Management.....	32
Integrated Management .	32
Rural Business Entrepreneurship	32
Leadership/Human Resources ..	32
<u>AUTOMOTIVE SERVICE TECHNOLOGY</u>	
Automotive Service Technology Certificate	33
A.A.S. degree-Automotive Service Technology	33
<u>BUSINESS</u>	
Business Human Resources Management Certificate	34
Business Supervision Certificate	34
Medical Transcriptionist Certificate	34
Office Support Specialist Certificate	34
A.A.S. degree-Business Administration:	
Accounting concentration.....	35
Ag/Business Management concentration	35
Business Foundations concentration	36
Business Technologies concentration	36
Supervision/Management concentration.....	37
Business Courses & Electives List.....	37
<u>COLLISION REPAIR TECHNOLOGY</u>	
Collision Repair Certificate	38
A.A.S. degree-Collision Repair Technology	38

<u>CONSTRUCTION TECHNOLOGIES.....</u>	Page
Construction Technologies Certificates	
Level I concentration	39
Level II concentration	39
A.A.S. degree-Construction Technologies	39
<u>EARLY CHILDHOOD EDUCATION</u>	
Infant/Toddler Group Leader Certificate	40
Preschool Group Leader Certificate	40
Early Childhood Education Director's Certificate	40
A.G.S. degree (Early Childhood Education emphasis)	41
<u>EMERGENCY MEDICAL SERVICES</u>	
Emergency Medical Tech. (EMT)-Basic Certificate	42
Emergency Medical Tech. (EMT)-Intermediate Cert.....	43
A.G.S. degree (Emergency Medical Services emphasis)	43
<u>HEALTH OCCUPATIONS (non-Nursing)</u>	
Massage Therapy Certificate	45
Medication Aide Certificate	44
Health Science Technology Certificate	46
Medical Assisting Certificate	45
Phlebotomy Certificate.....	44
<u>MULTIMEDIA</u>	
Multimedia Certificate	47
A.A.S. degree-Multimedia.....	47
<u>NURSING</u>	
Nurse Aide Certificate (C.N.A.).....	48
A.A.S. degree-Nursing (A.D.N.)	49
<u>PHYSICAL THERAPIST ASSISTANT</u>	
A.A.S. degree-Physical Therapist Assistant (P.T.A.)	52
<u>RADIOLOGY TECHNICIAN CERTIFICATE (with CCD)</u>	
Radiology Technology	54
<u>REAL ESTATE</u>	
Real Estate Certificate	56
A.A.S. degree-Business Administration:	
Real Estate concentration	56
<u>WELDING TECHNOLOGY</u>	
Welding Technology Certificates in:	
Shielded Metal Arc (STICK) concentration	57
Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG) concentration.....	57
AWS Skills Welding concentration	57
<u>YOUNG FARMERS</u>	
Young Farmers Specialist Certificate	58
Intermediate Young Farmers Specialist Certificate	58
Advanced Young Farmers Specialist Certificate	58
<u>APPLIED TECHNOLOGY DEGREE</u>	
A.A.S. degree-Applied Technology	59
Statewide Articulation Agreements	
Business	60
Early Childhood Teacher Education	62
Elementary Teacher Education	62
Engineering	66

TABLE OF CONTENTS

A MESSAGE FROM THE MCC MANAGEMENT LEADERSHIP TEAM (MLT)	2
COLORADO COMMUNITY COLLEGE SYSTEM (CCCS) PRESIDENT	3
THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION (SBCCOE)	3
MORGAN COMMUNITY COLLEGE ADVISORY COUNCIL	3
GOVERNANCE	3
Morgan Community College Accreditation	4
Programs Accredited By Special Agencies	4
ACCREDITATION	4
Which catalog to use	4
Where to find catalog updates and changes	4
ADMISSION AND REGISTRATION CHECKLIST FOR NEW STUDENTS	5
FINANCIAL AID CHECKLIST FOR NEW STUDENTS	5
GETTING STARTED CHECKLISTS	5
LISTS OF DEGREES AND CERTIFICATES	6
RIGHTS RESERVED	17
Statement of Non-Discrimination	17
Americans with Disabilities Act (ADA) Statement	17
Family Educational Rights & Privacy Act (FERPA)	17
Catalog Publication Credits	17
ACADEMIC CALENDAR	18
DEGREES DESIGNED FOR TRANSFER	20
Where will my MCC A.A. or A.S. Degree Transfer? What Colleges - What Majors?.....	20
Associate of Arts (A.A.)	22
Approved Associate of Arts (A.A.) and Associate of General Studies (A.G.S.) General Education Electives...24	
Associate of Science (A.S.) Pre-Engineering	25
Associate of Science (A.S.)	26
ASSOCIATE OF GENERAL STUDIES (A.G.S.) DEGREE	28
CAREER AND TECHNICAL EDUCATION (CTE)	30
Agriculture and Business Management	31
Automotive Service Technology	33
Business	34
Associate of Applied Science (A.A.S.) Business Administration (Accounting concentration)	35
Associate of Applied Science (A.A.S.) Business Administration (Ag/Business Management concentration)	35
Associate of Applied Science (A.A.S.) Business Administration (Business Foundations concentration).....	36
Associate of Applied Science (A.A.S.) Business Administration (Business Technologies concentration).....	36
Associate of Applied Science (A.A.S.) Business Administration (Supervision/Management concentration).....	37
Collision Repair Technology.....	38

Table of Contents

Construction Technologies.....	39
Early Childhood Education.....	40
Associate of General Studies (A.G.S.) (Early Childhood Education concentration).....	41
Emergency Medical Services.....	42
Associate of General Studies (A.G.S) (Emergency Medical Services concentration)	43
Health Occupations (Non-nursing)	44
Health Science Technology Certificate (Med Prep.)	46
Multimedia.....	47
Nursing	48
Physical Therapist Assistant (PTA) A.A.S. Degree	52
Radiology Technician Program With Community College Of Denver and MCC	54
Radiology Technician Program Admission Requirements	54
Requirements For Clinicals/internships:	54
Real Estate	56
Associate Of Applied Science Business Administration (Real Estate Concentration)	56
Welding Technology Program	57
Young Farmers Program.....	58
ASSOCIATE OF APPLIED SCIENCE - APPLIED TECHNOLOGY	59
STATEWIDE ARTICULATION AGREEMENTS	60
Associate of Arts (A.A.) Degree Statewide Business Articulation Agreement	60
Associate of Arts (A.A.) Degree Statewide Early Childhood Teacher Education Articulation Agreement ...	62
Associate of Arts (A.A.) Degree Statewide Elementary Teacher Education Articulation Agreement.....	63
Associate of Science Degree (A.S.) Statewide Engineering Articulation Agreement	66
2008-2009 TUITION AND FEES SCHEDULE.....	68
Morgan Community College Fees 2008-2009 (Beginning Fall 2008)	68
MCC Tuition Rates and Fees	69
College Opportunity Fund (COF)/Stipend -Funding Higher Education in Colorado	69
Registration Fee	69
Course Fees	69
Student Center Bond Fee	69
Student Activity Fees	69
ABOUT MORGAN COMMUNITY COLLEGE	70
Who We Are	70
Advisory Council	70
History	70
Mission, Values, Vision	71
Strategic Direction 2006-2010	71
MCC Quick Facts:	71
Morgan Community College – A timeline of excellence	72
Service Area and Communities	73
Map and Directions.....	73

Table of Contents

MCC FORT MORGAN CAMPUS	74
Accounting Services	74
Agriculture/Business Management Courses in the Fort Morgan Campus Area	74
Anna C. Petteys Student Lounge (Student Center)	74
Aspen Hall	74
Automotive Service Technology Shop	75
Business Learning Center (BLC)	75
Bloedorn Center for Community & Economic Development	75
Bloedorn Lecture Hall	75
Bookstore	75
Cashier	75
Collision Repair Shop	75
Community Workforce Training and Continuing Education	75
Computer Access	75
Computer Labs	75
Conference Rooms	75
Construction Technologies.....	75
Cottonwood Hall	76
Degrees and Certificates at the Fort Morgan Campus	76
Distance Learning and Pictel Rooms	76
Downtown Center for GED, ESL, and Adult Basic Education (ABE)	76
OneMorgan County	77
Elm Hall	77
Emergency Medical Services (EMS) Training in the Fort Morgan Campus Area	77
Faculty Offices	77
Founders Room.....	77
Guided Study at the Fort Morgan Campus	77
Handicapped Access	78
Human Resources and Personnel Office	78
Welding Technology/Young Farmers	78
Instructional Office	78
Learning Resource Center (LRC)	78
MCC Fort Morgan Campus in the High Schools	78
MCC Foundation	78
Maintenance and Operations Shop	78
Health Science Technology Classroom	78
Nursing Classrooms	78
Parking	78
Physical Therapist Assistant (PTA) Classrooms	79
President's Office	79
Science Labs	79
Small Business Development Center (SBDC) in the Fort Morgan Campus Area	79
Spruce Hall	79
Telecommunications and MCC TV	79
Testing Center	79
Student Support Center (Tutoring).....	80
Workplace Education	80
Fort Morgan Campus Map	80

Table of Contents

BENNETT CENTER	81
Bennett Center in the High Schools	81
Bennett Center Sophomore Scholars Program	81
Bennett Center Area Agriculture and Business Management Courses.....	81
Bennett Center Area Emergency Medical Services Training	81
Bennett Center Guided Study	81
BURLINGTON CENTER	82
Burlington Center Degrees and Certificates.....	82
Burlington Center Computer Learning Center (CLC)	82
Burlington Center in the High Schools	82
Burlington Center Sophomore Scholars Program	83
Burlington Center Health Science Technology (Med Prep) Certificate with Area High Schools.....	83
Burlington Center Nurse Aide and Emergency Medical Services Training	83
Burlington Center ABE/GED	83
Burlington Center Area Agriculture and Business Management Courses	83
Burlington Center Guided Study.....	83
Burlington Center Area Small Business Development Center (SBDC)	83
Burlington Center Advisory Committee	83
Burlington Foundation Group	83
LIMON CENTER	84
Limon Center in the High Schools	84
Limon Center Sophomore Scholars Program	84
Limon Center General Education Development (GED)	84
Limon Center Agriculture and Business Management Courses	85
Limon Center Area Emergency Medical Services Training	85
Limon Center Area Small Business Development (SBDC)	85
Limon Center Guided Study	85
WRAY CENTER	86
Wray Center	86
Wray Center and the First Year of the ADN Program	86
Wray Area High Schools and MCC.....	86
Wray Center Area Agriculture and Business Management Courses and Young Farmers	86
ADMISSION	88
Application for Admission	88
Admission to Specific Programs	88
Re-Admission of Former Students	88
Admission of Transfer Students	88
Admission of High School Students (Age 17 and older)	88
Underage Admissions (Under 17 years old)	89
Admission of Permanent Residents/Refugees.....	89
HB 1023 Documentation	89
Admission of International Students	90
Tuition Classification	90
Residents (In-State Residency Classification for Tuition Purposes)	90
Resident Status for Active Duty Military	91
Nonresidents (Out-of-State Classification for Tuition Purposes)	91
Emancipated Minors	91
Tuition Classification Changes	91
Western Undergraduate Exchange (WUE) Students	91

Table of Contents

Nonresident Border States Students (NRB).....	92
Selective Service Registration	92
Choosing Majors	92
Social Security Number	92
User ID and PIN	92
Your Privacy.....	92
Family Educational Rights and Privacy Act (FERPA)	92
Disclosure of Student Records	93
ASSESSMENT AND PLACEMENT.....	94
ACCUPLACER Assessment	94
ACCUPLACER Fees	94
Assessment Exemptions.....	94
Remediation	95
ADVISING.....	96
Advising for New Students	96
Advising for Continuing Students	96
Choosing Majors/Programs	96
Undeclared Students	96
Changing a Major	96
Transfer Advising	96
WAYS TO TAKE MCC CLASSES	97
CCOnline Courses	97
Credit for Prior Learning.....	97
Interactive Distance Delivery Systems.....	97
Guided Study Courses	97
Fiber Optic and Video Conferencing	97
Independent Studies	98
Internet Courses (CCOnline)	98
Internship/Clinical/Cooperative Education Work Experience	98
Special Topics/Seminars	98
Test-Out Procedures	98
REGISTRATION	99
Online Registration	99
In-Person Registration	99
Full-Time/ Part-Time Status.....	99
Maximum Course Load	99
Course Wait List	99
Adding Courses	100
Adding Courses after Courses Begin	100
Dropping Courses by the Refund Deadline.....	100
Dropping Courses after the Refund Deadline (Withdrawal)	100
Course Changes & Cancellations by MCC	100
Total Withdrawal from the College	100
PAYMENT AND REFUND POLICIES	101
Payment Policy.....	101
Financial Aid Students and Payments	101
Deferred Payment Plan (FACTS Tuition Management Program)	101
Financial Obligations of Students/Payment Due Dates	102

Table of Contents

Bad Checks	102
Delinquent Accounts	102
Nonattendance	102
Refund Policy for Drops	102
Refunds for Dropped Courses	102
Refund Policy for Drops after Refund Deadline (Withdrawals)	103
Refund Policy for Cancelled Courses	103
FINANCIAL AID	104
How Financial Aid Need is Calculated	104
How to Apply for Financial Aid	104
Developmental Course Work and Financial Aid	104
Hope Tax Credit	104
Ability to Benefit & Financial Aid	105
Financial Aid on the Internet	105
Return of Title IV Funds	105
Maintaining Eligibility for Financial Aid	105
Additional Financial Aid Information	105
Government Funded Scholarships	106
MCC Funded Scholarships	106
Scholarships.....	106
Externally Funded Scholarships	107
Limon Center Scholarships	109
Burlington Center Scholarships.....	109
Scholarships for MCC Graduates	109
Government Grant Programs	110
MCC Grant Programs	110
Grants, Loans, and Work-Study Jobs.....	110
Work-Study Jobs	111
Loans	111
Federal Family Educational Loan Programs	111
GRADES AND GRADING	112
Grading System	112
Calculation of GPA	112
Grade Changes	113
Repeated Courses (Repeat Field)	113
Audit (AU)	113
Satisfactory Developmental Course Grades (S/A, S/B, S/C)	113
Unsatisfactory Developmental Course Grades (U/D, U/F)	113
Satisfactory/Unsatisfactory Grades (S/U)	113
Transfer Grades	114
Dropping a course after the Refund Deadline (Withdrawal)	114
Student Initiated Withdrawal.....	114
Faculty Initiated Withdrawal of a Student.....	114
Last Date of Attendance	114
Administrative Withdrawal (AW)	114
Place Holders.....	115
Incomplete (I)	115

Table of Contents

ACADEMIC PROGRESS PROCEDURE (APP) AND ACADEMIC RENEWAL	116
CCCS Academic Progress Procedure (APP)	116
Academic Alert.....	117
MCC Academic Probation (initial)	117
MCC Academic Probation (continuing)	117
MCC Academic Suspension (initial)	117
Academic Suspension (second)	118
Academic Suspension (third)	118
GPA Computation for Academic Probation and Suspension	118
Academic Renewal	118
STUDENT RECORDS AND TRANSCRIPTS	119
Address, Phone, and E-mail Changes	119
Enrollment Verifications	119
Grades Reported to the Registrar	119
Name Changes to Academic Records	119
Social Security Number Changes to Academic Records	119
Student Classification	119
Transferring Credit to MCC from Other Institutions	120
Transcript Evaluation	121
Requesting Transcripts and Transferring MCC Credits to Other Institutions	121
Term Academic Honors.....	121
ADDITIONAL STUDENT INFORMATION	122
Academic Advising	122
Academic Difficulty	122
Bike Racks	122
Bookstore	122
Bulletin Boards.....	122
Campus Hours	122
Guidance and Placement	122
Computer Access for Students	123
Copyright Restrictions	123
Disability Services	123
E-mail for Students.....	123
Family and Friends of Students on Campus	123
Housing	124
Identification Cards	124
Learning Resource Center (LRC)	124
Library.....	124
Mail Services	126
Marketing Office	126
Mascot	126
New Student Orientation	127
PaperCut Print Management System	127
Parking	127
Restrooms	127
Student Malpractice & Liability Insurance	127
Telephones	127
Student Support Center (Tutoring).....	127
Vending Machines	127
Voter Registration.....	127
www.MorganCC.edu	127

Table of Contents

STUDENT ACTIVITIES AND STUDENT LIFE	128
Coffee and Popcorn	128
MCC Hot Sheet	128
Spring Fling	128
Student Ambassador Program	128
Student Center	128
Student Clubs	128
College Closures	129
Snow Closure/Inclement Weather Cancellation Policy	129
Holidays	129
Professional Development Days	129
GRADUATION	130
Application to Graduate	130
Graduation Requirements	130
Other Graduation Policies	130
MAPP Testing Requirement for Graduation	131
Graduation with Honors	131
Commencement Ceremony	131
Diplomas, Transcripts, and Degree Posting	132
Graduation Publicity.....	132
Graduate in Two Calendar Years/ 60+60	132
Scholarships for MCC Graduates	132
VETERANS PROGRAMS.....	133
Veterans Attendance and Satisfactory Progress	133
Veterans Administration (VA) Web Site for Veterans	133
TRANSFER FROM MCC	134
Colorado Community College Numbering System (CCCNS)	134
Transfer Agreements	134
Adams State College at MCC	134
Associate's to Bachelor's Program at Regis University College for Professional Studies	134
DeVry University Colorado Community College Pathways.....	135
60 + 60 Transfer Plan	135
Student Appeals Policy (Transfer Appeals)	135
Guaranteed Transfer Program for General Education Courses in Colorado (gtPATHWAYS)	135
gtPATHWAYS Course Equivalents at All Colorado Public Colleges & Universities	136
gtPATHWAYS Curriculum.....	136
Statewide gtPATHWAYS List of Approved Courses.....	137
STUDENT RIGHTS AND RESPONSIBILITIES	140
Student Bill of Rights.....	140
Student Rights and Responsibilities.....	140
Student Discipline Policy	143
Student Grievance Procedure	145
CAMPUS POLICIES AND SAFETY ISSUES	147
Bomb Threats	147
Campus Cleanliness	147
Smoking	147
Campus Law Enforcement	148
Campus Security Report	148

Table of Contents

Communicable Diseases	148
Crime Awareness and Campus Security Act of 1990	148
Drug and Alcohol Abuse Prevention Program	149
Emergency Fire/Explosion Evacuation Procedures	149
Hazardous Material or Radiation Spill Procedures	150
Off-Campus Activities of Student Organizations	150
Possession, Use and Sale of Alcohol and Drugs	150
Reporting of Criminal Activities	151
Safety Warnings	151
Security and Access to Campus Facilities	151
Security for Campus Buildings	151
Severe Weather/Tornado Alert Procedures	151
Sex Offender Registry Information.....	152
Sexual Harassment Procedure Statement	152
Use of College Facilities by College Groups	152
Use of College Facilities by Non-College Groups	153
Violence/Firearms on Campus	155
COURSE DESCRIPTIONS	156
AAA-Academic Achievement Strategies.....	157
ACC-Accounting.....	157
ABM-Agriculture and Business Management	157
ANT-Anthropology	159
ART-Art.....	159
AST-Astronomy	161
ACT-Automotive Collision Technology	161
ASE-Automotive Service Technology	163
BIO-Biology	165
BUS-Business.....	166
BTE-Business Technologies	166
CAR-Carpentry	167
CHE-Chemistry.....	169
CYF-Colorado Young Farmers	170
COM-Communications.....	170
CAD-Computer Aided Drafting	171
CIS-Computer Information Systems	171
CSC-Computer Science	173
ECE-Early Childhood Education.....	173
ECO-Economics	174
EDU-Education	175
EIC-Electricity Industrial/Commercial	176
EMS-Emergency Medical Services	176
ENG-English	177
ESL-English as a Second Language	178
Foreign Language*	179
GEO-Geography	180
GEY-Geology	180
HWE-Health and Wellness.....	180
HPR-Health Professional	181
HIS-History	182
HUM-Humanities	183
JOU-Journalism	183

Table of Contents

LIT-Literature	183
MAN-Management.....	184
MAR-Marketing.....	184
MST-Massage Therapy.....	185
Mathematics Entrance Scores.....	185
Which Math Course is Right for You?.....	186
MAT-Mathematics	186
MOT-Medical Office Technology	189
MGD-Multimedia Graphic Design.....	189
MUS-Music	190
NUR-Nursing	191
NUA-Nursing Assistant	193
PHI-Philosophy	193
PED-Physical Education.....	193
PER-Physical Education Recreation.....	194
PTA-Physical Therapist Assistant.....	194
PHY-Physics	196
POS-Political Science Courses.....	196
PSY-Psychology.....	197
RTE-Radiologic Technology	198
REA-Reading.....	198
REE-Real Estate	198
SCI-Science	199
SOC-Sociology	199
SPA-Spanish Language	199
SPE-Speech	199
SVT-Sport Vehicle Technology.....	199
THE-Theatre	199
WEL-Welding	200
CYF-Young Farmers	201
PERSONNEL.....	202
PERSONNEL BY DEPARTMENTS/OFFICE/DIVISIONS.....	206
President's Office.....	206
Administration and Finance	206
Instructional Office.....	207
Student Services	208
INDEX.....	209
ADMISSION APPLICATION.....	219

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The College reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program.

Note: This is an information document and is not to be considered a contract of offerings. Programs and curricula are subject to change without prior notice. This document is provided as information for the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by Morgan Community College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such change may be implemented without prior notice and without obligation and, unless specified otherwise, is effective when made.

Statement of Non-Discrimination

Morgan Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act 1990.

For information regarding civil rights or grievance procedures, contact Affirmative Action Officer, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701-4371, 970-542-3100 or 1-800-622-0216.

Americans with Disabilities Act (ADA) Statement

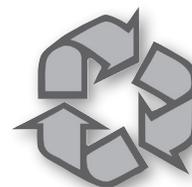
In accordance with the requirements of the Americans with Disabilities Act and the regulations published by the U.S. Department of Justice, 28 C.F.R. & 35.107 (a), Morgan Community College has designated an ADA Coordinator. For students who self identify and provide medical documentation of their disabilities to the ADA Coordinator, "reasonable accommodations" will be made. For information regarding civil rights or grievance procedures, contact ADA Coordinator, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 807014371, 970-542-3100, or 1-800-622-0216.

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Academic Calendar 2008-2010

This calendar represents the College's best judgment and projection during the periods addressed therein. It is subject to change due to forces beyond the College's control or as deemed necessary by the College in order to fulfill its educational objectives. For updates, see the MCC website at www.MorganCC.edu.

SUMMER SEMESTER **May 27 - August 4, 2008**

Registration/Advising Period Begins	March 3, 2008
10-Week Classes Begin	May 27, 2008
Memorial Day Holiday (College Closed)	May 26, 2008
8-Week Classes Begin	June 9, 2008
Refund Deadline to Drop 10-Week Session Classes	June 6, 2008
Refund Deadline to Drop 8-Week Session Classes	June 17, 2008
Graduation Application Deadline	July 3, 2008
Independence Day Holiday (College Closed)	July 4, 2008
8-Week Classes End	August 4, 2008
10-Week Classes End	August 4, 2008
End of Semester	August 4, 2008

FALL SEMESTER **August 25 - December 12, 2008**

Registration/Advising Period Begins	April 7, 2008
Open Registration Day (9-11 am)	August 16, 2008
New Student Orientation	August 19 & 23, 2008
15-Week Classes Begin & CCCOnline C11 classes Begin	August 25, 2008
Labor Day Holiday (College Closed)	September 1, 2008
Refund Deadline to Drop 15-Week Classes	September 10, 2008
Graduation Application Deadline	September 19, 2008
CCOnline C21 classes Begin	September 29, 2008
College Professional Development – (No Classes)	October 7, 2008
Fall II (8-Week) Classes Begin	October 13, 2008
Refund Deadline to Drop Fall II (8-Week Classes)	October 22, 2008
Thanksgiving Holiday (College Closed)	November 27, 2008
Thanksgiving Holiday (College Offices Open – No Classes)	November 26 & 28, 2008
15-Week Classes End	December 12, 2008
End of Semester	December 12, 2008
CTE/Secondary Classes End**	December 23, 2008
Christmas Holiday Break (College Closed)	December 25, 2008-Jan. 1, 2009

SPRING SEMESTER **January 19 – May 8, 2009**

Registration/Advising Period Begins	November 3, 2008
College Offices Open	January 2, 2009
CTE/Secondary Classes Resume **	January 5, 2009
Open Registration Day (9-11 am)	January 10, 2009
New Student Orientation	January 13 & 17, 2009
15-Week Classes Begin	January 19, 2009
Refund Deadline to Drop 15-Week Classes	February 4, 2009
Graduation Application Deadline	February 13, 2009
Spring II (8-Week) Classes Begin	March 9, 2009
Refund Deadline to Drop Spring II (8-Week) Classes	March 18, 2009
College Professional Development – (No Classes)	March 20, 2009
Spring Break (College Offices Open)	March 23 - 28, 2009
15-Week Classes End	May 8, 2009
End of Semester	May 8, 2009
Graduation (Faculty Work Day)	May 9, 2009
CTE/Secondary Classes end**	May 29, 2009

**NOTE: CTE/Secondary Classes have different dates than other classes.

CTE/Secondary = Automotive, Health Science Technology, Collision, Construction, Multimedia, Welding

Academic Calendar 2008-2010

SUMMER SEMESTER

May 26 – August 3, 2009

Registration/Advising Period Begins	March 2, 2009
10-Week Classes Begin	May 26, 2009
Memorial Day Holiday (College Closed)	May 25, 2009
8-Week Classes Begin	June 8, 2009
Refund Deadline to Drop 10-Week Session Classes	June 5, 2009
Refund Deadline to Drop 8-Week Session Classes	June 16, 2009
Graduation Application Deadline	July 3, 2009
Independence Day Holiday - (Saturday - College Closed)	July 4, 2009
8-Week Classes End	August 3, 2009
10-Week Classes End.....	August 3, 2009
End of Semester	August 3, 2009

FALL SEMESTER

August 24 – December 11, 2009

Registration/Advising Period Begins	April 6, 2009
New Student Orientation.....	August 15 & 18, 2009
15-Week Classes Begin	August 24, 2009
Labor Day Holiday (College Closed)	September 7, 2009
Refund Deadline to Drop 15-Week Classes	September 9, 2009
Graduation Application Deadline	September 18, 2009
College Professional Development – (No Classes)	October 6, 2009
Fall II (8-Week) Classes Begin.....	October 12, 2009
Refund Deadline to Drop Fall II (8-Week) Classes	October 21, 2009
Thanksgiving Holiday (College Closed)	November 26, 2009
Thanksgiving Holiday (College Offices Open – No Classes)	November 25 & 27, 2009
15-Week Classes End.....	December 11, 2009
End of Semester	December 11, 2009
CTE/Secondary Classes End**	December 23, 2009
Christmas Holiday Break (College Closed)	December 25, 2009-Jan. 1, 2010

SPRING SEMESTER

January 18 – May 11, 2010

Registration/Advising Period Begins	November 2, 2009
College Offices Open	Jan 4, 2010
CTE/Secondary Classes Resume**	Jan. 4, 2010
New Student Orientation.....	Jan. 9 & 12, 2010
15-Week Classes Begin	Jan. 18, 2010
Refund Deadline to Drop 15-Week Classes	Feb. 3, 2010
Graduation Application Deadline	Feb. 12, 2010
Spring II (8-Week) Classes Begin	March 8, 2010
College Professional Development – (No Classes)	Feb. 22 and Apr. 13, 2010
Refund Deadline to Drop Spring II (8-Week) Classes.....	March 17, 2010
Spring Break (College Offices Open).....	March 22 - 27, 2010
15-Week Classes End.....	May 11, 2010
End of Semester	May 11, 2010
Graduation (Faculty Work Day).....	May 15, 2010
CTE/Secondary Classes End**	May 28, 2010

**NOTE: CTE/Secondary Classes have different dates than other classes.

CTE/Secondary = Automotive, Health Science Technology, Collision, Construction, Multimedia, Welding

Degrees Designed for Transfer

BS METEOROLOGY
 BA/BS CHEMISTRY
 BA/BS PHYSICS
 BA PSYCHOLOGY
 BA ANTHROPOLOGY
 BA ECONOMICS
 BA HISTORY
 BA POLITICAL SCIENCE
 BA SOCIOLOGY
 BA/BS URBAN STUDIES
 BA BEHAVIORAL SCIENCE
 BFA ART
 BS CRIMINAL JUSTICE &
 CRIMINOLOGY
 BA/BM MUSIC
 BS TECHNICAL COMMUNICATION
 BS ENVIRONMENTAL SCIENCE
 BA HUMAN DEVELOPMENT

University of Colorado at Boulder (UCB)

BA ENVIRONMENTAL STUDIES
 BA AMERICAN STUDIES
 BA ASIAN STUDIES
 BA ETHNIC STUDIES
 BA COMMUNICATION
 BS JOURNALISM
 BA LINGUISTICS
 BA CHINESE
 BA JAPANESE
 BA RUSSIAN STUDIES
 BA GERMANIC STUDIES
 BA FRENCH
 BA ITALIAN
 BA SPANISH
 BA CLASSICS
 BA ENGLISH
 BA HUMANITIES
 BA ENVIRONMENTAL, POPULATION, &
 ORGANISMIC BIO
 BA BIOCHEMISTRY
 BA MOLECULAR, CELLULAR &
 DEVELOPMENTAL BIOLOGY
 BA MATHEMATICS
 BS APPLIED MATHEMATICS
 BA DISTRIBUTED STUDIES
 BA KINESIOLOGY
 BA PHILOSOPHY
 BA RELIGIOUS STUDIES
 BA CHEMISTRY
 BA GEOLOGY
 BA PHYSICS
 BA PSYCHOLOGY
 BA ANTHROPOLOGY
 BA ECONOMICS
 BA GEOGRAPHY
 BA HISTORY
 BA INTERNATIONAL AFFAIRS
 BA POLITICAL SCIENCE
 BA SOCIOLOGY
 BA/BFA DANCE
 BA/BFA THEATRE
 BA/BFA FILM STUDIES
 B.MUS MUSIC
 BA.MUS ARTS IN MUSIC
 BA/BFA FINE ARTS

BA ASTRONOMY
 BA WOMEN'S STUDIES
 BA SPEECH, LANGUAGE & HEARING
 SCIENCES

University of Colorado at Colorado Springs (UCCS)

BA COMMUNICATION
 BA SPANISH
 BA ENGLISH
 BA BIOLOGY
 BA MATHEMATICS
 BS APPLIED MATHEMATICS
 BA DISTRIBUTED STUDIES
 BA PHILOSOPHY
 BA/BS CHEMISTRY
 BS PHYSICS
 BA PSYCHOLOGY
 BA ANTHROPOLOGY
 BA ECONOMICS
 BA GEOGRAPHY AND
 ENVIRONMENTAL STUDIES
 BA HISTORY
 BA POLITICAL SCIENCE
 BA SOCIOLOGY
 BA FINE ARTS

University of Colorado at Denver (UCD)

BA FRENCH
 BA SPANISH
 BA ENGLISH
 BA ENGLISH WRITING PROGRAM
 BS BIOLOGY
 BS MATHEMATICS
 BA INDIVIDUALLY STRUCTURED
 MAJOR
 BA PHILOSOPHY
 BS CHEMISTRY
 BS PHYSICS
 BA PSYCHOLOGY
 BA ANTHROPOLOGY
 BA ECONOMICS
 BA GEOGRAPHY
 BA HISTORY
 BA POLITICAL SCIENCE
 BA SOCIOLOGY
 BA/BFA FINE ARTS
 BS MUSIC
 BA THEATRE
 BA COMMUNICATION
 BS GEOLOGY
 BS PSYCHOLOGY
 BA THEATRE
 BA COMMUNICATION

University of Northern Colorado (UNC)

BA AFRICANA STUDIES
 BA COMMUNICATION
 BA JOURNALISM
 BA SPANISH
 BS GERONTOLOGY
 BA ENGLISH
 BA BIOLOGICAL SCIENCES
 BA MATHEMATICS
 BA INTERDISCIPLINARY STUDIES

BA PHILOSOPHY
 BA CHEMISTRY
 BA EARTH SCIENCES
 BA PHYSICS
 BA PSYCHOLOGY
 BA SOCIAL SCIENCE
 BA ECONOMICS
 BA GEOGRAPHY
 BA HISTORY
 BA POLITICAL SCIENCE
 BA SOCIOLOGY
 BA THEATRE ARTS
 BA MUSICAL THEATRE
 BA VISUAL ARTS
 BA/BM MUSIC
 BS HEALTH
 BAS PUBLIC SERVICE
 BA MEXICAN AMERICAN STUDIES
 BS EXERCISE & SPORT SCIENCE
 BA FOREIGN LANGUAGES

University of Southern Colorado (USC)

BA/BS MASS COMMUNICATION
 BA FOREIGN LANGUAGES
 BA ENGLISH
 BA/BS SPEECH COMMUNICATION
 BS BIOLOGY
 BA/BS MATHEMATICS
 BS CHEMISTRY
 BS PHYSICS
 BA/BS PSYCHOLOGY
 BA/BS SOCIAL SCIENCE
 BA HISTORY
 BA/BS POLITICAL SCIENCE
 BA/BS SOCIOLOGY
 BA/BS ART
 BA MUSIC
 BS/BA BUSINESS ECONOMICS
 BS LIBERAL STUDIES
 BS HEALTH SCIENCE, HEALTH
 PROMOTION & RECREAT

Western State College (WSC)

BA COMMUNICATION AND THEATRE
 BA FRENCH
 BA SPANISH
 BA ENGLISH
 BA BIOLOGY
 BA MATHEMATICS
 BA KINESIOLOGY
 BA CHEMISTRY
 BA GEOLOGY
 BA PSYCHOLOGY
 BA ECONOMICS
 BA HISTORY
 BA POLITICAL SCIENCE
 BA SOCIOLOGY
 BA ART
 BA MUSIC
 BFA ART
 BA ENVIRONMENTAL STUDIES
 BA ANTHROPOLOGY
 BA INTERDISCIPLINARY STUDIES/
 LIBERAL ARTS

Degrees Designed for Transfer - Associate of Arts

Associate of Arts (A.A.)

The Associate of Arts (A.A.) degree includes courses traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. An Associate of Arts (A.A.) graduate who meets the gtPATHWAYS transfer requirements can enter a four-year Colorado public college or university as a junior and complete a Bachelor degree program.

Associate of Arts (A.A.) Degree Requirements

Prerequisite: Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT scores of Reading 17, English 18, Math 23 will meet the assessment requirement. See the ASSESSMENT AND PLACEMENT section of this catalog for Assessment Exemptions.

√	Course #	Cr	Course Title
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COMMUNICATIONS REQUIREMENT

6	credits required	Take BOTH Courses:	
	ENG 121	3	English Composition I: CO1
	ENG 122	3	English Composition II: CO2
3	credits required	Select ONE Course:	
	COM115	3	Public Speaking
	COM125	3	Interpersonal Communication

COMPUTER SCIENCE REQUIREMENT

3	credits required	Select ONE Course:	
	CIS 118	3	Introduction to PC Applications
	CSC 160	3	Computer Science I: [Language]

HISTORY REQUIREMENT

3	credits required	Select ONE course:	
	HIS 101	3	History of Western Civ. I: HI1
	HIS 102	3	History of Western Civ. II: HI1
	HIS 111	3	World Civilization I: HI1
	HIS 112	3	World Civilization II: HI1
	HIS 201	3	U.S. History I: HI1
	HIS 202	3	U.S. History II: HI1
	HIS 247	3	Contemporary World History: HI1

PHYSICAL & LIFE SCIENCES REQUIREMENT

7	credits required	Select TWO Courses: (Credits over 7 can be applied to Electives)	
	AST 101	4	Astronomy I: SC1
	AST 102	4	Astronomy II: SC1
	BIO 105	4	Science of Biology: SC1
	BIO 111	5	General College Biology I: SC1
	BIO 112	5	General College Biology II: SC1
	BIO 201	4	Human Anat. & Physiology I: SC1
	BIO 202	4	Human Anat. & Physiology II: SC1
	BIO 204	4	Microbiology: SC1
	CHE 101	5	Intro to Chemistry I: SC1
	CHE 102	5	Intro to Chemistry II: SC1
	CHE 111	5	General College Chemistry I: SC1
	CHE 112	5	General College Chemistry II: SC1
	GEY 111	4	Physical Geology: SC1
	GEY 121	4	Historical Geology: SC1
	PHY 105	4	Conceptual Physics: SC1
	PHY 111	5	Physics: Algebra Based I: SC1
	PHY 112	5	Physics: Calculus Based I: SC1
	PHY 212	5	Physics: Calculus Based II: SC1
	SCI 155 and SCI 156	8	Integrated Science I and II: SC1 (*must take BOTH courses)

Degrees Designed for Transfer - Associate of Arts

MATHEMATICS REQUIREMENT

3	credits required	Select ONE Course*: (Credits over 3 can be applied to Electives)	
	MAT 120	3	Mathematics for the Liberal Arts: MA1
	MAT 121	4	College Algebra: MA1
	MAT 122	3	Trigonometry: MA1
	MAT 123	4	Finite Math: MA1
	MAT 125	4	Survey of Calculus: MA1
	MAT 135	3	Introduction to Statistics: MA1
	MAT 201	5	Calculus I: MA1
	MAT 202	5	Calculus II: MA1
	MAT 204	5	Calculus III w/Engineering Applications: MA1
	MAT 215	4	Discrete Mathematics: MA1
	MAT 261	4	Differential Equations w/Engineering Applications: MA1
	MAT 155 and MAT 156	6	Integrated Math I and II: MA1 (*must take BOTH courses)

ARTS & HUMANITIES REQUIREMENT

9	credits required	Select THREE courses with no more than 2 courses from any one AH category:	
AH1 Arts & Expression Category (select no more than 2 courses)			
	ART 110	3	Art Appreciation: AH1
	ART 111	3	Art History I: AH1
	ART 112	3	Art History II: AH1
	MUS 120	3	Music Appreciation: AH1
	MUS 121	3	Intro to Music History I : AH1
	MUS 122	3	Intro to Music History II: AH1
	THE 105	3	Introduction to Theatre Arts: AH1
	THE 211	3	Development of Theatre I: AH1
	THE 212	3	Development of Theatre II: AH1
AH2 Literature & Humanities Category (select no more than 2 courses)			
	HUM 121	3	Humanities: Early Civ.: AH2
	HUM 122	3	Humanities: Medieval-Modern: AH2
	HUM 123	3	Humanities: Modern World: AH2
	LIT 115	3	Introduction to Literature: AH2
	LIT 201	3	Masterpieces of Literature I: AH2
	LIT 202	3	Masterpieces of Literature II: AH2
	LIT 211	3	Survey of American Lit. I: AH2
	LIT 212	3	Survey of American Lit. II: AH2
AH3 Ways of Thinking Category (select no more than 2 courses)			
	PHI 111	3	Introduction to Philosophy: AH3
	PHI 112	3	Ethics: AH3
	PHI 113	3	Logic: AH3
AH4 Foreign Language Category (select no more than 2 courses)			
	SPA 211	3	Spanish Language III: AH4
	SPA 212	3	Spanish Language IV: AH4

SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT

6	credits required	Select TWO courses with no more than 2 courses from any one SS or HI category:	
SS1 Economic & Political Systems Category (select no more than 2 courses)			
	ECO 201	3	Princ. of Macroeconomics: SS1
	ECO 202	3	Princ. of Microeconomics: SS1
	POS 105	3	Intro. to Political Science: SS1
	POS 111	3	American Government: SS1
	POS 205	3	International Relations: SS1
SS2 Geography Category (select no more than 2 courses)			
	GEO 105	3	World Regional Geography: SS2
SS3 Human Behavior & Social Systems Category (select no more than 2 courses)			
	ANT 101	3	Cultural Anthropology: SS3
	ANT 107	3	Introduction to Archaeology: SS3
	ANT 111	3	Physical Anthropology: SS3
	PSY 101	3	General Psychology I: SS3
	PSY 102	3	General Psychology II: SS3
	PSY 205	3	Psychology of Gender: SS3
	PSY 226	3	Social Psychology: SS3
	PSY 235	3	Human Growth & Development: SS3
	PSY 238	3	Child Development: SS3
	PSY 249	3	Abnormal Psychology: SS3
	SOC 101	3	Introduction to Sociology I: SS3
	SOC 102	3	Introduction to Sociology II: SS3
HI1 History Category (select no more than ONE HI1 course)			
	HIS 101	3	History of Western Civ. I: HI1
	HIS 102	3	History of Western Civ. II: HI1
	HIS 111	3	World Civilization I: HI1
	HIS 112	3	World Civilization II: HI1
	HIS 201	3	U.S. History I: HI1
	HIS 202	3	U.S. History II: HI1

A.A. ELECTIVES REQUIREMENT

20	credits required	Select 20 credits from courses in the A. A. Approved Electives List or contact your advisor.
See the following page for a complete list of A.A. Electives.		

60 TOTAL CREDITS

Note: Any mathematics course which has a foundation of pre-requisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Contact your advisor for a course substitution. Only one approved mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program.

Associate of Arts - Degrees Designed for Transfer

List of Approved Associate of Arts (A.A.) and Associate of General Studies (A.G.S.) General Education Electives

Cr Course# Course Title	Cr Course# Course Title	Cr Course# Course Title
(4) ACC 121 Accounting Principles I	(3) ECE 225 Language & Cognition for Young Child	(4) MAT 261 Differential Equations w/Engineering Applications: MA1
(4) ACC 122 Accounting Principles II	(3) ECE 226 Creativity & the Young Child	(3) MUS 120 Music Appreciation: AH1
(3) ANT 101 Cultural Anthropology: SS3	(3) ECO 201 Principles of Macroeconomics: SS1	(3) MUS 121 Music History I: AH1
(3) ANT 107 Introduction to Archaeology: SS3	(3) ECO 202 Principles of Microeconomics: SS1	(3) MUS 122 Music History II: AH1
(3) ANT 111 Physical Anthropology: SS3	(3) EDU 221 Intro to Education	(1) #PED 106 Tennis
(3) ART 110 Art Appreciation: AH1	(3) EDU 231 Introduction to Bilingual Education	(1) #PED 110 Fitness Center Activity I
(3) ART 111 Art History I: AH1	(3) EDU 232 Literacy in the Multicultural/Multilingual Classroom	(1) #PED 111 Fitness Center Activity II
(3) ART 112 Art History II: AH1	(3) EDU 233 English Language Learning (K-12)	(1) #PED 113 Fitness Concepts
(3) ART 121 Drawing I	(3) EDU 234 Multicultural Education	(1) #PED 116 Weight Training
(3) ART 122 Drawing II	(3) EDU 261 Teaching, Learning & Technology	(1) #PED 117 Cross Training
(3) ART 123 Watercolor I	(3) ENG 221 Creative Writing I	(1) #PED 119 Fitness Circuit Training
(3) ART 124 Watercolor II	(3) ENG 222 Creative Writing II	(1) #PED 121 Step Aerobics
(3) ART 211 Painting I	(3) ENG 226 Fiction Writing	(1) #PED 147 Yoga
(3) ART 212 Painting II	(3) ENG 227 Poetry Writing	(1) #PED 148 Yoga II
(3) ART 213 Painting III	(3) GEO 105 World Regional Geography: SS2	(3) PHI 111 Introduction to Philosophy: AH3
(3) ART 214 Painting IV	(4) GEY 111 Physical Geology: SC1	(3) PHI 112 Ethics: AH3
(4) AST 101 Astronomy I: SC1	(4) GEY 121 Historical Geology: SC1	(3) PHI 113 Logic: AH3
(4) AST 102 Astronomy II: SC1	(3) HIS 101 History of Western Civilization I: HI1	(3) PHI 115 World Religions – West
(4) BIO 105 Science of Biology: SC1	(3) HIS 102 History of Western Civilization II: HI1	(3) PHI 116 World Religions - East
(5) BIO 111 General College Biology I: SC1	(3) HIS 111 World Civilization I: HI1	(4) PHY 105 Conceptual Physics: SC1
(5) BIO 112 General College Biology II: SC1	(3) HIS 112 World Civilization II: HI1	(5) PHY 111 Physics: Algebra-Based I/Lab: SC1
(4) BIO 201 Human Anat. & Physiology I: SC1	(3) HIS 201 U.S. History I: HI1	(5) PHY 112 Physics: Algebra-Base. II/Lab: SC1
(4) BIO 202 Human Anat. & Physiology II: SC1	(3) HIS 202 U.S. History II: HI1	(5) PHY 211 Physics: Calc.-Based I/Lab: SC1
(4) BIO 204 Microbiology: SC1	(3) HIS 225 Colorado History	(5) PHY 212 Physics: Calc.-Based II/Lab: SC1
(4) BIO 211 Cell Biology	(3) HIS 235 History of the American West	(3) POS 105 Intro. to Political Science: SS1
(4) BIO 216 Pathophysiology	(4) HPR 217 Kinesiology	(3) POS 111 American Government: SS1
(3) BUS 216 Legal Environment of Business	(3) HUM 121 Humanities: Early Civ: AH2	(3) POS 205 International Relations: SS1
(3) BUS 217 Business Comm & Report Writing	(3) HUM 122 Humanities: Medieval-Mod: AH2	(3) PSY 101 General Psychology I: SS3
(3) BUS 226 Business Statistics	(3) HUM 123 Humanities: Modern World: AH2	(3) PSY 102 General Psychology II: SS3
(5) CHE 101 Introduction to Chemistry I: SC1	(3) HWE100 Human Nutrition	(3) PSY 112 Psychology of Adjustment
(5) CHE 102 Introduction to Chemistry II: SC1	(3) LIT 115 Introduction to Literature: AH2	(3) PSY 205 Psychology of Gender: SS3
(5) CHE 111 General College Chemistry I: SC1	(3) LIT 125 Study of the Short Story	(3) PSY 226 Social Psychology: SS3
(5) CHE 112 General College Chemistry II: SC1	(3) LIT 126 Study of Poetry	(3) PSY 235 Human Growth & Devel.: SS3
(3) CIS 115 Intro to Computers	(3) LIT 201 Masterpieces of Literature I: AH2	(3) PSY 237 Child & Adolescent Psychology
(3) CIS 118 Intro to PC Applications	(3) LIT 202 Masterpieces of Literature II: AH2	(3) PSY 238 Child Development
(3) COM115 Public Speaking	(3) LIT 211 Survey of American Literature I: AH2	(3) PSY 245 Educational Psychology
(3) COM125 Interpersonal Communication	(3) LIT 212 Survey of American Literature II: AH2	(3) PSY 249 Abnormal Psychology: SS3
(3) COM 226 Oral Interpretation	(3) LIT 225 Children's Literature	(4) SCI 155 Integrated Science I: SC1
(4) CSC 160 Computer Science I (C++)	(3) MAN 226 Principles of Management	(4) SCI 156 Integrated Science II: SC1
(4) CSC 161 Computer Science II (C++)	(3) MAT 110 Turbo Algebra	(3) SOC 101 Introduction to Sociology I: SS3
(3) ECE 101 Intro to Early Childhood Education	(1) MAT 111 Technology Lab for Algebra	(3) SOC 102 Introduction to Sociology II: SS3
(3) ECE 102 Intro to ECE Lab Techniques	(4) MAT 120 Mathematics for Liberal Arts: MA1	(3) SOC 215 Contemp. Social Problems: SS3
(3) ECE 103 Guidance Strategies for Children	(4) MAT 121 College Algebra	(5) SPA 111 Foreign Language I: Spanish
(3) ECE 205 Nutrition, Health & Safety	(3) MAT 122 College Trigonometry: MA1	(5) SPA 112 Foreign Language II: Spanish
(3) ECE 220 Curriculum Dev: Methods & Technique	(4) MAT 125 Survey of Calculus: MA1	(3) SPA 115 Foreign Lang. for the Professional I
	(3) MAT 135 Introduction to Statistics: MA1	(3) SPA 211 Foreign Language III: Spanish
	(3) MAT 155 Integrated Math I; MA1	(3) SPA 212 Foreign Language IV: Spanish
	(3) MAT 156 Integrated Math II: MA1	(3) THE 105 Introduction to Theatre Arts: AH1
	(5) MAT 201 Calculus I: MA1	(3) THE 111 Acting I
	(5) MAT 202 Calculus II: MA1	(3) THE 112 Acting II
	(5) MAT 204 Calculus III w/Engineering Apps: MA1	(3) THE 211 Development of Theatre I: AH1
	(4) MAT 215 Discrete Mathematics: MA1	(3) THE 212 Development of Theatre II: AH1
	(3) MAT 255 Linear Algebra: MA1	

Other courses may apply. Contact your advisor.

#Students may apply up to a total of 3 credits to the A.A. degree electives of:

- Physical Education activity (PED/PER)
- 100 and/or 200 level,
- Independent Study,
- Seminar/Workshop,
- Special Topics courses (ST: xxx)

Independent Study, Seminar/Workshop and Special Topics courses require written VP or Division Chair or Center permission.

Any of the Colorado gTPATHWAYS designated courses not listed here are approved for A.A. Electives. These are courses with AH1, AH2, AH3, AH4, CO1, CO2, HI1, MA1, SC1, SS1, SS2, SS3, designators in their titles.

Degrees Designed for Transfer - Associate of Science Pre-Engineering

Associate of Science (A.S.) Pre-Engineering

Associate of Science (A.S.) Degree Pre-Engineering Requirements

Prerequisite: Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT scores of Reading 17, English 18, Math 23 will meet the assessment requirement. See the ASSESSMENT AND PLACEMENT section of this catalog for Assessment Exemptions.

Note:

The Pre-Engineering emphasis will not appear on the diploma.

✓	Course #	Cr	Course Title
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COMMUNICATIONS REQUIREMENT

6	credits required	Take BOTH Courses:	
	ENG 121	3	English Composition I: CO1
	ENG 122	3	English Composition II: CO2
3	credits required	Take THIS Course:	
	COM 115	3	Public Speaking

MATHEMATICS REQUIREMENT

17	credits required	Take THESE Courses:	
	MAT 121	4	College Algebra: MA1
	MAT 122	4	Trigonometry: MA1
	MAT 201	5	Calculus I: MA1
	MAT 202	5	Calculus II: MA1

ARTS & HUMANITIES REQUIREMENT

9	credits required	Select THREE courses with no more than 2 courses from any one AH category:	
AH1 Arts & Expression Category (select no more than 2 courses)			
	ART 110	3	Art Appreciation: AH1
	ART 111	3	Art History I: AH1
	ART 112	3	Art History II: AH1
	MUS 120	3	Music Appreciation: AH1
	MUS 121	3	Intro to Music History I: AH1
	MUS 122	3	Intro to Music History II: AH1
	THE 105	3	Introduction to Theatre Arts: AH1
	THE 211	3	Development of Theatre I: AH1
	THE 212	3	Development of Theatre II: AH1
AH2 Literature & Humanities Category (select no more than 2 courses)			
	HUM 121	3	Humanities: Early Civilization: AH2
	HUM 122	3	Humanities: Medieval-Modern: AH2
	HUM 123	3	Humanities: Modern World: AH2
	LIT 115	3	Introduction to Literature: AH2
	LIT 201	3	Masterpieces of Literature I: AH2

	LIT 202	3	Masterpieces of Literature II: AH2
	LIT 211	3	Survey of American Literature I: AH2
	LIT 212	3	Survey of American Lit. II: AH2
AH3 Ways of Thinking Category (select no more than 2 courses)			
	PHI 111	3	Introduction to Philosophy: AH3
	PHI 112	3	Ethics: AH3
	PHI 113	3	Logic: AH3
AH4 Foreign Language Category (select no more than 2 courses)			
	SPA 211	3	Spanish Language III: AH4
	SPA 212	3	Spanish Language IV: AH4

SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT

6	credits required	Select TWO courses with no more than 2 courses from any one SS or HI category:	
SS1 Economic & Political Systems Category (select no more than 2 courses)			
	ECO 201	3	Prin. of Macroeconomics: SS1
	ECO 02	3	Prin. of Microeconomics: SS1

HISTORY REQUIREMENT

3	credits required	Select ONE course:	
	HIS 101	3	History of Western Civ. I: HI1
	HIS 102	3	History of Western Civ. II: HI1
	HIS 111	3	World Civilization I: HI1
	HIS 112	3	World Civilization II: HI1
	HIS 201	3	U.S. History I: HI1
	HIS 202	3	U.S. History II: HI1
	HIS 247	3	Contemporary World History: HI1

PHYSICAL & LIFE SCIENCES REQUIREMENT

15	credits required	Take these THREE courses:	
	CHE 111	5	General College Chemistry I: SC1
	PHY 211	5	Physics: Calculus Based I: SC1
	PHY 212	5	Physics: Calculus Based II: SC1
60	TOTAL CREDITS		

HIGHLY RECOMMENDED COURSES

CHE 112	5	General College Chemistry II: SC1
MAT 204	5	Calculus III w/Engineering Applications: MA1

Colorado public colleges and universities participate in the gtPATHWAYS general education transfer agreement. Colleges and Universities not participation in the gtPATHWAYS have the flexibility to teach the topics contained in the calculus sequence in a different order. Contacting the transfer school will ensure a smooth transition into Calculus III.

Degrees Designed for Transfer - Associate of Science

Associate of Science (A.S.)

The Associate of Science (A.S.) degree includes courses traditionally taught during the first two years of a Bachelor of Science degree program and may transfer to four-year institutions. An Associate of Science (A.S.) graduate who meets the gtPATHWAYS transfer requirements can enter a four-year Colorado public college or university as a junior and complete a Bachelor degree program. Not designed for majors in Engineering - see Statewide Articulation Agreement section.

Associate of Science (A.S.) Degree Requirements

Prerequisite: Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT scores of Reading 17, English 18, Math 23 will meet the assessment requirement. See the ASSESSMENT AND PLACEMENT section of this catalog for Assessment Exemptions.

√	Course #	Cr	Course Title
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COMMUNICATIONS REQUIREMENT

6	credits required	Take BOTH Courses:	
	ENG 121	3	English Composition I: CO1
	ENG 122	3	English Composition II: CO2

SPEECH REQUIREMENT

3	credits required	Select ONE Course:	
	COM 115	3	Public Speaking
	COM 125	3	Interpersonal Communication

COMPUTER SCIENCE REQUIREMENT

3	credits required	Select ONE Course:	
	CIS 118	3	Introduction to PC Applications
	CSC 160	3	Computer Science I: [Language]

MATHEMATICS REQUIREMENT

3	credits required	Select ONE Course: (Credits over 3 can be applied to Electives)	
	MAT 121	4	College Algebra: MA1
	MAT 125	4	Survey of Calculus: MA1
	MAT 201	5	Calculus I: MA1
	MAT 202	5	Calculus II: MA1
	MAT 204	5	Calculus III w/Engineering Applications: MA1
	MAT 215	4	Discrete Mathematics: MA1
	MAT 261	4	Differential Equations w/Engineering Applications: MA1

ARTS & HUMANITIES REQUIREMENT

9	credits required	Select THREE courses with no more than 2 courses from any one AH category:	
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AH1 Arts & Expression Category (select no more than 2 courses)

	ART 110	3	Art Appreciation: AH1
	ART 111	3	Art History I: AH1
	ART 112	3	Art History II: AH1
	MUS 120	3	Music Appreciation: AH1
	MUS 121	3	Intro to Music History I: AH1
	MUS 122	3	Intro to Music History II: AH1
	THE 105	3	Introduction to Theatre Arts: AH1
	THE 211	3	Development of Theatre I: AH1
	THE 212	3	Development of Theatre II: AH1

AH2 Literature & Humanities Category (select no more than 2 courses)

	HUM 121	3	Humanities: Early Civilization: AH2
	HUM 122	3	Humanities: Medieval-Modern: AH2
	HUM 123	3	Humanities: Modern World: AH2
	LIT 115	3	Introduction to Literature: AH2
	LIT 201	3	Masterpieces of Literature I: AH2
	LIT 202	3	Masterpieces of Literature II: AH2
	LIT 211	3	Survey of American Literature I: AH2
	LIT 212	3	Survey of American Lit. II: AH2

AH3 Ways of Thinking Category (select no more than 2 courses)

	PHI 111	3	Introduction to Philosophy: AH3
	PHI 112	3	Ethics: AH3
	PHI 113	3	Logic: AH3

AH4 Foreign Language Category (select no more than 2 courses)

	SPA 211	3	Spanish Language III: AH4
	SPA 212	3	Spanish Language IV: AH4

Associate of Science - Degrees Designed for Transfer

SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT

6	credits required	Select TWO courses with no more than 2 courses from any one SS or HI category:	
SS1 Economic & Political Systems Category (select no more than 2 courses)			
	ECO 201	3	Prin. of Macroeconomics: SS1
	ECO 202	3	Prin. of Microeconomics: SS1
	POS 105	3	Intro. to Political Science: SS1
	POS 111	3	American Government: SS1
	POS 205	3	International Relations: SS1
SS2 Geography Category select no more than 2 courses)			
	GEO 105	3	World Regional Geography: SS2
SS3 Human Behavior & Social Systems Category (select no more than 2 courses)			
	ANT 101	3	Cultural Anthropology: SS3
	ANT 107	3	Introduction to Archaeology: SS3
	ANT 111	3	Physical Anthropology: SS3
	PSY 101	3	General Psychology I: SS3
	PSY 102	3	General Psychology II: SS3
	PSY 205	3	Psychology of Gender: SS3
	PSY 226	3	Social Psychology: SS3
	PSY 235	3	Human Growth & Development: SS3
	PSY 238	3	Child Development: SS3
	PSY 249	3	Abnormal Psychology: SS3
	SOC 101	3	Introduction to Sociology I: SS3
	SOC 102	3	Introduction to Sociology II: SS3
HI1 History Category (select no more than 1 HI1 course)			
	HIS 101	3	History of Western Civilization I: HI1
	HIS 102	3	History of Western Civilization II: HI1
	HIS 111	3	World Civilization I: HI1
	HIS 112	3	World Civilization II: HI1
	HIS 201	3	U.S. History I: HI1
	HIS 202	3	U.S. History II: HI1
	HIS 247	3	Contemporary World History: HI1

HISTORY REQUIREMENT

3	credits required	Select ONE course:	
	HIS 101	3	History of Western Civ. I: HI1
	HIS 102	3	History of Western Civ. II: HI1
	HIS 111	3	World Civilization I: HI1
	HIS 112	3	World Civilization II: HI1
	HIS 201	3	U.S. History I: HI1
	HIS 202	3	U.S. History II: HI1
	HIS 247	3	Contemporary World History: HI1

PHYSICAL & LIFE SCIENCES REQUIREMENT

7	credits required	Select TWO Courses: (Credits over 7 can be applied to Electives)	
	AST 101	4	Astronomy I: SC1
	AST 102	4	Astronomy II: SC1
	BIO 105	4	Science of Biology: SC1
	BIO 111	5	General College Biology I: SC1
	BIO 112	5	General College Biology II: SC1
	BIO 201	4	Human Anat. & Physiology I: SC1
	BIO 202	4	Human Anat. & Physiology II: SC1
	BIO 204	4	Microbiology: SC1
	CHE 111	5	General College Chemistry I: SC1
	CHE 112	5	General College Chemistry II: SC1
	GEY 111	4	Physical Geology: SC1
	GEY 121	4	Historical Geology: SC1
	PHY 111	5	Physics: Algebra Based I: SC1
	PHY 112	5	Physics: Calculus Based I: SC1
	PHY 212	5	Physics: Calculus Based II: SC1

A.S. ELECTIVES REQUIREMENT

20	credits required	Select 20 credits from courses listed below which are Approved A.S. Electives or consult your Advisor.	
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APPROVED A.S. ELECTIVES:

- (4) AST 101 Astronomy I: SC1
- (4) AST 102 Astronomy II: SC1
- (5) BIO 111 General College Biology/Lab I: SC1
- (5) BIO 112 General College Biology/Lab II: SC1
- (4) BIO 201 Human Anatomy & Physiology I: SC1
- (4) BIO 202 Human Anatomy & Physiology II: SC1
- (4) BIO 204: Microbiology: SC1
- (4) BIO 211 Cell Biology
- (4) BIO 216 Pathophysiology
- (5) CHE 111 General College Chemistry I: SC1
- (5) CHE 112 General College Chemistry II: SC1
- (3) CIS 115 Intro to Computers
- (3) CIS 118 Intro to PC Applications
- (4) CSC 160 Computer Science I
- (3) ECO 201 Principles of Macroeconomics: SS1
- (3) ECO 202 Principles of Microeconomics: SS1
- (4) GEY 111 Physical Geology: SC1
- (4) GEY 121 Historical Geology: SC1
- (1) MAT 111 Technology Lab for Algebra
- (4) MAT 121 College Algebra: MA1
- (3) MAT 122 College Trigonometry: MA1
- (4) MAT 125 Survey of Calculus: MA1
- (3) MAT 135 Introduction to Statistics: MA1
- (5) MAT 201 Calculus I: MA1
- (5) MAT 202 Calculus II: MA1
- (5) MAT 204 Calculus III w/Engineering Applications: MA1
- (4) MAT 215 Discrete Mathematics: MA1
- (3) MAT 255 Linear Algebra: MA1
- (4) MAT 261 Differential Equations w/Engineering Applications: MA1
- (5) PHY 111 Physics: Algebra-Based I/Lab: SC1
- (5) PHY 112 Physics: Algebra-Based II/Lab: SC1
- (5) PHY 211 Physics: Calculus-Based I/Lab: SC1
- (5) PHY 212 Physics: Calculus-Based II/Lab: SC1

60	TOTAL CREDITS
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Associate of General Studies (A.G.S.) Degree

Students that do NOT plan to transfer to a 4-year school, but who want to pursue a self-designed program of study may pursue an A.G.S. Students selecting this major should work closely with an academic advisor to select coursework which meets their individual needs.

Associate of General Studies (A.G.S.)

Associate of General Studies (A.G.S.) Degree Requirements

Prerequisite: Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT scores of Reading 17, English 18, Math 23 will meet the assessment requirement. See the ASSESSMENT AND PLACEMENT section of this catalog for Assessment Exemptions.

√	Course #	Cr	Course Title
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COMMUNICATIONS REQUIREMENT

3	credits required	Select ONE Course:	
	ENG 121	3	English Composition I: CO1
	ENG 122	3	English Composition II: CO2
	COM 115	3	Public Speaking

MATHEMATICS REQUIREMENT

3	credits required	Select ONE Course*: (Credits over 3 can be applied to General Education Courses)	
	MAT 120	3	Math for the Liberal Arts: MA1
	MAT 121	4	College Algebra: MA1
	MAT 122	3	Trigonometry: MA1
	MAT 123	4	Finite Math: MA1
	MAT 125	4	Survey of Calculus: MA1
	MAT 135	3	Introduction to Statistics: MA1
	MAT 201	5	Calculus I: MA1
	MAT 202	5	Calculus II: MA1
	MAT 204	5	Calculus III w/Engineering Applications: MA1
	MAT 215	4	Discrete Mathematics: MA1
	MAT 261	4	Differential Equations w/Engineering Aps.: MA1
	MAT 155 and MAT 156	6	Integrated Math I and II: MA1 (*must take BOTH courses)

PHYSICAL & LIFE SCIENCES REQUIREMENT

3	credits required	Select ONE Course: (Credits over 3 can be applied to General Education Courses)	
	AST 101	4	Astronomy I: SC1
	AST 102	4	Astronomy II: SC1
	BIO 105	4	Science of Biology: SC1
	BIO 111	5	General College Biology I: SC1
	BIO 112	5	General College Biology II: SC1
	BIO 201	4	Human Anatomy & Physiology I: SC1

	BIO 202	4	Human Anatomy & Physiology II: SC1
	BIO 204	4	Microbiology: SC1
	CHE 101	5	Intro to Chemistry I: SC1
	CHE 102	5	Intro to Chemistry II: SC1
	CHE 111	5	General College Chemistry I: SC1
	CHE 112	5	General College Chemistry II: SC1
	GEY 111	4	Physical Geology: SC1
	GEY 121	4	Historical geology: SC1
	PHY 105	4	Conceptual Physics: SC1
	PHY 111	5	Physics: Algebra Based I: SC1
	PHY 112	5	Physics: Calculus Based I: SC1
	PHY 212	5	Physics: Calculus Based II: SC1
	SCI 155 and SCI 156	8	Integrated Science I and II: SC1 (*must take BOTH courses)

ARTS & HUMANITIES REQUIREMENT

3	credits required	Select ONE course:	
AH1 Arts & Expression Category			
	ART 110	3	Art Appreciation: AH1
	ART 111	3	Art History I: AH1
	ART 112	3	Art History II: AH1
	MUS 120	3	Music Appreciation: AH1
	MUS 121	3	Intro to Music History I: AH1
	MUS 122	3	Intro to Music History II: AH1
	THE 105	3	Introduction to Theatre Arts: AH1
	THE 211	3	Development of Theatre I: AH1
	THE 212	3	Development of Theatre II: AH1
AH2 Literature & Humanities Category			
	HUM 121	3	Humanities: Early Civilization: AH2
	HUM 122	3	Humanities: Medieval-Modern: AH2
	HUM 123	3	Humanities: Modern World: AH2
	LIT 115	3	Introduction to Literature: AH2
	LIT 201	3	Masterpieces of Literature I: AH2
	LIT 202	3	Masterpieces of Literature II: AH2
	LIT 211	3	Survey of American Lit. I: AH2
	LIT 212	3	Survey of American Lit. II: AH2
AH3 Ways of Thinking Category			
	PHI 111	3	Introduction to Philosophy: AH3
	PHI 112	3	Ethics: AH3
	PHI 113	3	Logic: AH3

Associate of General Studies (A.G.S.) Degree

AH4 Foreign Language Category		
SPA 211	3	Spanish Language III: AH4
SPA 212	3	Spanish Language IV: AH4

SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT

3	credits required	Select ONE course:
SS1 Economic & Political Systems Category		
ECO 201	3	Prin. of Macroeconomics: SS1
ECO 202	3	Prin. of Microeconomics: SS1
POS 105	3	Intro. to Political Science: SS1
POS 111	3	American Government: SS1
POS 205	3	International Relations: SS1
SS2 Geography Category		
GEO 105	3	World Regional Geography: SS2
SS3 Human Behavior & Social Systems Category		
ANT 101	3	Cultural Anthropology: SS3
ANT 107	3	Introduction to Archaeology: SS3
ANT 111	3	Physical Anthropology: SS3
PSY 101	3	General Psychology I: SS3
PSY 102	3	General Psychology II: SS3
PSY 205	3	Psychology of Gender: SS3
PSY 226	3	Social Psychology: SS3
PSY 235	3	Human Growth & Development: SS3
PSY 238	3	Child Development: SS3
PSY 249	3	Abnormal Psychology: SS3
SOC 101	3	Introduction to Sociology I: SS3
SOC 102	3	Introduction to Sociology II: SS3
HI1 History Category		
HIS 101	3	History of Western Civ. I: HI1
HIS 102	3	History of Western Civ. II: HI1
HIS 111	3	World Civilization I: HI1
HIS 112	3	World Civilization II: HI1
HIS 201	3	U.S. History I: HI1
HIS 202	3	U.S. History II: HI1
HIS 247	3	Contemporary World History: HI1

A.G.S. GENERAL EDUCATION COURSE REQUIREMENT

15	credits required	Select 15 credits from the List of Approved A.G.S. General Education Electives on page 24 or consult your Advisor.
		Other courses may apply. Contact your advisor. #Students may apply up to a total of 3 credits to the A.G.S. degree electives of: <ul style="list-style-type: none"> • Physical Education activity (PED/PER) • 100 and/or 200 level Independent Study • Seminar/Workshop • Special Topics courses (ST: xxx) Independent Study, Seminar/Workshop and Special Topics courses require written VP or Division Chair or Center Director permission.
	or	You may also select from these additional A.G.S. General Education Courses:
		COM 105; PSY 116, 247, 265; JOU 105, 106

A.G.S. ELECTIVES REQUIREMENT

30	credits required	Select from the List of Approved A.G.S. General Education Electives on page 24, from the courses listed above and/or:
		Select from any occupational/technical courses. <i>Note: The selected courses must NOT be considered developmental. Generally that means all courses must be above the 100 level.</i>
60	TOTAL CREDITS	

Career and Technical Education (CTE) Degrees and Certificates

MCC offers many Career and Technical Education (CTE) Associate of Applied Science (A.A.S.) degrees and Certificates in the areas shown on the following pages.

The two-year Associate of Applied Science Degree provides career skills to enable students to enter the job market after graduation, retrain in a new career or upgrade employment skills. The specific degrees vary in length from 60 credits to a maximum of 75 credits. A minimum of 15 general education credits are part of each program.

The degree is intended to prepare students to enter skilled and/or paraprofessional occupations and is not intended for transfer toward a baccalaureate degree; however, some courses may transfer to some institutions. Academic advisors should be consulted for further information. Check with the other college or university if planning to transfer these courses. Specific degree requirements are listed with each program in the next section of this catalog.

Contrary to what many may view as the old vocational track, today's career and technical programs are increasingly complex and challenge all students at the highest level, no matter what they are planning after high school. In an increasingly global economy where knowledge is the new currency, CTE lays a foundation for one of the most concrete pathways toward post-secondary learning and access to rewarding jobs.

CTE Programs

Agriculture and Business Management

Automotive Service Technology

Collision Repair Technology

Business

Construction Technologies

Emergency Medical Services

Health

Health and Wellness

Multimedia

Nursing

Real Estate

Welding

AGRICULTURE and BUSINESS MANAGEMENT

Agriculture and Business Management options are 18-credit certificate programs that include classroom and private on-site instruction. The courses are designed for completion in one year and are for individuals in any type of business from service to retail and from agriculture sales to production.

Nine separate 18-credit Agriculture/Business Management certificates are available:

- Planning & Financial Records
- Financial Analysis
- Commodity Marketing
- Marketing and Risk Management
- Web Productivity and Utilization
- Advanced Agriculture and Business Management
- Integrated Management
- Rural Business Entrepreneurship
- Leadership/Human Resources

Planning and Financial Records Certificate

Agriculture and Business Management Planning & Financial Records is a one-year certificate program in business planning and computerized record keeping. Emphasis will be placed on the implementation and maintenance of an accurate set of computerized financial records, computer terminology, accounting concepts, and compiling a business plan.

Agriculture/Business Management Planning and Financial Records Certificate Requirements:			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 111	9	Records & Business Planning I
	ABM 112	9	Records & Business Planning II
		18	TOTAL CREDITS

Financial Analysis Certificate

Agriculture/Business Financial Analysis is a one-year certificate program focusing on financial analysis and health of the business. Development and interpretation of financial reports will point to strengths and weaknesses for business analysis purposes.

Agriculture and Business Management Financial Analysis Certificate Requirements			
Prerequisites: Complete set of cash records or instructor consent.			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 121	9	Financial Analysis I
	ABM 122	9	Financial Analysis II
		18	TOTAL CREDITS

Commodity Marketing Certificate

Agriculture/Business Management Commodity Marketing is a one-year certificate (18 credits) focusing on the development of a marketing plan and production costs. This focus includes marketing strategies and alternatives such as cash, futures, options, and forward contracts as well as price trends and behavior. Enterprise calculations resulting in production trends are emphasized.

Agriculture/Business Management Commodity Marketing Certificate Requirements			
Prerequisites: ABM 131: Cost of production records for one enterprise or instructor consent.			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 131	9	Commodity Marketing I
	ABM 132	9	Commodity Marketing II
		18	TOTAL CREDITS

Marketing & Risk Management Certificate

Agriculture/Business Management Marketing & Risk Management is a one-year certificate emphasizing marketing strategies, enterprise/job costing analysis, sales/pricing trends, and risk management techniques. Marketing terminology, risk management strategies, marketing research and analysis along with marketing strategies for the development of a marketing plan will be emphasized.

Agriculture and Business Management Marketing & Risk Management Certificate Requirements:			
Prerequisites for ABM 136 is successful completion of ABM 135 or instructor consent.			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 135	9	Marketing & Risk Management I
	ABM 136	9	Marketing & Risk Management II
		18	TOTAL CREDITS

Career and Technical Education (CTE) Degrees and Certificates

Web Productivity and Utilization Certificate

MCC's Web Productivity and Utilization Program is a one-year certificate (18 credits) designed to enhance business management skills by improving one's understanding and use of the Internet for business productivity. Utilization of available tools, technical capabilities, and development of a web plan for the business will be addressed.

Web Productivity and Utilization Certificate Requirements:			
Prerequisites: Internet Connection.			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 137	9	Web Productivity/Utilization I
	ABM 138	9	Web Productivity/Utilization II
		18	TOTAL CREDITS

Integrated Management Certificate

MCC's Integrated Management Program is a one-year certificate (18 credits) emphasizing integration of data and software technology of the business. Research and identification of data and software used in the business and industry will point to the development of a management plan incorporating improved use of software and data through integration of current and/or new software applications.

Integrated Management Certificate Requirements:			
Prerequisites: Internet Connection.			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 143	9	Integrated Management I
	ABM 144	9	Integrated Management II
		18	TOTAL CREDITS

Advanced Agriculture/Business Management Certificate

Advanced Agriculture/Business Management is a one-year certificate designed to enhance advanced management skills by looking at the existing business plan, identifying risk reducing alternatives, and continued in-depth financial analysis.

Agriculture and Business Management Advanced Management Certificate Requirements:			
Prerequisites: ABM 141: Accurate accrual financial records or instructor consent. ABM 142: Completed business plan or instructor consent.			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 141	9	Advanced Business Management I
	ABM 142	9	Advanced Business Management II
		18	TOTAL CREDITS

Rural Business Entrepreneurship Certificate

The Rural Business Entrepreneurship program is a one-year certificate designed to enhance business management skills by looking at a new business venture. Emphasis will be placed on the research and development of a complete business plan through the use of technology.

Agriculture and Business Management Rural Business Entrepreneurship Certificate Requirements:			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 151	9	Rural Business Entrepreneurship I
	ABM 152	9	Rural Business Entrepreneurship II
		18	TOTAL CREDITS

Leadership/Human Resources Certificate

MCC's Leadership and Human Resource Program is a one-year certificate (18 credits) emphasizing leadership and resources management in the business. Exploration of effective leadership and ethics concepts and skills along with the identification of human resource tools will guide the evaluation and analysis of the business' current management practices. Development and evaluation of a leadership plan for the business will be addressed.

Leadership/Human Resources Certificate Requirements:			
Prerequisites: Internet connection.			
√	Course #	Cr	Course Title
Take these TWO courses:			
	ABM 153	9	Leadership/Human Resource Management I
	ABM 154	9	Leadership/Human Resource Management II
		18	TOTAL CREDITS

Automotive Service Technology

The Associate of Applied Science-Automotive Service Technology program at Morgan Community College prepares students to secure work in many different aspects of the automotive service field. Positions include general automotive technician, light or heavy-duty technician, or drivability technician.

The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and is NATEF certified. All program faculty are ASE Master certified. Training includes worksite experience. In order for students to meet NATEF requirements, students are required to purchase the applicable textbooks before attending class.

Tools are not required for program completion; however, they will be required to gain employment in the industry. Students will get special price incentives on tools as students of the Automotive Service Technology program. Many vendors participate in this program.

Automotive Service Technology Certificate

Automotive Service Technology Certificate Requirements			
√	Course #	Cr	Course Title
Level I Courses (33 credits)			
Take THESE courses:			
	ASE 102	2	Introduction to Automotive Shop
	ASE 110	3	Brakes I
	ASE 120	2	Basic Automotive Electricity
	ASE 123	2	Automotive Battery, Starting & Charging Systems
	ASE 130	2	General Engine Diagnosis
	ASE 132	2	Ignition System Diagnosis & Repair
	ASE 134	2	Automotive Emissions
	ASE 150	2	Automotive U-joint & Axle Shaft Service
	ASE 160	1	Automotive Engine Removal & Installation
	ASE 161	5	Engine Disassembly, Diagnosis, & Assembly
	ASE 221	4	Automotive Body Electrical
	ASE 231	2	Automotive Computers
	ASE 233	4	Fuel Injection and Exhaust Systems
Additional Courses Required for Certificate (2 credits)			
Take THESE courses:			
	COM 100	1	Workplace Communication
	MAT 178	1	Math for Industrial Trades
		35	TOTAL CREDITS

Accreditation: *National Automotive Technicians Education Foundation, Inc. (NATEF)*



Associate of Applied Science (A.A.S.) Automotive Service Technology Degree

A.A.S. - Automotive Service Technology Degree Requirements			
√	Course #	Cr	Course Title
		33	Completion of Automotive Service Technology Certificate Level I Courses
Level II Courses (37 credits)			
Take THESE courses:			
	ASE 140	3	Suspension & Steering I
	ASE 151	2	Automotive Manual Transmission/ Transaxles & Clutches
	ASE 152	2	Differentials & 4WD/AWD Service
	ASE 210	3	Brakes II
	ASE 220	2	Specialized Electronics Training
	ASE 235	1	Drivability & Diagnosis
	ASE 240	3	Suspension & Steering II
	ASE 250	1	Automatic Transmission/Transaxle Service
	ASE 251	5	Automatic Transmission/Transaxle Diagnosis and Assemblies
	ASE 265	5	Automotive Heating & Air Conditioning
General Education Courses for A.A.S. degree (15 credits)			
Take THESE courses:			
	BUS 115	3	Introduction to Business
	COM 105	3	Career Communications
	CIS 118	3	Introduction to PC Applications
	HWE 122 or ENG 121	2 or 3	Responding to Emergencies* or English Composition I GT-CO1
	MAT 107	3	Career Mathematics
		75	TOTAL CREDITS

*Students taking the 2 credit HWE 122 will be 1 credit short of General Education Courses. Advisor will accept 1 credit of MAT 178 or other course in substitution.

Business

Morgan Community College offers many business and computer training courses, certificates, and degrees to meet the needs of its students and community. These include the following:

Certificates in:

- Business Human Resource Management
- Business Supervision
- Medical Transcriptionist
- Office Support Specialist

Business Administration A.A.S. degree with concentrations in:

- Accounting
- Ag/Business Management
- Business Foundations
- Business Technologies
- Supervision Management

Business Human Resources Management Certificate

This program is designed to introduce students to legal environment and human relations issues that affect human resource management.

Business Human Resources Management Certificate Requirements			
√	Course #	Cr	Course Title
Take THESE courses:			
	BUS 216	3	Legal Environment of Business
	MAN 200	3	Human Resource Management I
	MAR 160	3	Customer Service
		9	TOTAL CREDITS

Business Supervision Certificate

Business Supervision Certificate Requirements			
√	Course #	Cr	Course Title
Take THESE courses:			
	MAN 116	3	Principles of Supervision
	MAN 125	1	Teambuilding
	MAN 225	3	Leadership
		7	TOTAL CREDITS

Medical Transcriptionist Certificate

Medical Transcriptionist Certificate Requirements			
Prerequisite: BTE 100 or demonstrated keyboarding skill.			
√	Course #	Cr	Course Title
Take THESE courses:			
	HPR 178	2	Medical Terminology
	BTE 103	3	Keyboarding Applications II
	MOT 132	3	Medical Transcription I
		8	TOTAL CREDITS

Office Support Specialist Certificate

Office Support Specialist Certificate Requirements			
Prerequisite: BTE 100 or demonstrated keyboarding skill.			
√	Course #	Cr	Course Title
Take THESE courses:			
	ACC 101	3	Fundamentals of Accounting
	ACC 125	3	Computerized Accounting
	BTE 102*	2	Keyboarding Applications I
	BTE 103	3	Keyboarding Applications II
	BTE 108	1	Ten-Key by Touch
	BTE 156	4	Business Math with Calculators
	BTE 225	3	Office Management
	BUS 115	3	Introduction to Business
	BUS 217	3	Business Comm. & Report Writing
	CIS 131	1	Word Processing
	CIS 141	1	PC Databases I: MS Access
	CIS 151	1	PC Spreadsheets I: Excel
	COM 105	3	Career Communication
	ENG 113	3	Business English
	MAN 117	1	Time Management
	MAN 125	1	Teambuilding
		36	TOTAL CREDITS

**Associate of Applied Science
(A.A.S.) Business Administration
(Accounting concentration)**

Associate of Applied Science - Business Administration (Accounting concentration) Requirements			
Prerequisite: *BTE 100 or demonstrated keyboarding skill.			
Note: The concentration will not appear on the diploma. (Program Approved by CCCS 7-12-07)			
✓	Course #	Cr	Course Title
Semester 1 (15 credits)			
Take THESE courses:			
	ACC 101	3	Fundamentals of Accounting
	BTE 102*	2	Keyboarding Applications I
	BTE 156	4	Business Math with Calculators
	BUS 115	3	Introduction to Business
	ENG 113	3	Business English
Semester 2 (15 credits)			
Take THESE courses:			
	ACC 125	3	Computerized Accounting
	BUS 216	3	Legal Environment of Business
	BUS 217	3	Business Comm. & Report Writing
	CIS 118	3	Introduction to PC Applications
	PSY 226	3	Social Psychology: SS3
Semester 3 (16 credits)			
Take THESE courses:			
	ACC 115	3	Payroll Accounting
	ACC 121	4	Principles of Accounting I
	BTE 225	3	Office Management
	CIS 155	3	PC Spreadsheet Concepts: Excel
	ECO 105	3	Introduction to Economics
Semester 4 (14 credits)			
Take THESE courses:			
	ACC 122	4	Principles of Accounting II
	ACC 226	3	Cost Accounting
	BUS 187	1	Cooperative Education/Internship
	COM 105	3	Career Communications
	PHI 111	3	Ethics: AH3
		60	TOTAL CREDITS

**Associate of Applied Science
(A.A.S.) Business Administration
(Ag/Business Management concentration)**

Associate of Applied Science - Business Administration (Supervision/Management concentration) Requirements			
Prerequisite: BTE 100 or demonstrated keyboarding skill.			
Note: The concentration will not appear on the diploma. (Program Approved by CCCS 7-12-07)			
✓	Course #	Cr	Course Title
Semester 1 (16 credits)			
Take THESE courses:			
	BTE 156	4	Business Math with Calculators
	BUS 115	3	Introduction to Business
	ECO 105	3	Introduction to Economics
	ENG 113	3	Business English
	MAR 216	3	Principles of Marketing
Semester 2 (15 credits)			
Take THESE courses:			
	BUS 216	3	Legal Environment of Business
	BUS 217	3	Business Comm. & Report Writing
	CIS 118	3	Introduction to PC Applications
	COM 105	3	Career Communications
	PSY 226	3	Social Psychology: SS3
Semester 3 (15 credits)			
Take THESE courses:			
	ABM 151	9	Rural Entrepreneurship I
	ACC 101	3	Fundamentals of Accounting
	PHI 111	3	Ethics: AH1
Semester 4 (15 credits)			
Take THESE courses:			
	ABM 152	9	Rural Entrepreneurship II
	ACC 125	3	Computerized Accounting
	Business Electives	1	Select credits from Business Courses & Electives List or consult with your advisor.
		60	TOTAL CREDITS

**Associate of Applied Science
(A.A.S.) Business Administration
(Business Foundations concentration)**

Associate of Applied Science - Business Administration (Business Foundations concentration) Requirements			
Prerequisite: *BTE 100 or demonstrated keyboarding skill.			
Note: The concentration will not appear on the diploma. (Program Approved by CCCS 7-12-07)			
√	Course #	Cr	Course Title
Semester 1 (15 credits)			
Take THESE courses:			
	BTE 102*	2	Keyboarding Applications I
	BTE 156	4	Business Math with Calculators
	BUS 115	3	Introduction to Business
	ENG 113	3	Business English
	MAR 216	3	Principles of Marketing
Semester 2 (15 credits)			
Take THESE courses:			
	BUS 216	3	Legal Environment of Business
	BUS 217	3	Business Comm. & Report Writing
	CIS 118	3	Introduction to PC Applications
	PSY 226	3	Social Psychology: SS3
	COM 115	3	Public Speaking
Semester 3 (15 credits)			
Take THESE courses:			
	ACC 101	3	Fundamentals of Accounting
	BTE 225	3	Office Management
	COM 105	3	Career Communications
	ECO 105	3	Introduction to Economics
	MAR 160	3	Customer Service
Semester 4 (15 credits)			
Take THESE courses:			
	BTE 108	1	Ten-Key by Touch
	BUS 187	1	Cooperative Education/Internship
	MAN 215	3	Organizational Behavior
	MAN 224	3	Leadership
	MAN 226	3	Principles of Management
	PHI 111	3	Ethics: AH3
	Business Electives	1	Select credits from <u>Business Courses & Electives List</u> or consult with your advisor.
		60	TOTAL CREDITS

**Associate of Applied Science
(A.A.S.) Business Administration
(Business Technologies concentration)**

Associate of Applied Science - Business Administration (Business Technologies concentration) Requirements			
Prerequisite: BTE 100 or demonstrated keyboarding skill.			
Note: The concentration will not appear on the diploma. (Program Approved by CCCS 7-12-07)			
√	Course #	Cr	Course Title
Semester 1 (15 credits)			
Take THESE courses:			
	BTE 102*	2	Keyboarding Applications I
	BTE 156	4	Business Math with Calculators
	BUS 115	3	Introduction to Business
	CIS 135	3	Complete Word Processing: Word
	ENG 113	3	Business English
Semester 2 (15 credits)			
Take THESE courses:			
	BTE 103	3	Keyboarding Applications II
	BUS 216	3	Legal Environment of Business
	BUS 217	3	Business Comm. & Report Writing
	PSY 226	3	Social Psychology: SS3
	COM 115	3	Public Speaking
Semester 3 (15 credits)			
Take THESE courses:			
	ACC 101	3	Fundamentals of Accounting
	BTE 225	3	Office Management
	CIS 145	3	Complete PC Database
	COM 105	3	Career Communication
	ECO 105	3	Introduction to Economics
Semester 4 (15 credits)			
Take THESE courses:			
	BTE 108	1	Ten-Key by Touch
	BUS 187	1	Cooperative Education/Internship
	CIS 155	3	PC Spreadsheet Concepts: Excel
	CIS 218	3	Advanced PC Applications
	MAN 215	3	Organizational Behavior
	MAN 224	3	Leadership
	Business Electives	1	Select credits from <u>Business Courses & Electives List</u> or consult with your advisor.
		60	TOTAL CREDITS

**Associate of Applied Science
(A.A.S) Business Administration
(Supervision/Management concentration)**

Associate of Applied Science - Business Administration (Supervision/Management concentration) Requirements			
Prerequisite: BTE 100 or demonstrated keyboarding skill.			
Note: The concentration will not appear on the diploma. (Program Approved by CCCS 7-12-07)			
√	Course #	Cr	Course Title
Semester 1 (15 credits)			
Take THESE courses:			
	ACC 101	3	Fundamentals of Accounting
	BTE 102*	2	Keyboarding Applications I
	BTE 156	4	Business Math with Calculators
	BUS 115	3	Introduction to Business
	ENG 113	3	Business English
Semester 2 (15 credits)			
Take THESE courses:			
	BUS 216	3	Legal Environment of Business
	BUS 217	3	Business Comm. & Report Writing
	CIS 118	3	Introduction to PC Applications
	PSY 226	3	Social Psychology: SS3
	COM 115	3	Public Speaking
Semester 3 (15 credits)			
Take THESE courses:			
	ECO 105	3	Introduction to Economics
	MAN 116	3	Principles of Supervision
	MAN 200	3	Human Resource Management
	MAR 160	3	Customer Service
	PHI 111	3	Ethics: AH1
Semester 4 (15 credits)			
Take THESE courses:			
	BTE 108	1	Ten-Key by Touch
	BUS 187	1	Cooperative Education/Internship
	COM 105	3	Career Communications
	MAN 215	3	Organizational Behavior
	MAN 224	3	Leadership
	MAN 226	3	Principles of Management
	Business Electives	1	Select credits from <u>Business Courses & Electives List</u> or consult with your advisor.
		60	TOTAL CREDITS

Business Courses & Electives List

- *ACC 115 Payroll Accounting
- *ACC 121 Accounting Principles I
- *ACC 122 Accounting Principles II
- *ACC 125 Computerized Accounting
- *ACC 131 Income Tax
- *ACC 132 Tax Help Colorado
- *ACC 133 Tax Help CO Site Lab
- *ACC 216 Governmental & Not-for-Profit Accounting
- *BUS 115 Intro to Business
- *BUS 216 Legal Environment of Business
- *BUS 217 Business Comm & Report Writing
- *BUS 226 Business Statistics
- *BTE 100 Computer Keyboarding
- *BTE 102 Keyboarding Applications I
- *BTE 103 Keyboarding Applications II
- *BTE108 Ten-Key by Touch
- *BTE 225 Office Management
- *CIS 131 Word Processing I
- *CIS 132 Word Processing II
- *CIS 133 Word Processing III
- *CIS 135 Complete PC Word Processing: MS Word
- *CIS 141 PC Database I: MS Access
- *CIS 142 PC Database II: MS Access
- *CIS 143 PC Database III: MS Access
- *CIS 145 Complete PC Database
- *CIS 151 PC Spreadsheets I: MS Excel
- *CIS 152 PC Spreadsheets II: MS Excel
- *CIS 153 Advanced Spreadsheets: MS Excel
- *CIS 155 PC Spreadsheet Concepts: MS Excel
- ECO 105 Intro to Economics
- ECO 201 Princ of Macroeconomics: SS1
- ECO 202 Princ of Microeconomics: SS1
- *ENG 113 Business English
- ENG 121 English Composition I: CO1
- ENG 122 English Composition II: CO1
- *MAN 116 Princ. of Management
- *MAN 117Time Management
- *MAN 125Teambuilding
- *MAN 200 Human Resource Mgt.
- *MAN 215 Org. Behavior
- *MAN 224 Leadership
- *MAN 226 Princ. of Management
- *MAR 111 Principles of Sales
- *MAR 160 Customer Service
- *MAR 216 Princ. of Marketing
- MAT 120 Mathematics for Liberal Arts: MA1
- MAT 121 College Algebra: MA1
- MAT 122 College Trigonometry: MA1
- MAT 125 Survey of Calculus: MA1
- MAT 135 Introduction to Statistics: MA1
- MAT 155 Integrated Math I: MA1
- MAT 156 Integrated Math II: MA1
- MAT 201 Calculus I: MA1
- MAT 202 Calculus I: MA1
- *MGD 102 Intro to Multimedia
- *MGD 133 Graphic Design I
- *MGD 141 Web Design I
- PHI 111 Intro to Philosophy: AH3
- PSY 101 General Psychology I: SS3
- PSY 102 General Psychology II: SS3
- SOC 101 Sociology I: SS3
- SOC 102Sociology II: SS3
- SPA 101 Conversational Foreign Language I: Spanish
- SPA 102 Conversational Foreign Language II: Spanish
- SPA 111 Foreign Language I: Spanish
- SPA 112 Foreign Language II: Spanish
- SPA 115 Foreign Language for the Professional I
- SPA 211 Foreign Language III: Spanish: AH4
- SPA 212 Foreign Language IV: Spanish: AH4
- SPA 215 Foreign Language for the Professional II

*Denotes a Business Course

Collision Repair Technology

The Collision Repair Technology program at Morgan Community College offers both a one-year certificate and a two-year Associate of Applied Science degree (A.A.S.) Completion of the program prepares students for entry-level Collision Repair Technology Degree employment in auto body painting, frame repair, or metal repair in the automotive industry. The program meets Automotive Service Excellence (ASE) standards established by the National Automobile Technicians Education Foundation (NATEF), and is NATEF certified. Instructors are ASE certified. In order for students to meet NATEF requirement, students are required to purchase the applicable textbooks before attending class.

Accreditation: National Automotive Technicians Education Foundation, Inc. (NATEF)



Collision Repair Technology Certificate

Collision Repair Technology Certificate Requirements:			
√	Course #	Cr	Course Title
Level I - Fall Semester: 11 credits			
Take THESE courses:			
	ACT 110	2	Safety in Collision Repair
	ACT 111	3	Metal Welding and Cutting I
	ACT 121	3	Non-Structural Repair Preparation
	ACT 123	3	Metal Finishing and Body Filing
Level II - Spring Semester: 9 credits			
Take THESE courses:			
	ACT 122	3	Panel Repair and Replacements
	ACT 131	3	Structural Damage Diagnosis
	ACT 232	2	Fixed Glass Repair
	MAT 178	1	Math for Industrial Trades (General Education Course)
Level II - Fall Semester: 7 credits			
Take THESE courses:			
	ACT 141	1	Refinishing Safety
	ACT 142	2	Surface Preparation I
	ACT 143	2	Spray Equipment Operation
	HWE 122	2	Responding to Emergencies
Level II - Spring Semester: 7 credits			
Take THESE courses:			
	ACT 144	2	Refinishing I
	ACT 132	3	Structural Damage Repair
	ACT 151	1	Plastics and Adhesives I
	ACT 251	1	Plastics and Adhesives II
		34	TOTAL CREDITS

Associate of Applied Science (A.A.S) Collision Repair Technology

A.A.S. - Collision Repair Technology Degree Requirements:			
√	Course #	Cr	Course Title
		34	Completion of the Collision Repair Certificate Requirements
Take THESE courses:			
	ACT 180	3	Automotive Collision Repair Internship - Level I
	ACT 181	4	Automotive Collision Repair Internship - Level II
	ACT 205	3	Estimating & Shop Management
	ACT 211	2	Metal Welding & Cutting II
	ACT 231	3	Advanced Structural Damage Diagnosis
	ACT 241	3	Paint Defects
	ACT 242	2	Surface Preparation II
	ACT 243	2	Refinishing II
	ACT 244	2	Final Detail
	ACT 280	5	Automotive Collision Repair Internship - Level III
	ART 211	3	Painting I (General Education Requirement)
	CIS 118	3	Introduction to PC Applications
	COM 105	3	Career Communications
	MAT 107	3	Career Math
		75	TOTAL CREDITS

Construction Technologies Program

The Construction Technologies Program is designed to prepare individuals with entry-level skills and to upgrade working skills in the construction industry. The program is open to high school juniors and seniors, and college students. It meets the guides for the National Center for Construction Education and Research (NCCER). The degree & certificates meet national industry certification.

Construction Technologies- Level I Certificate

Construction Technologies-Level I Certificate Requirements:			
√	Course #	Cr	Course Title
Take all of these courses:			
	CAR 100	1	Introduction to Carpentry
	CAR 101	1	Basic Safety
	CAR 102	1	Hand and Power Tools
	CAR 105	1	Job Site Layout & Blueprint Read.
	CAR 115	1	Form and Foundation Systems
	CAR 120	1	General Construction Framing
	CAR 170	1	Clinical: Construction Lab I
	CAR 171	2	Clinical: Construction Lab I
	CAR 172	2	Clinical: Construction Lab I
	MAT 178	1	Math for Industrial Trades
	CAR 121	1	Floor Framing
	CAR 122	1	Wall Framing
	CAR 123	1	Roof Framing
	CAR 125	1	Roofing Materials and Methods
	CAR 126	1	Framing with Metal Studs
	CAR 130	1	Windows and Exterior Doors
	CAR 270	3	Clinical: Construction Lab I
	CAR 271	3	Clinical: Construction Lab I
	MAN 125	1	Teambuilding
		25	TOTAL CREDITS

Construction Technologies- Level II Certificate

Construction Technologies-Level II Certificate Requirements:			
√	Course #	Cr	Course Title
Prerequisites: Successful Completion of all 25 credits of the Construction Technologies-Level I Certificate.			
		25	Construction Technologies-Level I Certificate Courses
Take all of these courses:			
	CAR 131	1	Exterior Trim
	CAR 135	1	Thermal & Moisture Methods & Materials

	CAR 140	1	Stair Construction/Layout
	CAR 150	1	Interior Trim-General
	CAR 153	1	Interior Trim Cabinets/Counters
	CAR 280	3	Internship
	EIC 104	1.5	Basics of Industrial Electricity
	EIC 124	1	Electrical Safety
	EIC 144	1.5	Grounding and Bonding
	COM 100	1	Workplace Communication
	CAR 145	1	Interior Finishes-General
	CAR 146	1	Interior Finishes-Drywall Const.
	CAR 205	2	Advanced Site Layout
	CAR 215	1	Form & Foundation Systems II
	CAR 220	1	Advanced Framing-General
	CAR 250	2	Advanced Interior Trim-General
	CAR 251	2	Advanced Interior Trim-Doors
	CAR 281	3	Internship
	HWE 122	2	Responding to Emergencies
		53	TOTAL CREDITS

Associate of Applied Science (A.A.S.) Construction Technologies

Associate of Applied Science - Construction Technologies Degree Requirements			
Prerequisites: Open to high school juniors and seniors, and college students.			
Successful Completion of all 53 credits of the Construction Technologies-Level II Certificate.			
√	Course #	Cr	Course Title
		53	Construction Technologies-Level II Certificate Courses
Take these EIGHT courses:			
	CIS 118	3	Introduction to PC Applications
	CAD 101	3	Computer Aided Drafting I
	CAD 102	3	Computer Aided Drafting II
	MAT 107	3	Career Math
	PSY 112	3	Psychology of Adjustment
	MAN 117	1	Time Management
	MAN 116	3	Principles of Supervision
	COM 105	3	Career Communications
		75	TOTAL CREDITS

Early Childhood Education

Morgan Community College offers an Associate of Arts (A.A.) degree, Associate of General Studies (A.G.S.) degree and three certificates in Early Childhood Education to meet the needs of its students and community.

These include the following:

- Infant/Toddler Group Leader Certificate
- Preschool Group Leader Certificate
- Early Childhood Education Director Certificate
- Associate of General Studies (A.G.S.) degree with Early Childhood Education emphasis
- Associate of Arts (A.A.) degree – Early Childhood Education (see Statewide Transfer Articulation section)

The group of three certificates prepares students for Infant/Toddler Group Leader, Preschool Group Leader, and/or Early Childhood Education Director-qualified positions in early childhood care and education programs. A grade of "C" or higher is required in all courses leading to a certificate or degree. Upon completion of curriculum listed, students will have met the requirements for a Colorado Group Leader Certificate from Morgan Community College and an Early Childhood Director Certificate. This certificate meets director requirements for the Colorado Department of Human Services.

Infant/Toddler Group Leader Certificate

Infant/Toddler Group Leader Certificate Requirements:			
√	Course #	Cr	Course Title
Take all of these courses:			
	ECE 101	3	Introduction to Early Childhood Education
	ECE 103	3	Guidance Strategies for Children
	ECE 111	3	Infant & Toddler Theory & Practice
	ECE 112	3	Infant & Toddler Lab
	ECE 238	4	Child Growth & Development
		16	TOTAL CREDITS

Preschool Group Leader Certificate

Preschool Group Leader Certificate Requirements:			
√	Course #	Cr	Course Title
Take all of these courses:			
	ECE 101	3	Introduction to Early Childhood Education
	ECE 102	3	Early childhood Lab Techniques
	ECE 103	3	Guidance Strategies for Children
	ECE 220	3	Curriculum Development: Methods & Techniques
	ECE 238	4	Child Growth & Development
		16	TOTAL CREDITS

Early Childhood Education Director Certificate

Early Childhood Education Director Certificate Requirements:			
√	Course #	Cr	Course Title
Take all of these courses:			
	ECE 101	3	Introduction to Early Childhood Education
	ECE 102	3	Early Childhood Lab Techniques
	ECE 103	3	Guidance Strategies for Children
	ECE 205	3	Nutrition Health & Safety
	ECE 220	3	Curriculum Development: Methods & Techniques
	ECE 238	4	Child Growth & Development
	ECE 240	3	Administration of Early Childhood Care & Education Programs (Capstone)
	ECE 241	3	Human Relations for Early Childhood Professionals
		25	TOTAL CREDITS

**Associate of General Studies (A.G.S.)
(Early Childhood Education concentration)**

Associate of General Studies (A.G.S.) - (Early Childhood Education concentration)		
Degree Requirements:		
Note: The concentration will NOT appear on the diploma.		
ECE EMPHASIS COURSE REQUIREMENT		
31	credits required	Complete EACH of these courses:
	ECE 101	3 Introduction to Early Childhood Education
	ECE 102	3 Early Childhood Lab Techniques
	ECE 103	3 Guidance Strategies for Children
	ECE 111	3 Infant & Toddler Theory & Practice
	ECE 112	3 Infant & Toddler Lab Techniques
	ECE 205	3 Nutrition, Health & Safety
	ECE 220	3 Curriculum Development: Methods & Techniques
	ECE 238	4 Child Growth & Development
	ECE 241	3 Administration: Human Relations for Early Childhood Education
	ECE 289	3 Capstone: Early Childhood Education
COMMUNICATIONS REQUIREMENT		
3	credits required	Select ONE Course:
	ENG 121	3 English Composition I: CO1
	ENG 122	3 English Composition II: CO2
	COM 115	3 Public Speaking
MATHEMATICS REQUIREMENT		
3	credits required	Select ONE Course*: (Credits over 3 can be applied to General Education Courses)
	MAT 107	3 Career Math
	MAT 120	3 Mathematics for Liberal Arts: MA1
	MAT 121	4 College Algebra: MA1
	MAT 135	3 Introduction to Statistics: MA1
	MAT 155	3 Integrated Math I: MA1
	MAT 156	3 Integrated Math II: MA1

PHYSICAL & LIFE SCIENCES REQUIREMENT			
3	credits required	Select ONE Course: (Credits over 3 can be applied to General Education Courses)	
	BIO 105	4	Science of Biology: SC1
	BIO 111	5	General College Biology I: SC1
	CHE 101	5	Intro to Chemistry I: SC1
	CHE 111	5	General College Chemistry I: SC1
	GEY 111	4	Physical Geology: SC1
	PHY 105	4	Conceptual Physics: SC1
	PHY 111	5	Physics: Algebra Based I: SC1
ARTS & HUMANITIES REQUIREMENT			
3	credits required	Select ONE course:	
	ART 110	3	Art Appreciation: AH1
	MUS 120	3	Music Appreciation: AH1
	LIT 115	3	Introduction to Literature: AH2
	LIT 255	3	Children's Literature
SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT			
3	credits required	Select ONE course:	
	POS 105	3	Intro to Political Science: SS1
	GEO 105	3	World Regional Geography: SS2
	HIS 201	3	U.S. History I: HI1
A.G.S. GENERAL EDUCATION COURSE REQUIREMENT			
14	credits required	Select from:	
Any courses listed in the sections above that have not already been taken and/or from the List of Approved General Education Course Electives.			
Or from these additional A.G.S. General Education Courses:			
COM 105; ECE 126; PHY 105; PSY 116, PSY 247; JOU 106; LIT 211, LIT 212			
60	TOTAL CREDITS		

Emergency Medical Services

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. EMS training is available for anyone interested in emergency medical services work with ambulance services, hospitals, clinical settings, fire and police departments. Training is also for those who could use EMT skills for their business or personal use. Emergency Medical Services training for Emergency Medical Technician (EMT) is offered regularly and grants are available to help defray costs. Continuing education courses, First Responder, and recertification courses are also offered. Certificates in EMT-Basic and EMT-Intermediate are available along with an Associate of General Studies (A.G.S.) degree with an emphasis in Emergency Medical Services

Cardio-Pulmonary Resuscitation (CPR) and First Aid Training

MCC provides training in emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets requirements of the American Red Cross and the American Heart Association.

HWE 101 - CPR is a 1 credit course in CPR that provides the completer with CPR certification for a one year period.

HWE 103 - Community First Aid and CPR is a 1 credit course which uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.

HWE 122 - Responding to Emergencies provides standard first aid and CPR, with a more in-depth look at sudden illness, specific disease and emergencies in a 2 credit setting.

HWE 102 - CPR Recertification is a .25 credit course which reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child, and Infant CPR.

HPR 102 - CPR for Professionals is a .5 credit course that meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children, and adult patients.

First Responder Training

MCC offers First Responder training as approved by the Colorado Department of Public Safety, Division of Fire Safety. It provides the student with entry level knowledge for providing care at the scene of a medical emergency.

EMS 115 - First Responder is a single 3 credit hour course.

EMS Continuing Education

EMT-B and EMT-I continuing education is available each year through courses in categories such as, Trauma, Medical Electives, I.V. Therapy.

EMT-Basic Certificate

This program prepares graduates for jobs where certification is required by statute. For example, that of ambulance attendant, as well as other jobs where emergency medical skills are required. EMT-Basic is approved by the Colorado State Department of Health and is offered both spring and fall semesters on the Fort Morgan campus. MCC Centers offer EMT-Basic training annually. Upon successful completion of the EMT Basic Certificate program, students will then be eligible to take the National Registry Practical and Computer based exams. Students that successfully complete the National Registry exams can then apply to the State of Colorado, EMS Division for State Certification.

Emergency Medical Technician-Basic Certificate Requirements:

Prerequisites and additional requirements:

- Pass American DataBank background check**
- Pass drug screen**
- Submit proof of current immunizations**
- Purchase required student liability insurance at MCC Bookstore
- Documentation of current certification in Professional Rescuer CPR or equivalent
- Completion of the EMT-Basic program application

**contact Student Success Advisor for Health Occupations for details

√	Course #	Cr	Course Title
Take these TWO courses:			
	EMS 125	9	EMT-Basic
	EMS 170	1	EMT-Basic Clinical
		10	TOTAL CREDITS

Note: MCC will offer the required National Registry Practical Exams each semester.

EMT-Intermediate Certificate

This program introduces students to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado. According to the Colorado Board of Medical Examiner's, "ACTS ALLOWED", the EMT-I may perform non-invasive emergency medical functions described for the EMT-Basic, provide advanced airway management, perform cardiac monitoring and defibrillation, and administer approved drugs. Upon successful completion of the EMT Intermediate Certificate program, student will then be eligible to take the national Registry Practical and Computer based exams. Students that successfully complete the National Registry exams can then apply to the State of Colorado, EMS Division for State Certification.

Emergency Medical Technician-Intermediate Certificate Requirements

Prerequisites and additional requirements:

- Pass American DataBank background check**
- Pass drug screen**
- Submit proof of current immunizations**
- Purchase required student liability insurance at MCC Bookstore
- Documentation of current certification in Professional Rescuer CPR or equivalent
- Completion of the EMT-Intermediate program application

**contact Student Success Advisor for Health Occupations

✓	Course #	Cr	Course Title
Take these THREE courses:			
	EMS 203	6	EMT-Intermediate I
	EMS 205	6	EMT-Intermediate II
	EMS 270	3	Clinical: EMS Intermediate
		15	TOTAL CREDITS

Note: MCC will offer or help the student find the required National Registry Practical

Associate of General Studies (A.G.S) (Emergency Medical Services concentration)

Associate of General Studies (A.G.S.) Degree Requirements - Emergency Medical Services concentration

Note: The concentration will NOT appear on the diploma.

✓	Course #	Cr	Course Title
I. GENERAL EDUCATION COURSES			
15	credits required	Take ALL five of these courses:	
	ENG 121	3	English Composition I: CO1
	COM 115	3	Public Speaking
	MAT 135	3	Introduction to Statistics: MA1
	PSY 101	3	General Psychology I: SS3
	SOC 101	3	Introduction to Sociology I: SS3

II. GENERAL EDUCATION ELECTIVES

15	credits required	Select 15 credits from these courses:	
	BIO 106	4	Basic Anatomy & Physiology
	BIO 201	4	Human Anatomy and Physiology I: SC1
	BIO 202	4	Human Anatomy and Physiology II: SC1
	COM 105	3	Career Communications
	MAT 120	4	Math for Liberal Arts: MA1
	PSY 116	3	Stress Management
	PSY 112	3	Psychology of Adjustment
	PSY 235	3	Human Growth & Development: SS3
	PSY 237	3	Child & Adolescent Psychology
	PSY 238	3	Child Development: SS3

III. EMS ELECTIVES

30	credits required	Select 30 credits from these courses:	
	COM 105	3	Career Communications
	EMS 112	2.5	Emergency Medical Dispatch
	EMS 115	3	First Responder
	EMS 125	9	EMT-Basic
	EMS 126	3	EMT-Basic Refresher
	EMS 130	2	EMT Intravenous Therapy
	EMS 178	0.1	EMS Seminars #
	EMS 203	6	EMT-Intermediate I
	EMS 205	6	EMT-Intermediate II
	EMS 206	1	EMT-Intermediate Refresher
	EMS 214	1	Basic Trauma Life Support
	EMS 275	.05	EMS: Special Topics #
	HPR 102	.05	CPR for Professionals
	HPR 120	1	Advanced Cardiac Life Support
	HPR 130	1	Pediatric Advanced Life Support
	HPR 178	2	Seminar: Medical Terminology #
	HPR 190	2	Basic EKG Interpretation
	BIO 216	5	Human Pathophysiology
	NUR 112	2	Basic Concepts of Pharmacology
	SPA 115	3	Spanish for the Professional

Other courses may apply. Contact your advisor.

60	TOTAL CREDITS
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Health Occupations (Non-Nursing)

Morgan Community College provides many health occupations degrees and certificates including the following:

- Massage Therapy Certificate
- Health Science Technology Certificate
- Medical Assisting Certificate
- Medication Aide Certificate
- Phlebotomy Certificate
- Radiology Technician Certificate (with Community College of Denver)

Medication Aide Certificate

Medication aides are experienced certified nurse aides who specialize in administering medications in a long-term care facility. They are responsible for maintaining records, administering medication orders, following standards of nursing practice and infection control. Upon successful completion of this certificate, the student is eligible to apply to the Colorado State Board of Nursing to take the certification exam for Medication Aides.

Medication Aide Certificate Requirements			
Prerequisites and additional requirements:			
<ul style="list-style-type: none"> • Pass American DataBank background check** • Pass drug screen** • Submit proof of current immunizations** • Purchase required student liability insurance at MCC Bookstore • Documentation of current CPR for the Professional • High School Diploma or equivalent • 18 years old minimum age • Appropriate ACCUPLACER score in Elementary Algebra (EA) or completion of MAT 090 or higher with a "C" grade or higher • Able to read and comprehend English • Have at least 2000 hours working as a certified nurse aide in a nursing facility 			
**contact Student Success Advisor for Health Occupations for details			
√	Course #	Cr	Course Title
Fall Semester (6 credits)			
Take these TWO courses:			
	BIO 106	4	Basic Anatomy & Physiology
	HPR 178	2	Medical Terminology
Spring Semester (6 credits)			
Take these FOUR courses:			
	NUR 112	2	Basic Concepts of Pharmacology
	NUR 103	1	Health Assessment
	HPR 171	2	Clinical I
	NUR 101	1	Pharmacology Calculations
		12	TOTAL CREDITS

Phlebotomy Certificate

After successful completion of the program, students can apply to take the certification exam through the American Society for Clinical Pathology (ASCP) Board of Registry to become a ASCP Phlebotomy Technician.

Phlebotomy Certificate Requirements			
Prerequisites:			
<ul style="list-style-type: none"> • Pass American DataBank background check** • Pass drug screen** • Submit proof of current immunizations** • Purchase required student liability insurance at MCC Bookstore • Documentation of current CPR for the Professional • High School Diploma or equivalent. 			
**contact Student Success Advisor for Health Occupations for details			
Fall Semester (6 credits)			
Take these TWO courses:			
√	Course #	Cr	Course Title
	HPR 112	4	Phlebotomy
	HPR 178	2	Medical Terminology
Spring Semester (8 credits)			
Take these TWO courses:			
	HPR 113	4	Advanced Phlebotomy
	HPR 180	4	Internship
		14	TOTAL CREDITS

Medical Assistant Certificate

The Medical Assistant program prepares students for entry level employment in the health care fields. Employment is expected to grow much faster than the average for all health occupations through the year 2012. Although medical assistants are not licensed, some states require a test or a course before performing certain tasks, such as taking x-rays. There are national examinations that a student may take upon completion of the program thorough the American Association of Medical Assistants or American Medical Technologist.

Medical Assistant Certificate Requirements			
Prerequisites and additional requirements: <ul style="list-style-type: none"> • Pass American DataBank background check** • Pass drug screen** • Submit proof of current immunizations** \ • Purchase required student liability insurance at MCC Bookstore • High School Diploma or equivalent **contact Student Success Advisor for Health Occupations for details			
Program approved by CCCS 10/4/07			
✓	Course #	Cr	Course Title
Fall Semester (15 credits)			
Take these FIVE courses:			
	BIO 106	4	Basic Anatomy & Physiology
	HPR 178	2	Medical Terminology
	PSY 235	3	Human Growth & Development: SS3
	BTE 225	3	Office Management
	SPA 115	3	Spanish for the Professional I
Spring Semester (12 credits)			
Take these FIVE courses:			
	COM 105	3	Career Communications
	NUA 101	4	Nurse Aide Health Care Skills
	NUA 170	1	Nurse Aide Clinical Experience
	MOT 150	3	Pharmacology for Medical Assistants <i>Course prerequisite: MAT 090 with "C" grade or higher or appropriate math entrance score</i>
	HPR 102	1	CPR for Professionals
Summer Semester (14 credits)			
Take these FOUR courses:			
	MOT 130	3	Insurance Billing and Coding
	MOT 140	4	Medical Assisting Clinical Skills
	MOT 188	4	Practicum
	CIS 118	3	Introduction to PC Applications
		41	TOTAL CREDITS

Massage Therapy Certificate

The Massage Therapy Program at Morgan Community College is designed to provide the skills and credentials students need to work as massage therapists in health care settings, spas, and private practice. Many health care professionals enroll in the Massage Therapy Program as an additional certification to enhance their job skills and employability. The MCC program is based on American Massage Therapy guidelines and meets the criteria for national certification.

Classes are scheduled weekends and evenings on the Fort Morgan campus, and some classes are available at MCC Centers. Students are welcome to enroll in many of the Massage Therapy classes without specifically being accepted into the program.

Massage Therapy Certificate Requirements:			
Prerequisites and additional requirements: <ul style="list-style-type: none"> • Pass American DataBank background check** • Pass drug screen** • Submit proof of current immunizations** • Purchase required student liability insurance at MCC Bookstore prior to clinical courses • Documentation of current CPR for the Professional **contact Student Success Advisor for Health Occupations for details			
✓	Course #	Cr	Course Title
General Education Requirements (16 credits)			
Take these FOUR courses:			
	BIO 201	4	Human Anatomy & Physiology I: SC1
	HPR 217	4	Kinesiology
	COM 105 or ENG 121	3	Career Communications or English Composition I: CO1
	HPR 178	2	Medical Terminology
	HWE 100	3	Human Nutrition
Fall Semester (8 credits)			
Take these THREE courses:			
	MST 111	4	Basic Massage Therapy
	MST 204	2	MST Business Practices
	MST 105	2	Lifestyle Wellness
Spring Semester (6 credits)			
Take these TWO courses:			
	MST 184	3	Clinical Massage
	MST 113	3	Professional Massage
		30	TOTAL CREDITS

Health Occupations (Non-Nursing)

Health Science Technology Certificate (Med Prep.)

Health Science Technology, formerly Med Prep, is a program designed for juniors and seniors in high school who want to explore the many options of health care careers. Students take classes at the college and earn college credit. This program prepares individuals for beginning employment in the health care field at an aide level. High schools within the college service area partner with MCC to provide basic training in health careers.

Students must be able to complete and pass a criminal background check through American DataBank during the Fall semester of Level I. Proof of current immunizations must be submitted.

Health Science Technology Certificate Requirements:

Prerequisites and additional requirements:

- Pass American DataBank background check
- Submit proof of current immunizations
- This program serves secondary students within the college service area.

✓	Course #	Cr	Course Title
LEVEL I - Fall Semester (9 credits)			
Take these THREE courses:			
	BIO 106	4	Basic Anatomy & Physiology
	HPR 100	3	Introduction to Health
	HWE 122	2	Responding to Emergencies
LEVEL I - Spring Semester (6 credits)			
	6	Select ONE GROUP of courses below:	
	MOT 140, MOT 182		Medical Assisting Clinical Skills and Clinical Internship
	NUA 101, NUA 170, NUA 171		Clinical Nurse Aide Health Care Skills and Nurse Assistant Clinical Experience and Advanced Nurse Aide Clinical
LEVEL II - Fall Semester (9 credits)			
Take these THREE courses:			
	HPR 178	2	Medical Terminology
	BIO 201	4	Human Anatomy & Physiology I: SC1
	ENG 113 or ENG 121	3	Business English or English Composition I:CO1 (with appropriate ACCUPLACER or ACT scores)
LEVEL II - Spring Semester (6 credits)			
Take these THREE courses:			
	PSY 235	3	Human Growth & Development: SS3
	MOT 280	2	Internship
	HPR 108	1	Dietary Nutrition
		30	TOTAL CREDITS



This program is designed to develop both the technical and non-technical skills required for success in the fast-paced multimedia career field. Upon successful completion of the degree program, students will be prepared for positions in graphic design, web design and computer-based training development. The curriculum places strong emphasis on teamwork and collaboration skills.

Multimedia Certificate

Multimedia is a fast growing field that combines traditional design skills with an ever widening base of digital tools. The courses keep pace with current technologies and underscore the importance of business skills with projects that mimic employment scenarios and the complexities of designer/client relationships.

Multimedia Certificate Requirements			
Prerequisite: Demonstrated computer proficiency in file creation and manipulation.			
√	Course #	Cr	Course Title
Take the TWELVE courses:			
	MGD 102	3	Introduction to Multimedia
	MGD 133	3	Graphic Design I
	MGD 233	3	Graphic Design II
	MGD 141	3	Web Design I
	MGD 241	3	Web Design II
	MGD 251	3	Multimedia Motion & Sound
	MGD 259	3	Management & Production
	CIS 162	1	Advanced Presentation Graphics
	MAN 117	1	Time Management
	MAN 125	1	Teambuilding
	MGD 175	3	Special Topics: Multimedia
	MGD 180	3	Internship
		30	TOTAL CREDITS

Multimedia-Associate of Applied Science Degree (A.A.S.)

Completion of the 30 Multimedia Certificate requirements PLUS 30 additional credits will entitle students to receive the A.A.S. Multimedia Degree.

Associate of Applied Science-Multimedia Requirements			
Prerequisite: Completion of the 30 credits of the Multimedia Certificate.			
√	Course #	Cr	Course Title
		30	Multimedia Certificate courses
Take these NINE Courses:			
	CIS 118	3	Introduction to PC Applications
	MAT 107	3	Career Math
	ENG 113	3	Business English
	COM 105	3	Career Communications
	BUS 217	3	Business Communication and Report Writing
	MAR 216	3	Principles of Marketing
	ART 121	3	Drawing I
	PSY 112	3	Psychology of Adjustment
	COM 115	3	Public Speaking
	Multimedia Electives	3	Select 3 credits from the list below:
			ART 100-299 (Except Art 121)
			MUS 100-299
			PSY 100-299 (Except PSY 112/215)
			SOC 100-299
			THE 100-299
		60	TOTAL CREDITS

Nursing

Nursing practitioners will develop entry-level skills for work in hospitals, clinics and other inpatient/outpatient health care settings. Nursing students participate in both classroom instruction and supervised patient care experiences, which focus on the prevention of disease and the promotion of a healthy life style. Fundamentals of leadership and management may be included as a vital part of your curriculum. Dedication to community and a spirit of giving back may be emphasized.

Accreditation

The Associate of Applied Science in Nursing Program has maintained continual accreditation since 1991 through the Colorado State Board of Nursing. The program has begun initial steps to be nationally accredited through National League of Nursing Accrediting Commission, Inc. The nurse aide programs are approved through the Colorado State Board of Nursing.

Morgan Community College offers the following nursing options:

Associate Degree (Associate of Applied Science) in Nursing: Pathways are: PN exit option and Advanced Placement Option

Practical Nursing (PN) Exit Option

Students may complete the first year of the program and NUR 169 to receive a certificate and are eligible to apply to take the LPN Licensure Examination, NCLEX® PN.

Advanced Placement Option (LPN to ADN)

Was commonly called the "Bridge" program, it allows a Licensed Practical Nurse (with a valid Colorado LPN license) to complete the transition course NUR 189 and enter the 2nd year of an Associate Degree Nursing Program. The graduate student receives an Associate of Applied Science in Nursing degree and is eligible to apply for the National Council Licensure Examination, NCLEX® RN.

Nurse Aide Certificate (graduate may apply to take the Colorado C.N.A. licensure exam)

Wray Center

Morgan Community College also offers the first year of the nursing program in Wray, Colorado. The nursing courses are delivered via interactive television connecting the Wray Center with the Fort Morgan Campus. Students attend classes/lab/clinical in the Wray area for the first year, but are required to attend the Fort Morgan Campus for the second year of the program. For more information on the Wray program, please contact the Student Success Advisor for Health Occupations by e-mail at nursing@morgancc.edu or call 970-542-3224.

Nursing Information Sessions

Sessions are held monthly at the Fort Morgan Campus. Information about pre-requisites and general requirements are discussed in these sessions. To find out the date of the next session and register to attend, call 970-542-3224 for the Student Success Advisor or for the Instructional Office Coordinator at 970-542-3119 or e-mail nursing@morgancc.edu .

Student Success Advisor for Health Occupations

For questions about the nursing program, please contact the Student Success Advisor for Health Occupations at 970-542-3224 or e-mail nursing@morgancc.edu .

Nursing Program Coordinator

Phone: 970-542-3239

E-mail: nursing@morgancc.edu

Director of Nursing Education

Phone: 970-542-3240

E-mail: nursing@morgancc.edu

Nurse Aide Certificate (C.N.A)

This program prepares the student to work in acute care and long term care facilities as a Nurse Aide performing duties related to personal care of the patient. Upon completion, students may apply to take the Certified Nurse Aide (CNA) exam.

After successful completion of the program students will be eligible to apply to take the National Nurse Aide Assessment Program (NNAAP) certification exams.

Nurse Aide Certificate Requirements

Prerequisites:

- Pass American DataBank background check
- Pass drug screen, contact Student Success Advisor for Health Occupations for details
- Submit proof of current immunizations
- Purchase required student liability insurance at MCC Bookstore
- Documentation of current CPR for the Professional

✓	Course #	Cr	Course Title
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Take these TWO courses:

	NUA 101	4	Nurse Aide Health Care Skills
	NUA 170	1	Nurse Aide Clinical Experience
		5	TOTAL CREDITS

The MCC Nursing Program follows the common admission criteria used by the Colorado Community College System Nursing Programs. Student must maintain a minimum 2.5 GPA in prerequisite courses to be eligible to apply to the MCC Nursing Program waitlist.

Prerequisite Courses (18 Credits)

- ENG 121 (3) English Composition I
- BIO 201 (4) Human Anatomy & Physiology I
- BIO 202 (4) Human Anatomy & Physiology II
- BIO 204 (4) Microbiology
- PSY 235 (3) Human Growth & Development

Note: Elementary Algebra Accuplacer score of 61 or above is required for MAT 103 (1st semester or 1st year) for admission to the program.

Associate Degree in Nursing (ADN) Program Admission Requirements

To get on the waitlist for the ADN program, student must have completed the following prerequisites with a grade of "C" or higher:

√	Course Number	Cr	Course Title	Note:
	BIO 201	4	Human Anatomy & Physiology I: SC1	"C" grade or higher - Taken within the last 7 years
	PSY 235	3	Human Growth & Development: SS3	"C" grade or higher
	ENG 121	3	English Composition I: CO1	"C" grade or higher
	BIO 202	4	Human Anatomy & Physiology II: SC1	"C" grade or higher – Taken within the last 7 years
	BIO 204	4	Microbiology	"C" grade or higher – Taken within the last 7 years
Maintain a GPA of 2.50 for all of the above listed prerequisites courses				
Before applying to the ADN program waitlist students must pass an FBI fingerprinting and American DataBank background check. Note: Results of the FBI background check may take 8-12 weeks. Link available at http://www.cccs.edu/				

In addition, the following requirements must be completed before being eligible for acceptance into the program:

√	Other Requirements:
	Complete the entrance test for nursing. This can be scheduled through the MCC Testing Center by calling 970-542-3188. This test will be used for advising purposes only. If you have already taken the entrance test, it is valid for a period of 2 years.
	Valid American Heart Association CPR card, for the duration of the program (2 years)
	Pass an American DataBank criminal background check and a drug screening, to be done within 90 days of the first day of starting the program – DO NOT COMPLETE ANY EARLIER!
	Health Form and Immunization Record – you will receive information on this during your orientation to the program.

In addition to all of the above, the following general education courses are required with a grade of "C" or higher:

√	Course Number	Cr	Course Title	Note:
	BIO 216	4	Human Pathophysiology	"C" grade or higher - Taken within last 7 years
	HPR 108	1	Dietary Nutrition	"C" grade or higher
		3	Humanities/Social Science Elective from the gtPATHWAYS (Any course designated SS1, SS2, SS3, AH1, AH2, AH3, AH4)	"C" grade or higher
Due to scheduling and the high intensity of the nursing program, it is highly recommended that you complete these courses prior to starting the nursing program.				

Nursing

Associate of Applied Science - Nursing (ADN)

Nursing Admission Requirements

The MCC Nursing Program follows the common admission criteria used by the Colorado Community College System (CCCS) Nursing Programs. Student must maintain a minimum 2.5 GPA in prerequisite courses to be eligible to apply to the MCC Nursing Program waitlist. All applications are done online through the Colorado Community College System (CCCS) website <http://www.cccs.edu>

Associate of Applied Science-Nursing Courses

A.A.S. – Nursing Requirements					
✓	Course #	Cr	Course Title	Minimum Grade	Taken within the last:
Admission Requirements (18 Credits)					
	BIO 201	4	Human Anatomy & Physiology I: SC1	C	7 years
	BIO 202	4	Human Anatomy & Physiology II: SC1	C	
	BIO 204	4	Microbiology: SC1	C	7 years
	ENG 121	3	English Composition I: CO1	C	
	PSY 235	3	Human Growth & Development: SS3	C	
GPA of 2.5 or above must be met on the above listed pre-requisites.					
<i>Student now eligible to apply to the MCC Nursing Wait List</i>					
Associate of Applied Science - Nursing Course Requirements					
First Year – First Semester - Fall - (14 Credits)					
	NUR 109	8	Fundamentals of Nursing	C	
	NUR 112	2	Basics of Pharmacology	C	
	HPR108*	1	Dietary Nutrition	C	*
	MAT 103	3	Math for Clinical Calculations (This course requires completion of MAT 090 or higher level MAT course or an appropriate ACCUPLACER Elementary Algebra (EA) score, within the last 5 years)		
First Year - Second Semester - Spring (20 Credits)					
	NUR 106	9	Med-Surg Nursing Concepts	C	
	NUR 150	7	Nursing Care of Ob/Peds Clients	C	
	BIO 216*	4	Human Pathophysiology	C	*
Second Year - Third Semester - Fall (14 Credits)					
	NUR 206	8	Advanced Concepts of Med-Surg Nursing I	C	
	NUR 212	2	Pharmacology II	C	
	NUR 211	4	Nursing Care of Psych Clients	C	
Second Year - Fourth Semester - Fall (14 Credits)					
	NUR 216	6	Advanced Concepts of Med Surg Nursing II	C	
	NUR 230	5	Leadership Mgmt Trends	C	
	Elective*	3	Humanities/Social Science Elective from the gtPATHWAYS (Any course designated SS1, SS2, SS3, AH1, AH2, AH3, AH4)	C	*
		80	TOTAL CREDITS (Counting prerequisites)		
<p>*Due to the intensity of the nursing courses, students are encouraged to complete BIO 216, HPR 108 and the HUM/Social Science Elective before entrance to the nursing program.</p> <p>PN Exit Option: At the end of the first year a student may elect to take the pathway for PN Exit Option. Student will complete NUR 169-Transition into Practical Nursing (5 credit) (only offered one time a year) to graduate with a Practical Nursing Certificate. The graduate is prepared to complete the application for the National Licensure for Practical Nurses (NCLEX-PN).</p> <p>Associate Degree Nursing: Upon completion of the program, the graduate student receives and Associate of Applied Science in Nursing degree and is eligible to apply for the National Council Licensure examination to practice as a Registered Nurse (RN).</p>					

Advanced Placement Pathway (LPN to ADN)

To get on the waitlist for the LPN to ADN program, student must have completed the following prerequisites with a grade of "C" or higher:

✓	Course Number	Cr	Course Title	Note:
	BIO 201	4	Human Anatomy & Physiology I: SC1	"C" grade or higher - Taken within the last 7 years
	PSY 235	3	Human Growth & Development: SS3	"C" grade or higher
	ENG 121	3	English Composition I: CO1	"C" grade or higher
	BIO 202	4	Human Anatomy & Physiology II: SC1	"C" grade or higher – Taken within the last 7 years
	BIO 204	4	Microbiology	"C" grade or higher – Taken within the last 7 years
	MAT 103	3	Math for Clinical Calculations or higher level math course	"C" grade or higher - Taken within the last 5 years
	BIO 216	4	Human Pathophysiology	"C" grade or higher - Taken within the last 7 years
	HPR 108	1	Dietary Nutrition	"C" grade or higher
Complete the entrance test for nursing. This can be scheduled through the Testing Center at MCC by calling 970-542-3188. This test will be used for advising purposes only. If you have already taken the entrance test, it is valid for a period of 2 years.				
Must be a graduate of an accredited PN program within the USA, and hold a valid Colorado LPN License.				
Must meet experience and testing requirement as identified in the Colorado Articulation Model 2005-2010				
GPA of 2.50 for all of the above listed pre-requisites, including LPN courses				
Complete FBI Fingerprinting and American DataBank background check. Link available at http://www.cccs.edu/				

In addition, the following requirements must be completed before being eligible for acceptance into the program:

✓	Other Requirements:
	Valid American Heart Association CPR card, for the duration of the program (2 years)
	Pass an American DataBank criminal background check and a drug screening, to be done within 90 days of the first day of starting the program – DO NOT COMPLETE ANY EARLIER!
	Health Form and Immunization Record – you will receive information on this during your orientation to the program.

In addition to all of the above, the following general education courses are required with a grade of "C" or higher:

✓	Course Number	Cr	Course Title	Note:
		3	Humanities/Social Science Elective from the gtPATHWAYS (Any course designated SS1, SS2, SS3, AH1, AH2, AH3, AH4)	"C" grade or higher
<p>Due to scheduling and the high intensity of the nursing program, it is highly recommended that you complete these courses prior to starting the Advanced Placement (LPN to ADN) program.</p> <p>Students participating in the Advanced Placement option:</p> <ol style="list-style-type: none"> 1. (Hold a LPN License) 2. Must complete the course NUR 189 Transition from LPN to A.D.N. (4 credits) prior to entrance into Year 2 of the Nursing Program. In addition, the students must complete the following general education courses: MAT 103, BIO 216, and HPR 108. 				

Physical Therapist Assistant (PTA) A.A.S. Degree

Physical therapy is an occupation for caring professionals who enjoy helping decrease pain, increase function, and generally help patients restore their maximum physical potential and optimum health. The Physical Therapist Assistant Program prepares you for job opportunities in all areas of rehabilitation, wellness, and prevention of injuries.

Designated as a Program of Excellence for 2000 by the Colorado Commission on Higher Education.

The program has been continuously accredited since the first graduating class of 1991 by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association. CAPTE can be contacted at 1111 North Fairfax Street, Alexandria, VA 22314-1488. 1-800-999-2782 or via e-mail at accreditation@apta.org.

The curriculum combines academic and specialized occupational classes with a strong emphasis on clinical experiences. As a PTA student, you will work under the close supervision of a physical therapist and may spend time in hospitals, nursing homes, rehabilitation centers, home health programs, or private practice offices to gain understanding and practice in the physical therapist assistant profession.

Application Requirements

- Submit transcripts of all previous course work completed at all colleges attended (including MCC) to the program coordinator and to the Registrar. Official transcripts must be submitted prior to enrollment.
- Submit PTA Program application to the PTA Program Director. (Application packet is on the website.)
- Enroll in MCC and score at least 95 in Sentence Skills (or "C" or better in ENG 090) and appropriate score in Elementary Algebra (or "C" or better in MAT 090) on ACCUPLACER. (See Assessment and Placement section for Assessment Exemptions.)
- Submit three letters of recommendation on appropriate forms from PTA program application.
- Document a minimum of 25 hours working or volunteering in a PT department.
- Pass American Data Bank Background Check
- Pass drug screen
- Complete background check no sooner than three months before beginning the program. (Instructions are on the website.)
- Submit proof of current immunizations
- Professional CPR certification prior to clinical placement
- Interview with the Program Director.

Program requirements

A grade of "C" or higher must be achieved in all PTA prefix courses.

If taken full-time, the program is 5 semesters in length. The courses needed to graduate total 75 credits. Upon completion, the graduate is awarded an Associate of Applied Science Degree. Students who cannot devote full-time to the program should spread the program over three years by taking some or all of the general education courses before beginning the five semester sequence of technical courses.

A grade of "C" or better must be achieved in all required courses. Anatomy and Physiology must be completed by the first semester in order to proceed in the program. Required Math and English must be completed before summer semester to proceed in the program.

For complete information, you may call the PTA Program Director, at 970-542-3225 or 800-622-0216 Extension 3225

Physical Therapist Assistant (PTA) A.A.S. Degree

Associate of Applied Science Degree (A.A.S.) - Physical Therapist Assistant

Associate of Applied Science-Physical Therapist Assistant Degree Requirements:

Prerequisites and additional requirements:

- Pass American DataBank background check
- Pass drug screen**
- Submit proof of current immunizations
- Purchase required student liability insurance at MCC Bookstore
- Documentation of current CPR for the Professional
- Submit copies of transcripts from all colleges attended to the PTA Program Director. Official transcripts must be submitted before beginning the program.
- Submit PTA Program application to the PTA Program Director. (Application packet is on the website.)
- Enroll in MCC and score at least 95 in Sentence Skills (or "C" or better in ENG 090) and appropriate ACCUPLACER score in Elementary Algebra (or "C" or better in MAT 090). (See Assessment and Placement section for Assessment Exemptions)
- Submit three (3) letters of recommendation on the forms provided. These should include an employer, instructor, and a character reference from a non-relative. Document a minimum of 25 hours working or volunteering in a PT department.
- Interview with the Program Director.

(**contact Student Success Advisor for Health Occupations for details)

✓	Course #	Cr	Course Title
1st Year - Fall Semester (17 credits)			
Take these FIVE courses:			
	BIO 106	4	Basic Anatomy & Physiology
	HPR 117	3	Anatomical Kinesiology
	PTA 110	5	Basic Patient Care Skills in Physical Therapy
	PTA 115	2	Principles and Practices of Physical Therapy
	ENG 121	3	English Composition I: CO1
1st Year - Spring Semester (18 credits)			
Take these FIVE courses:			
	PTA 120	5	Modalities in Physical Therapy
	PTA 135	2	Principles of Electrical Stimulation
	PTA 140	5	Clinical Kinesiology
	MAT 107	3	Career Math
	PSY 101	3	General Psychology I: SS3

Summer Semester (11 credits)			
Take these FOUR courses:			
	PTA 280	4	PTA Internship I
	PTA 175	2	Special Topics in PTA
	HPR 178	2	Medical Terminology
	COM 115	3	Public Speaking
2nd Year - Fall Semester (17 credits)			
Take these FOUR courses:			
	PTA 230	5	Orthopedic Assessment & Management Techniques
	PTA 240	5	Neurologic Assessment & Management Techniques
	BIO 216	4	Pathophysiology
	PSY 235	3	Human Growth & Development: SS2
2nd Year - Spring Semester (12 credits)			
Take these THREE courses:			
	PTA 281	5	PTA Internship II
	PTA 282	5	PTA Internship III
	PTA 278	2	Physical Therapy Seminar
		75	TOTAL CREDITS

Radiology Technician Program with Community College of Denver and MCC

The Radiologic Technology program prepares the student for an entry-level position as a radiography technician in a variety of medical settings, including the hospital. The program consists of five semesters of course work that includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Registry of Radiology Technologists (ARRT).

The program begins fall semester of each year. Information and requirements can be obtained from the Radiology Technology Program Coordinator at MCC. Students who are interested in articulating their career with a Bachelor of Science degree should contact the degree-awarding institution for information about transferable prerequisite course work.

Morgan Community College and the Community College of Denver (CCD) have joined to offer the opportunity for Northeastern Colorado area students to obtain an Associate of Applied Science degree - Radiology Technician. Students in the program must commit to attending courses both in Fort Morgan and in Denver. Students will travel a minimum of two days a week to the CCD Lowry campus. The degree will be awarded through CCD. Only six students will be admitted each year.

Radiology Technician Program Admission Requirements

These are the steps for admission into the Radiology Technology program.

1. Apply to Morgan Community College.
2. Take the MCC Basic Skills Assessment Test (ACCUPLACER)
Minimum scores are:
Elementary Algebra (EA) – 60
Reading Comprehension (RC) – 60
Sentence Skills (SS) – 95
The ACCUPLACER is given in the MCC Student Services Office, Centers, or by the MCC Testing Center. Please call the Fort Morgan campus or your area Center for the testing schedule and to make an appointment for testing. [Exemptions: Certificate- and degree-seeking students who are applying for health care education programs and who already have an associate or higher degree from an accredited college or university are not required to take the Basic Skills Assessment Test.] Prospective health students who have taken and successfully passed English and Math courses from another accredited institution of higher education also may be exempt from one or all of the tests. Transcripts showing proof of degree of prior college work from an accredited college or university must be submitted to the Student Services Office (phone: 970-542-3100) to receive an exemption from taking the ACCUPLACER.

3. To receive an application to the Radiology Technology Program, students must attend a program information session or an advising meeting at MCC. Contact the Student Success Advisor for Health Occupations for information. Bring a copy of the BSAT results or waiver, and any student transcripts of course work at MCC or other colleges attended. Complete applications are dated as they are received, after each year's slots are filled, students will be placed on a wait list.
4. Complete the following general education and related course requirements with a grade of "C" or better prior to starting the program. (Applicants are considered for admission by the following criteria: the date of application and the date all program prerequisite course work is completed. It is important to complete steps 1 and 2 as soon as possible to receive an early date on the program application and to begin a Radiologic Technology student file.)

Requirements for Clinicals/Internships:

Do not complete these steps until admitted to the program.

- Federal Background Check (Drug screening required) *see list of disqualifying offenses.
- Required Immunizations
- Film Badges (dosimeters)
- Photo ID – School
- Mask Fit Test ** as needed
- Uniform(s)/Scrubs
- Health Insurance
- CPR which includes BLS and First Aid (2 year certification) – Must be trained with American Red Cross or equivalent
- Insurance for Students (Liability)

Radiology Technician Program with Community College of Denver and MCC

Radiology Technician Program				
General Education Requirements for Radiology Tech. Program				
Classes with an * must have been completed within the past 5 years				
General Education courses must be completed prior to submitting an application to the radiology program				
✓	Course #	Cr	Course Title	Note:
	ENG 121	3	English Composition I: CO1 (B grade or higher)	Available through MCC
	BIO 106	4	Basic Anatomy & Physiology	Available through MCC
Select 1 course (3-4 credits) from the following:				
	MAT 106	4	Survey of Algebra	Available through MCC
	MAT 107	3	Career Math	Available through MCC
	MAT 121	4	College Algebra: MA1	Available through MCC
	MAT 135	3	Introduction to Statistics: MA1	Available through MCC
Select 1 course from the following:				
	PSY 101	3	General Psychology I: SS3	Available through MCC
	SOC 101	3	Introduction to Sociology: SS3	Available through MCC
	PSY 235	3	Human Growth & Development: SS3	Available through MCC
Recommended Class - Not required				
	PHY 101	4	Basic Physics	
Prerequisites: 4 credits				
✓	Course #	Cr	Course Title	Note:
	RTE 101	2	Introduction to Radiology# (Must complete this course with an 80% or higher to be eligible for the radiology technician program.)	Available through MCC
	HPR 178	2	Medical Terminology	Available through MCC
Radiology Tech. Program Requirements (after completion of General Education and Prerequisites)				
Fall Semester: 12.5 credits				
	RTE 121	3	Radiologic Procedures I	
	RTE 131	1.5	Radiologic Pathology and Image Evaluation I	
	RTE 141	3	Radiographic Equipment/Imaging I	
	RTE 181	5	Radiographic Internship I	Available in NE Colorado area
Spring Semester: 14.5 credits				
	RTE 111	2	Radiographic/Patient Care	
	RTE 122	3	Radiographic Procedures II	
	RTE 132	1.5	Radiographic Pathology & Image Evaluation II	
	RTE 142	3	Radiographic Equipment/Imaging II	
	RTE 182	5	Radiographic Internship II	Available in NE Colorado area
Summer Semester: 7 credits				
	RTE 183	7	Radiographic Internship III	Available in NE Colorado area
Fall Semester: 13 credits				
	RTE 221	3	Advanced Medical Imaging	
	RTE 231	2	Radiation Biology/Protection	
	RTE 281	8	Radiographic Internship IV	Available in NE Colorado area
Spring Semester: 11 credits				
	RTE 282	8	Radiographic Internship V	Available in NE Colorado area
	RTE 289	3	Radiographic Capstone	
		76	TOTAL CREDITS	

Real Estate

Associate of Applied Science Business Administration (Real Estate concentration)

Associate of Applied Science - Business Administration (Real Estate concentration) Requirements			
Prerequisite: BTE 100 or demonstrated keyboarding skill.			
Note: The concentration will not appear on the diploma. (Approved by CCCS 7-12-07)			
√	Course #	Cr	Course Title
Semester 1 (14 credits)			
	ACC 101	3	Fundamentals of Accounting
	BTE 156	4	Business Math with Calculators
	BUS 115	3	Introduction to Business
	ENG 113	3	Business English
	MAN 125	1	Teambuilding
Semester 2 (15 credits)			
	BUS 216	3	Legal Environment of Business
	BUS 217	3	Business Comm. & Report Writing
	MAN 224	3	Leadership
	PSY 226	3	Social Psychology: SS3
	COM 115	3	Public Speaking
Semester 3 (18 credits)			
	ECO 201	3	Macroeconomics: SS1
	REE 201	6	Real Estate Brokers I
	REE 202	6	Real Estate Brokers II
	REE 115	3	Introduction to Real Estate
Semester 4 (14 credit)			
	COM 105	3	Career Communications
	BUS 187	1	Cooperative Education/Internship
	REE 189	1	Brokers Exam Review
	CIS 118	3	Introduction to PC Applications
	PHI 111	3	Ethics: AH3
	Business Electives	2	Select credits from Business Electives List in this catalog
		60	TOTAL CREDITS

Completion of a real estate certificate prepares students to take the State of Colorado Real Estate Brokers Exam. Passing the exam allows one to enter the fast-paced, exciting field of buying and selling real estate properties.

Students who choose to complete an Associate of Applied Science degree along with the real estate certificate can learn business skills such as resume and interviewing skills, business etiquette, and office management, as well as basic business economics, accounting, ethics, public speaking, and computer applications

Real Estate Certificate

Real Estate Certificate Requirements			
√	Course #	Cr	Course Title
	REE 201	6	Real Estate Brokers I
	REE 202	6	Real Estate Brokers II
	REE 189	1	Capstone
		13	TOTAL CREDITS

Welding Technology Program

Graduates who have completed Welding Technology certificates will be prepared to secure work in many different jobs that require welding capabilities. Certificates available are Welding Technology with concentrations in:

- Shielded Metal Arc (STICK) Welding Certificate
- Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG) Certificate
- AWS Skills Welding Certificate

Shielded Metal Arc (STICK) Welding Certificate

Shielded Metal Arc (STICK) Welding Certificate Requirements			
√	Course #	Cr	Course Title
WELDING CORE CURRICULUM COURSES (13 credits)			
Take these FIVE courses:			
	WEL 100	1	Safety for Welders
	WEL 103	4	Basic Shielded Metal Arc I
	WEL 104	4	Basic Shielded Metal Arc II
	WEL 113	2	Oxyfuel and Plasma Cutting
	WEL 114	2	Oxyacetylene Welding
CERTIFICATE SPECIFIC COURSES			
Take these FIVE courses:			
	WEL 106	4	Blueprint Reading for Welders and Fitters
	WEL 110	4	Advanced Shielded Metal Arc I
	WEL 111	4	Advanced Shielded Metal Arc II
	WEL 130	2	Maintenance Welding
	WEL 180	3	Welding Internship I
		30	TOTAL CREDITS

Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate

Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate Requirements			
√	Course #	Cr	Course Title
WELDING CORE CURRICULUM COURSES (13 credits)			
Take these FIVE courses:			
	WEL 100	1	Safety for Welders
	WEL 103	4	Basic Shielded Metal Arc I
	WEL 104	4	Basic Shielded Metal Arc II
	WEL 113	2	Oxyfuel and Plasma Cutting
	WEL 114	2	Oxyacetylene Welding
CERTIFICATE SPECIFIC COURSES			
Take these SIX courses:			
	WEL 201	4	Gas Metal Arc Welding I
	WEL 203	4	Flux Cored Arc Welding I
	WEL 224	4	Advanced Gas Tungsten Arc Welding I
	WEL 225	4	Advanced Gas Tungsten Arc Welding II
	WEL 230	4	Pipe Welding I
	WEL 250	4	Layout and Fabrication
		37	TOTAL CREDITS

AWS Skills Welding Certificate

AWS Skills Welding Certificate Requirements			
√	Course #	Cr	Course Title
WELDING CORE CURRICULUM COURSES (13 credits)			
Take these FIVE course:			
	WEL 100	1	Safety for Welders
	WEL 103	4	Basic Shielded Metal Arc I
	WEL 104	4	Basic Shielded Metal Arc II
	WEL 113	2	Oxyfuel and Plasma Cutting
	WEL 114	2	Oxyacetylene Welding

AWS SKILLS WELDING CERTIFICATE SPECIFIC COURSES (19 credits)			
Take these FIVE courses:			
	WEL 231	4	Pipe Welding II
	WEL 263	4	Applied Metal properties
	WEL 275	3	Welding: Special Topics
	WEL 280	6	Internship III
	WEL 278	2	Welding: Workshop
		32	TOTAL CREDITS

Young Farmers Program

This program offers three certificates that prepare students to more effectively participate in leadership, business planning, and specialized activities related to the agri-business area.

Certificates available are:

- Young Farmers Specialist
- Intermediate Young Farmers Specialist
- Advanced Young Farmers Specialist

Young Farmers Specialist Certificate

Young Farmers Specialist Certificate Requirements			
✓	Course #	Cr	Course Title
Take these THREE courses:			
	CYF 101	4	Young Farmers Leadership
	CYF 102	4	Business Planning
	CYF 103	4	Agricultural Technology
		12	TOTAL CREDITS

Intermediate Young Farmers Specialist Certificate

Intermediate Young Farmers Specialist Certificate Requirements			
✓	Course #	Cr	Course Title
Take these THREE courses:			
	CYF 110	4	Building Leadership Skills
	CYF 111	4	Construction Technology
	CYF 112	4	Technology in Agriculture
		12	TOTAL CREDITS

Advanced Young Farmers Specialist Certificate

Advanced Young Farmers Specialist Certificate Requirements			
✓	Course #	Cr	Course Title
Take these THREE courses:			
	CYF 120	4	Advanced Business Management
	CYF 121	4	Agricultural Marketing
	CYF 122	4	Professional Development
		12	TOTAL CREDITS

What is the young farmer educational program?

Any man or woman involved or interested in agriculture who wishes to learn and has the desire to participate may enroll in a Young Farmer instructional program. It is offered by high school, area vocational school, community and junior college agriculture departments which are sponsored by the Colorado Community College and Occupational Education System. The program is designed to fit the needs and desires of individual chapter members. It helps students to become soundly established in their local communities by providing continuing agricultural instruction. It also offers opportunities to participate in community service, social activities, cooperative projects, and leadership training programs.

Who can enroll?

A Young Farmer is any one employed or interested in agriculture who is willing to learn." A vocational agriculture department.



Associate Of Applied Science - Applied Technology

The Associate of Applied Science-Applied Technology is offered in accordance with a statewide consortium of Technical Colleges and Colorado public community/junior colleges. To complete the A.A.S. Degree in Applied Technology, a student will complete the technical course work for a state approved Career and Technical Education certificate at one of the four Technical Colleges. The general education and other degree requirements will be completed at Morgan Community College.

The Associate of Applied Science Applied Technology Degree requires the completion of 60 semester hours. The number of Technical College credits that apply to the degree will vary by certificate program. A minimum of 30 and a maximum of 45 Technical College certificate credits may be accepted by Morgan Community College towards an Applied Technology Degree. In instances where the Technical College certificate program is less than 45 credits but at least 30 credits, sufficient credit must be earned through Morgan Community College to meet the 60 credit hour minimum requirements for the Applied Technology degree. A minimum of 15 credits must be earned at Morgan Community College to meet the 60 credit hour minimum requirement for the Applied Technology Degree.

Associate of Applied Science (A.A.S.)– Applied Technology

Associate of Applied Science - Applied Technology Degree Requirements:			
√	Course #	Cr	Course Title
A. Minimum of 15 credits General Education Courses required from MCC to be taken from the five categories below:			
COMMUNICATION/SPEECH CATEGORY			
3	Select ONE Course/3 credits		
	ENG 121	3	English Composition I: CO1
	ENG 122	3	English Composition II: CO2
	COM 115	3	Public Speaking
MATHEMATICS CATEGORY			
3	Select ONE Course/3 credits (Credits over 3 can be applied to General Ed Electives)		
	MAT 120	3	Mathematics for the Liberal Arts: MA1
	MAT 121	4	College Algebra: MA1
	MAT 135	3	Introduction to Statistics: MA1
	MAT 155	3	Integrated Math I: MA1
	MAT 156	3	Integrated Math II: MA1
PHYSICAL & LIFE SCIENCES CATEGORY			
3	Select ONE Course/3 credits (Credits over 3 can be applied to MCC General Ed Electives)		
	BIO 105	4	Science of Biology: SC1
	CHE 101	5	Intro to Chemistry I: SC1
	CHE 111	5	Gen. College Chemistry I: SC1
	GEY 111	4	Physical Geology : SC1
	PHY 105	4	Conceptual Physics: SC1
	PHY 111	5	Physics: Algebra Based I: SC1

ARTS & HUMANITIES CATEGORY			
3	Select ONE course/3 credits		
	ART 110	3	Art Appreciation: AH1
	MUS 120	3	Music Appreciation: AH1
	LIT 115	3	Introduction to Literature: AH2
	LIT 255	3	Children's Literature
SOCIAL & BEHAVIORAL SCIENCES CATEGORY			
3	Select ONE course/3 credits		
	HIS 201	3	U.S. History I: HI1
	POS 111	3	American Government: SS1
	GEO 105	3	World Regional Geography: SS2
B. 30-45 Credits required from Technical College Completed Certificate			
C. 0-15 MCC General Education Electives credits to complete remaining 60 credit hours for degree. (Depending on number of credits transferred in from Technical College.)			
60	TOTAL CREDITS		

Statewide Articulation Agreements

Associate of Arts (A.A.) Degree Statewide Business Articulation Agreement

MCC offers students the opportunity to complete Business requirements at MCC and then finish their last two years with another Colorado 4-year college of their choice. Upon completion of the last two years of the 4-year college's Business program, students will graduate with a Bachelor of Arts degree.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating course schedules and for other advising purposes.

The Business emphasis area will not appear on the MCC A.A. diploma.

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Business Articulation Agreement between these Colorado public four-year institutions of higher education:

- Adams State College
- Colorado State University
- Colorado State University-Pueblo
- Fort Lewis College
- Mesa State College
- Metropolitan State College of Denver
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver
- University of Northern Colorado
- Western State College

CCHE Reference: <http://higherred.colorado.gov/Academics/Transfers/Agreements/business.pdf>
In accordance with C.R.S. 23-1-108.5 and C.R.S. 108 (7), the participating Schools of Business agree to the following policies governing the transfer of credit earned at a Colorado community college into a Business Degree Program offered at any of the Colorado public four-year colleges and universities.

In effect, Business Statewide Articulation ensures that a student who begins an Associate of Arts (A.A.) degree at a Colorado Community College will transfer 60 credits into the Bachelor of Arts or Bachelor of Science in Business Administration degree program at a Colorado public four-year college (i.e., 60 plus 60 agreement). The principles, policies, and guidelines in this transfer guide shall apply uniformly to all students attempting to transfer credits earned at a Colorado community college into the four-year colleges and universities.

SECTION I: ADMISSIONS CRITERIA AND PROCEDURES

A. The admission and graduation standards Transfer applicants to a business degree program are subject to the same admission requirements as native students applying for admission into a business program. The graduation requirements for a business transfer student will be no different than the graduation requirements for a native business student, including the minimum number of semester hours required for graduation requirements, the minimum grade point average (GPA) of 2.0 earned on all course work, and minimum grade or performance levels earned in business courses. The Commission has approved all undergraduate business programs at 120 graduation credit hours.

B. Treatment of credits earned at a Colorado community college Colorado community college students who have completed the degree requirements for an Associate of Arts (A.A.) degree with an emphasis in Business and earned a C- or better in all courses shall be fully considered for admission into the business programs offered by the participating four-year public colleges. If a student is offered admission, the student will enter with junior standing in the school of business, provided that the A.A. degree includes all courses specified in Section I-C.

This agreement does not guarantee admission to the School of Business. It does guarantee, however, that admitted students who follow the conditions of this agreement will be guaranteed complete transfer of the A. A. degree.

Students who have earned two-year degrees other than the A.A. in Business or who have not fully completed the degree requirements will be evaluated on a course-by-course basis. Individual business courses may transfer and count toward the graduation requirements for a four-year business degree, but the transferable courses are limited to the course equivalents of the courses specified in the curricula of the four-year Business Administration degree programs.

The general education requirements for business students are specific to this statewide business articulation agreement. Completion of these general education requirements may not satisfy all the general education requirements for every business program. Students should review the business degree requirements of the four-year college or university of their interest when making plans to transfer.

C. Transfer-Eligible Courses for the College of Business Administration Schools of business will accept 40 general education credits and 20 credits in transferable business courses for students who earned an A.A. with an emphasis in Business. The business courses are course-specific and must follow the same prerequisites as those offered at a four-year college.

SECTION II: TRANSFER OF CREDIT INTO THE SCHOOL OF BUSINESS

A. Policies for accepting grades in transfer.

1. Only academic courses with a letter grade of "C-" or better will be accepted for transfer.
2. Courses with grades of "F", "D", "IP", "I", "U", "AU", and "Z" are not transferable.

B. Treatment of advanced placement and CLEP scores, other non-traditional methods of awarding credit, including credit awarded for vocational courses

1. Remedial courses are not transferable toward a four-year degree.
2. Students who have earned scores of 4 or better on Advanced Placement (AP) tests offered in high school will be awarded college credit and the credit will count toward graduation. Students should note that credit is not granted for an advanced placement score if the student completes a college course equivalent to an advanced placement course. Students who complete the International Baccalaureate (IB) diploma with test scores of 4 or better offered in high school will be awarded college credit and the credit will count toward graduation.
3. All participating institutions will accept lower division general education and business courses completed under the Post-Secondary Education Options (PSEO).

C. The four-year college or university will accept all eligible credits earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis. This transfer credit is guaranteed under the condition that the community college maintains current accreditation by The Higher Learning Commission of the North Central Association of Colleges and Schools.

SECTION III: STUDENT APPEALS PROCESS

An appeal related to denial of transfer credits will follow the Colorado Commission on Higher Education student appeal process.

TABLE 1: Guaranteed General Education and Major Courses for Business Students.

General Education Requirements – 40 credits	
ENGLISH	3 credits ENG 121 English Composition I: CO1
	3 credits ENG 122 English Composition II: CO2
MATH	4 credits MAT 123 Finite Mathematics: MA1
	or
	4 credits MAT 121 College Algebra: MA1 and 4 credits MAT 125 Survey of Calculus: MA1
ARTS & HUMANITIES	6 credits of TWO state guaranteed Arts and Humanities courses
SCIENCE	8 credits of TWO lab-based science courses that are state guaranteed
SOCIAL SCIENCE	9 credits ONE of which must be a state guaranteed history course HI1
	and ECO 202 Principles of Microeconomics: SS1
	and ECO 201 Principles of Macroeconomics: SS1
Community College System Core Requirements – 3 credits	
COMMUNICATION	3 credits COM 115 Public Speaking
Business Graduation Requirements – 20 credits	
	4 credits ACC 121 Principles of Accounting I
	4 credits ACC 122 Principles of Accounting II
	3 credits BUS 216 Legal Environment of Business
	3 credits BUS 115 Introduction to Business
	3 credits BUS 217 Business Communications
	3 credits BUS 226 Business Statistics
TOTAL: 60 Credit Hours	

Statewide Articulation Agreements

Associate of Arts (A.A.) Degree Statewide Early Childhood Teacher Education Articulation Agreement

The Associate of Arts (A.A.) degree with an emphasis in Early Childhood is for those who want the opportunity to provide a positive influence on the lives of children and their families. A student can earn an A.A. in preparation for transfer into a four-year Early Childhood program. This degree includes courses traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. The emphasis area will not appear on the diploma.

Associate of Arts (A.A.) Degree-Statewide Early Childhood Teacher Education Articulation Agreement Requirements:			
✓	Course #	Cr	Course Title
COMMUNICATIONS – 6 credits – BOTH courses required.			
	ENG 121	3	English Composition I: CO1
	ENG 122	3	English Composition II: CO2
SPEECH – 3 credits – Select ONE course. This is a CCCS requirement and is in addition to the State Guaranteed Transfer			
	COM115	3	Public Speaking
	COM125	3	Interpersonal Communication
COMPUTER SCIENCE – 3 credits - Select ONE course.			
	CIS 118	3	Introduction to PC Applications
	CIS 115	3	Introduction to Computers
MATHEMATICS – 6 credits – TWO integrated course required. Must choose ONE SET:			
	MAT 120 MAT 135	3 3	Mathematics for the Liberal Arts: MA1 and Introduction to Statistics: MA1
	MAT 121 MAT 135	4 3	College Algebra: MA1 and Introduction to Statistics: MA1
	MAT 155 MAT 156	3 3	Integrated Math I and II: MA1
ARTS & HUMANITIES – 9 credits.			
Must take this course:			
	LIT 255	3	Children's Literature
Select two of these courses:			
	ART 110	3	Art Appreciation: AH1
	MUS120	3	Music Appreciation: AH1
	LIT 115	3	Introduction to Literature: AH1

SOCIAL & BEHAVIORAL SCIENCES -9 credits.			
These three courses are required:			
	HIS 201	3	U.S. History I: HI1
	POS 111	3	American Government: SS1
	GEO105	3	World Regional Geography: SS2
PHYSICAL & LIFE SCIENCES – 8 credits			
Select two lab-based courses below:			
	BIO 105	4	Science of Biology: SC1
	BIO 111	5	General College Biology: SC1
	CHE 101	5	Introduction to Chemistry I: SC1
	CHE 111	5	General College Chemistry I: SC1
	GEY 111	4	Physical Geology: SC1
	PHY 105	4	Conceptual Physics: SC1
	PHY 111	5	Physics: Algebra Based I: SC1
EARLY CHILDHOOD EMPHASIS REQUIREMENTS – 12 credits			
	ECE 101	3	Intro to Early Childhood Education
	ECE 102	3	Intro to Early Childhood Lab Techniques
	ECE 205	3	Nutrition, Health & Safety
	ECE 241	3	Administration: Human Relations for ECE
Select one of these options (either ECE 238 or the other two courses)			
	ECE 238	4	Child Growth & Development
	Or		
	PSY 238 ECE 175	3 1	Child Development: SS3 and ECE: Special Topics
		60	TOTAL CREDITS

Associate of Arts (A.A.) Degree Statewide Elementary Teacher Education Articulation Agreement

MCC offers students the opportunity to complete the A.A. Elementary Education requirements at MCC and then finish their last two years with a Colorado 4-year college of their choice. Upon completion of the last two years of the 4-year college Elementary Education program, students will graduate with a Bachelor of Arts degree and will be eligible for elementary education licensure.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating course schedules and for other advising purposes. Students must apply separately for co-admission into the 4-year college portion of their Teacher Education Program at the beginning of the semester they will be completing the 41 core credits. At that time, the student will sign an agreement with both MCC and the other college outlining the final 19 credits that will be required to complete the A.A. portion of this degree.

In addition to speech, Morgan Community College requires its graduates to be proficient in computer use. To graduate, a student must demonstrate computer proficiency via an examination administered by the college, or by taking CIS118. If the student takes the course, it will be applied to the elective credit within the degree. See Guaranteed Transfer Information.

The Elementary Teacher Education emphasis area will not appear on the MCC A.A. diploma.

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Elementary Teacher Education Articulation Agreement between these Colorado public four-year institutions of higher education:

- Adams State College (Interdisciplinary Studies)
- Colorado State University at Pueblo (Liberal Studies)
- Fort Lewis College (Interdisciplinary Studies)
- Mesa State College (Liberal Arts)
- Metropolitan State College of Denver (Behavioral Science and Human Development)
- University of Colorado at Boulder (History)
- University of Colorado at Colorado Springs (English, History/Social Studies, Modern Foreign Languages, Science, and Mathematics)
- University of Colorado at Denver and Health Sciences Center Downtown Denver (Individually Structured Major)
- University of Northern Colorado (Interdisciplinary Studies)
- Western State College (Interdisciplinary Studies)

In accordance with C.R.S. 23-1-108.5 (1) and C.R.S. 108 (7)(a) the participating institutions agree to the following policies governing the transfer of credit earned at a Colorado community college into a degree program for students seeking elementary education licensure offered at any of the Colorado public four-year colleges and universities listed above.

SECTION I: GRADUATION REQUIREMENTS FOR STUDENTS SEEKING ELEMENTARY EDUCATION LICENSURE

A. Institutional graduation requirements, including minimum number of hours and minimum grade average. A transfer student who is seeking elementary education licensure will meet the same graduation requirements as a native student, including enrollment in an approved teacher preparation program, grade point average, and enrollment in specified courses that align with Colorado standards. A transfer student from a Colorado public community college who has earned an Associate of Arts (A.A.) degree designated for the elementary education track as defined in this agreement will need to complete no more than 66 credits to earn the baccalaureate degree at the four-year institution (60 plus 60-66 transfer agreement).

B. Universal transfer courses for the elementary teacher education program. A community college student who is planning to become an Elementary Education Teacher will sign a graduation plan at the community college that identifies the first 41 credit hours that are guaranteed to transfer to particular teacher education programs (see list of participating institutions at beginning of this section) that are offered by Colorado public institutions of higher education. The courses are listed in Table I of this agreement.

Statewide Articulation Agreements

To complete the A.A. graduation requirements, students, who have completed or are currently enrolled in courses that will total the first 41 credits, will apply to a specific teacher education program and be advised by it on the other 19 credits guaranteed to transfer. Priority should be given to 3-4 credit hours of humanities. The receiving institution, however, has final authority of approval over the other 19 credit hours.

All courses described herein are guaranteed to transfer into particular teacher education programs (described on page one) upon admission. Students need not complete the A.A. degree to transfer any or all of these courses.

C. Second Year, Second Semester of Graduation Agreement (other 19 credit hours)

During the first semester of the student's sophomore year (or the equivalent term when the student will complete the 41 credits outlined in the elementary education graduation agreement), the student may sign an agreement for the other 19 credit hours that will be co-signed by both the community college and the four-year college.

A signed agreement between a community college and a receiving four-year institution only ensures that the other 19 credits are guaranteed to transfer upon admission to the receiving teacher education program. Admission to neither the receiving institution nor its teacher education program is guaranteed.

This agreement entitles the student to:

- Advice from the four-year institution on the other 19 credit hours that will be guaranteed to apply to the graduation requirements that lead to an elementary education licensure.
- A graduation plan that meets the community colleges' Associate of Arts (A.A.) requirements and transfer of any credits earned at the four-year institution as meeting the A.A. graduation requirements.
- Ability to enroll in selected courses offered at the four-year institution, including on-line or on-campus classes if not available at the community college subject to inter-institutional agreements or non-degree policies of the 4-year institution.

D. A transfer student must apply and be successfully admitted to the school of education or appropriate education program at the receiving four-year institu-

tion in order to complete the licensure program. Some colleges and universities require that a transfer student apply and be fully admitted to an appropriate degree program as specified by the receiving institution. However, admission to neither the receiving institution nor its teacher education program is guaranteed.

TABLE 1: Guaranteed General Education and Major Courses for Elementary Education Students

General Education Requirements – 35 credits			
√	Cr	Course #	Course Title
ENGLISH – 6 credits required. Take BOTH courses:			
	3	ENG 121	English Composition I: CO1 <i>With a B or better</i> <i>(see IIA 3 below)</i>
	3	ENG 122	English Composition II: CO2
SPEECH – 3 credits required.			
	3	COM 115	Public Speaking
MATH – 6 credits required.			
	3	MAT 155	Integrated Math I: MA1
	3	MAT 156	Integrated Math II: MA1
HUMANITIES – 3 credits required. Select ONE of these courses:			
	3	LIT 115	Introduction to Literature: AH2
	3	LIT 201	Masterpieces of Literature: AH2
	3	LIT 202	Masterpieces of Literature: AH2
	3	LIT 211	Survey of American Literature: AH2
	3	LIT 221	Survey of British Literature: AH2
SCIENCE – 8 credits required.			
	4	SCI 155	Integrated Science I: SC1
	4	SCI 156	Integrated Science II: SC1
SOCIAL SCIENCES – 9 credits required.			
	3	GEO 105	World Regional Geography: SS2
	3	HIS 201	U.S. History I: HI1
	3	POS 111	American Government: SS1
EDUCATION COURSES – 6 credits required.			
	3	EDU 221	Introduction to Education
	3	PSY 238	Child Development: SS3
TOTAL: 41 Credit Hours			
Some institutions may require prescribed general education courses (e.g., music) in addition to the courses listed above. If so, these must either be included among the final 19 credit hours (see "C" above) at the community college or must be completed at the four-year institution to complete the baccalaureate degree.			

SECTION II: TRANSFER OF CREDIT

A. Policies for accepting grades in transfer.

1. Only academic courses with a letter grade of "C" or better will be accepted for transfer.
2. Courses with grades of "F", "D", "IP", "I", "U", "AU", and "Z" are not transferable.
3. Only courses with grade of "B-" or better are accepted for English Composition I (ENG 121). This is a standard teacher education admission standard in Colorado.

B. The four-year college or university will accept all credits in the student's teacher education graduation agreement earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis.

C. This transfer credit is guaranteed under the condition that the community college maintains current accreditation by The Higher Learning Commission of the North Central Association of Colleges and Schools.

SECTION III: STUDENT APPEALS PROCESS

An appeal related to denial of transfer credits will follow the Colorado Commission on Higher Education student appeal process.

SECTION IV: TERM, MODIFICATIONS AND SEVERABILITY

The term of this agreement shall be for a period of four years, commencing on July 1, 2006, and terminating on June 30, 2010. This agreement may be extended upon mutual agreement of all parties.

Modifications to this agreement may be made if they are required due to unforeseen circumstances, such as material changes to Colorado State Board of Education licensure rules, the CCHE PATHWAYS curriculum, or the status of courses found in Table 1 of this agreement that are guaranteed for transfer by CCHE. Any modifications to this agreement must be in writing and fully executed by all parties to the agreement.

During the term of this agreement, any participating institution may terminate its involvement if 90 days prior written notice is given to CCHE. If a notice of termination is given, the receiving institution must continue to honor all signed agreements with students for a period of five years or until all students have withdrawn or graduated, whichever comes first.

Statewide Articulation Agreements

Associate of Science Degree (A.S.) Statewide Engineering Articulation Agreement

MCC offers students the opportunity to complete initial requirements at MCC and then finish their last two years in an Engineering program with a Colorado 4-year college of their choice.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating course schedules and for other advising purposes.

The Engineering emphasis area will not appear on the MCC A.S. diploma.

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Engineering Articulation Agreement between these Colorado public institutions with colleges of engineering or equivalent academic units:

- Colorado School of Mines
- Colorado State University
- Colorado State University - Pueblo
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver

In accordance with C.R.S. 23-1-108.5 (1) and C.R.S. 231-108 (7)(a) these participating institutions agree to the following policies governing the transfer of credit among Colorado public institutions for students pursuing baccalaureate majors in Colleges of Engineering or their equivalent. This Agreement is consistent with Colorado's Statewide Transfer Policy that endorses statewide articulation agreements for professional programs and provides clear expectations of course requirements.

SECTION I: PROGRAM REQUIREMENTS AND GUARANTEED TRANSFER

A. Institutional graduation requirements. The graduation requirements for an engineering transfer student will be the same as the graduation requirements for a native engineering student, as stipulated in the appropriate publications for the degree-granting institution.

B. Transfer eligible courses for students entering baccalaureate programs offered by Colleges of Engineering or their equivalent. The state guaranteed general education curriculum for College of Engineering programs will amount to 32 semester-credit-hours.

Under this Engineering Articulation Agreement, gen-

eral education requirements are specifically selected to comply with lower division course sequences that are pre-requisite to College of Engineering graduation requirements and ABET (Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone 410-347-7700) accredited baccalaureate majors. In addition, general education competency requirements in mathematics, technology, critical thinking, and communication are met through the following specified transfer courses:

STATE GUARANTEED General Education for Engineering Transfer Credit Hours – 32 TOTAL CREDITS	
MATHEMATICS	
8 credits	Calculus I Calculus II
7 credits	Calculus III Differential Equations Linear Algebra
SCIENCE	
8 credits	Physics I Physics II or Chemistry I
HUMANITIES AND SOCIAL SCIENCES	
9 credits	Principles of Macroeconomics Principles of Microeconomics World History

Notes:

1. Science courses shall be at the college level and shall be appropriate for meeting degree requirements in Colleges of Engineering.
2. A student shall have the option of either transferring Physics II or Chemistry I within the Science group.

Additional transfers in the engineering major, supporting courses, and electives will be handled on a case-by-case basis in accordance with the transfer policies in force at each institution.

SECTION II: ADVISING PRACTICE

Transferring and receiving institutions will advise transferees as appropriate to their academic circumstances, and with the objective of assuring the continuing success of transferee students in College of Engineering programs.

SECTION III: TRANSFER OF CREDIT

A. Grade Eligibility.

Only academic courses with a letter grade of "C-" or better will be accepted for transfer.

B. Treatment of advanced placement, CLEP and national standardized test scores, and other non-traditional methods of awarding credit.

1. Students who have earned scores on Advanced Placement (AP) or have earned an International Baccalaureate (IB) diploma may be awarded college credit. College credit that is granted will be recorded on a student's transcript in accordance with the receiving institution's grade policy, and will count toward graduation if the AP or IB courses are consistent with the institution's graduation requirements. Credits earned under AP or IB programs in courses designated in Section I of this Agreement are recognized for guaranteed transfer for AP scores of 5, and IB scores of 5, 6 or 7. Students who have earned credit through AP or IB programs, but who have not achieved the scores required for guaranteed transfer, should inquire with their particular receiving institution on the acceptability of their scores for transfer credit. Students should note that credit is not granted for an AP or IB score if the student subsequently completes a college course at the equivalent level.

2. Credits earned through the College Level Examination Program (CLEP) are not accepted for guaranteed transfer under this Agreement.

C. The receiving college or university will accept all approved credits earned within ten years of transfer, provided that course content has not changed substantially within that time period. Courses earned more than ten years earlier may be evaluated on a case-by-case basis.

D. This transfer credit is guaranteed only under the condition that the transferring institution maintains current accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools (Higher Learning Commission, 30 N. LaSalle Street, Suite 2400, Chicago IL 60602-2504; telephone – 800-621-7440, 312263-0456; fax – 312-263-7462.)

E. Colleges of Engineering will not jeopardize their disposition for continued accreditation by the Accreditation Board for Engineering and Technology in any decisions regarding the acceptance of transfer credit, and will review and modify this Agreement, as appropriate, on a periodic basis in accordance with accepted practice in engineering accreditation.

SECTION IV: APPEALS PROCESS

Institutional Appeal Process

Students who follow this Agreement shall have the right to appeal a transfer decision that appears to be inconsistent with the terms and courses listed in this agreement. Appeals pertaining to this Agreement should be filed with the Office of the Dean of Engineering at the receiving college and a copy to CCHE.

State Appeal

If an institution does not respond (Response to an appeal includes but is not limited to a meeting or hearing within the 30 day period, a request for additional information from the student, a written response to the appeal with an explanation for the decision, or a referral to a higher authority.) to a filed appeal within 30 days, the student may file an appeal with the Commission. If the evidence supports that the institution failed to respond within this time frame, then the appeal is ruled in favor of the student. For appeals that are more complex, the Commission's Board of Appeals will hear the complaint. The decision of the Commission is binding.

This Agreement will remain in force until such time as the curriculum of the degree program changes or a participating institution requests reconsideration of the terms of the Agreement.

This agreement has been signed by all participating institutions as of May 30, 2003.

Tuition and Fees

2008-2009 Tuition and Fees Schedule

Tuition and fees are established by the State Board for Community Colleges and Occupational Education (SBCCOE) and are subject to change without notice. See the sections in this catalog on Payment and Refund Policies and Tuition Classification for additional information regarding tuition, fees, refunds, and rules regarding how a student is determined to have in-state status at a Colorado college. The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund (COF). Under this new law, starting in the fall semester 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund (COF) stipends, will be applied to an in-state student's tuition. If the student applies for and authorizes the use of the stipend, the State applies this money for the subsidy to the student's account at the institution the student designates.

MORGAN COMMUNITY COLLEGE SCHEDULE OF SEMESTER TUITION 2008-2009 (Beginning Fall 2008)				
COLORADO RESIDENCY STATUS	COURSE TYPE	TUITION*	COF STIPEND	STUDENT SHARE OF TUITION WITH COF STIPEND
Resident	Regular	173.00	92.00	81.00
Resident	CCCOOnline	235.20	92.00	143.20
Nonresident	Regular	375.15	N/A	375.15
Nonresident	CCCOOnline	235.20	N/A	235.20
WUE & NRB**	Regular	121.50	N/A	121.50
WUE & NRB**	CCCOOnline	235.20	N/A	235.20
	Nursing (NUR)	Tuition differential for all nursing classes (NUR) added to base tuition (Resident, CCCOnline, WUE, and NRB)		37.00
**Western Undergraduate Exchange (WUE) ** Nonresident Border States (NRB)				
*See listing for fees or changes that are added to tuition costs.				

Morgan Community College Fees 2008-2009 (Beginning Fall 2008)

REGISTRATION FEE: (per semester)..... \$11.05
 STUDENT ACTIVITY FEE: (per semester)@\$3.05/CREDIT HOUR (\$36.60 maximum)
 STUDENT CENTER BOND FEE: (per semester) @\$3.00/CREDIT HOUR (\$36 maximum)
 COURSE FEES \$16.00 per credit hour for all CNG 26x courses
 COURSE FEES \$5.85 per credit hour for course prefixes listed below:
 (Courses subject to change)

All ABM courses	All BIO courses	All CRJ courses	All HWEcourses	All PHY courses
All ACC215 courses	All BTE courses	All CSC courses	All ITE courses	All PTA courses
All ACT courses	All BUS185 courses	All CWB courses	All MGD courses	All RAM courses
All AGB courses	All BUS195 courses	All CYF courses	All MAT courses	All RTE courses
All AGE courses	All CAD courses	All EIC courses	- Ft. Morgan Campus	All SVT courses
All AGP courses	All CAG courses	All ENG courses	All MOT courses	All THE courses
All AME courses	All CAR courses	- Ft. Morgan Campus	All MST courses	All WEL courses
All ART courses	All CHE courses	All EMS courses	All MUS courses	
All ASC courses	All CIS courses	All GEY courses	All NUA courses	
All ASE courses	All CNG courses except 26X	All HEQ courses	All NUR courses	
All AST courses	All CNT courses	All HPR courses	All OTA courses	

MCC Tuition Rates and Fees

Tuition and fees are established by the State Board for Community Colleges and Occupational Education (SBCCOE) and are subject to change without notice. See the Tuition Classification sections of this catalog for additional information regarding how a student is determined to have Resident status at a Colorado college. The tuition cost per credit hour is listed in the Tuition and Fees Schedule section of this catalog. Each semester's schedule of courses contains a tuition and fee table for that term. The schedule of courses is available online at www.MorganCC.edu can be requested from the MCC Student Services Office or MCC Centers, and is mailed to all residents within the MCC service area each term in the Schedule of Courses.

College Opportunity Fund (COF)/ Stipend -Funding Higher Education in Colorado

Morgan Community College (and other state funded colleges) will not receive appropriations from the state legislature based on the number of students enrolled. Instead, MCC will receive funding by the students of MCC who designate that MCC is to receive their COF stipend to support the services that MCC provides. The COF stipend will appear as a credit on the student's tuition bill.

What you need to do:

FIRST: Create a lifetime COF account. Go to www.morgancc.edu home page and click on the red COF icon. Easy steps will take you through the process

THEN: Each semester you register for college courses you must specify where (which college) your stipend is designated to be spent.

FINALLY: Your stipend amount will appear as a credit on your tuition bill each semester.

- The College Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of your total resident tuition when you attend a Colorado public institution or a participating private institution.
- Qualifying students may use the stipend for eligible undergraduate courses. The stipend is paid on a

per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the Colorado General Assembly

- Post Secondary Enrollment Options (PSEO) students are eligible for COF regardless of their tuition classification and are exempt from HB 1023 up to age 21. All PSEO students must apply for the College Opportunity Fund. Once students are no longer a PSEO student s they are subject to COF qualifying student definitions and HB 1023 requirements.

Registration Fee

SEE ADDENDUM

A nonrefundable registration fee is charged each semester, regardless of the number of courses taken, or whether a student drops any or all courses. This fee is listed in the Tuition and Fees Schedule section of this catalog and is listed in each semester's Schedule of Courses.

Course Fees

To defray the cost of consumable materials and supplies, special equipment and instruments, and student support, some courses require a course fee which is charged per credit hour. Applicable course fees are listed in the Tuition and Fees Schedule section of this catalog and are listed in each semester's Schedule of Courses.

Student Center Bond Fee

To fund the bond which constructed the new Student Center facility, Fort Morgan campus students voted to pay \$3.00 per credit hour up to a maximum of \$36.00.

Student Activity Fees

Student fees are charged per credit hour and support the operation of various Student Life services. Student Life services include student activities, facility debt, the official Student Handbook, and the programs and activities which supplement learning experiences at the college. Student fees also assure that via a variety of recognized student organizations and clubs, students have an official voice in matters of college life.

About Morgan Community College

Who We Are

Morgan Community College is a two-year college, one of 13 community colleges in the Colorado Community College System (CCCS), Colorado's largest system of higher education.

MCC serves students in 11,500-square-miles of Eastern Colorado including the counties of Morgan, Washington, Yuma, Lincoln, Kit Carson and the eastern half of Adams and Arapahoe counties. The main campus at Fort Morgan and the five Centers throughout the service area provide the first two years of a college degree, occupational programs, adult basic education, college classes for high school students, customized training for business and community, and houses the Small Business Development Center.

Advisory Council

MCC has a seven-member college advisory council, composed of residents from our service area who meet at least quarterly with the MCC President, in compliance with Colorado statute and State Board Policy (B.P. 2-25).

The purpose of the college advisory council is:

- 1) To advise the College President and the Board on the long-term educational needs of the area served by the college and on other matters identified in statute. (see C.R.S. 23-60-206)
- 2) To serve as liaison between the college and area employers in order to facilitate assessment of employment, training and educational needs of the service area.
- 3) To serve as liaison between the college and local school boards, county commissioners, city councils, other local elected officials and other relevant groups or persons.
- 4) To promote the college's programs and services among the communities and constituencies in the college's service area.

History

In July 1964, a committee was formed to consider the feasibility of establishing a junior or community college district that would serve the educational needs of Morgan County residents. In May 1967, Senate Bill 405 created the Morgan County Junior College District, and in September 1967, a Board of Trustees was elected.

The first courses began in September 1970 in rented buildings in Fort Morgan adapted to the uses of the College. In June 1973 the local junior college district was dissolved by a vote of the people and the College joined the State System of Community Colleges under the new name of Morgan Community College.

A fund drive was initiated in 1978 and the College acquired a ten-acre site east of Fort Morgan for the site of a permanent campus. An additional ten acres was acquired in 1981. The Colorado State Legislature appropriated construction funds in 1978 for the first building on the campus. Construction began in 1979 and the first courses were held on the campus in June 1980.

A Vo-Tech/ Administrative building was completed in 1985 and major remodeling of the Student Services and Learning Resource Centers was completed in 1998. The campus at Fort Morgan continues to grow: in 2000 a new Student Center was dedicated and in 2002 a new building, Elm Hall, was built to house the automotive programs. Also in 2002 Spruce Hall was renovated for new classrooms, offices, laboratories, and meeting rooms.

A new Community Education Center that houses MCC Burlington Center opened for fall semester in 2006. The MCC Foundation Adult Basic Education building, Cedar Hall, is in the construction process.

Mission, Values, Vision

MISSION

Our mission is to partner with students in imagining, believing and achieving their goals.

VISION

MCC envisions a future where there is a strong sense of community in this complex world. We will strive to prepare students to live and contribute effectively in a rapidly changing society. Our vision requires a fundamental commitment to teaching and learning excellence within a supportive environment.

VALUES

In everything we do, we value:

- The individual
- Learning
- Innovation
- Community
- Quality

Strategic Direction 2006-2010

Student Access

MCC will provide access to educational programs and services that strengthen the economic, cultural, and social life of its diverse communities.

Student Success

MCC will support students' lifelong learning by offering programs and services consistent with their needs, interests and abilities.

Teaching Excellence

MCC will offer educational programs and services that are responsive, flexible, and of the highest quality.

Operational Excellence

MCC will demonstrate excellence through the maintenance of a strong financial position, and the continuous organizational review that verifies and improves its effectiveness and program integrity.

Professional Excellence

MCC will foster an atmosphere of creativity and innovation, high standards of professional excellence, a developed sense of community and a continuous organizational renewal.

Community Leadership and Partnership

MCC will be a leader and partner in building strong alliances that will result in a vibrant Eastern Colorado.

MCC Quick Facts:

About our students...

- 45% are from Morgan County, 10% from Yuma County, and 8% from Kit Carson, Adams and Arapahoe counties respectively
- 61% work (32% full time)
- 33% declared an academic major 67% declared a career/technical major
- average wage for vocational graduates was \$15 per hour
- 17% indicated that they are members of a minority group
- 2,617 took classes in 2006-07, 97% were residents of Colorado
- 67% are enrolled for job/career reasons
- 57% of new students with declared majors, received their certificate or degree within three years of enrollment (Source: HigherEd.Colorado .gov, 2006 Graduation Rates)
- one year after graduation, 88% of employed certificate and AAS Degree respondents reported that they had jobs related to their training
- 72% were first generation students when they applied to attend MCC
- 66% of students with declared majors are enrolled in Associate Degree programs
- 33% plan to transfer after graduation
- 7% have completed a Bachelor Degree or higher

About Morgan Community College ...

- established in 1970, provides educational and community services to 11,500—square-miles of Northeastern Colorado with its main campus in Fort Morgan and centers in Bennett, Burlington, Limon, and Wray
- offers more than 50 academic and vocational programs, information is available at www.MorganCC.edu
- employs 35 full time and 107 part time instructors, plus 69 staff members
- offers classes using alternative delivery formats including interactive distance learning systems, internet, and guided studies

About Morgan Community College

Morgan Community College – A timeline of excellence

1970	February 15, 1970, first basic education class of Morgan County Community College held in basement of 300 Main St, in Fort Morgan. Susan Cribelli hired as first MCC instructor.	1991	Dr. Richard Bond takes the reins as fifth president at MCC.
1972	Greater Gifts scholarship program initiated. First commencement includes five associate of art degrees, four one-year certificates, and 29 Waivered Licensed Practical Nurse certificates.	1992	MCC signs an agreement for an exchange program with Yamagata Prefectural College of Agriculture in Yamagata, Japan. MCC is granted an unconditional re-accreditation by North Central Association.
1973	College joins the state system and is renamed Morgan Community College.	1996	Dr. John McKay becomes sixth president of MCC. Expansion of Learning Resource Center begins.
1976	MCC becomes the target of political maneuvering meant to force its closing. An investigation shows outstanding records and performance in every department and the college survives.	1999	Groundbreaking for Student Center; furnishings provided by the Jack Petteys Memorial Foundation of Brush as a memorial to Anna C. Petteys.
1977	Dr. Robert W. Johnson resigns; Robert Datteri becomes second MCC President.	2000	MCC serves seven counties in Eastern Colorado; Morgan, Washington, Yuma, Lincoln, Kit Carson, Adams and Arapahoe. More than 3,000 students enroll each year and more than 330 instructors and staff are employed. Renovation begins for Aspen, Cottonwood and Spruce Halls.
1978	Phi Beta Lambda, national business fraternity wins eight first place awards and chapter of the year at the Colorado State Leadership Conference and then is named National PBL Chapter of the year. Betty Smith of Burlington graduates; Smith is the first student to earn a degree without setting foot on the main campus at MCC. August 1978, groundbreaking ceremonies take place at permanent site on Barlow Road.	2001	Ground is broken for the Automotive Technology building to be called Elm Hall.
1979	"Art in Public Places" program commissions artist John Young to render exterior sculpture, "The Victory of Olaf M" on the west lawn of Cottonwood Hall.	2003	MCC's seventh president, Dr. C. Michele Haney, stabilizes the college after imposed state budget cuts and initiates new accreditation process. Wray Center moves to new building.
1980	Faculty and staff move to permanent campus located on Barlow Road just south of I-76.	2004	MCC offers 50 academic and vocation programs and has enrolled 16,000 students since summer semester of 1987. The college service area includes 11,500 square miles of eastern Colorado with regional centers in Bennett, Burlington, Limon, Wray, and Yuma. Nursing program expands to 83 students.
1982	Dr. Larry Carter becomes MCC president. H.B. Bloedorn and Helen Williams are honored at first Founders' Day event. Alternative High School established. "Learning at a Distance" technology developed.	2005	MCC is one of four colleges in the state community college system to experience increased enrollment. Thirty-fifth Anniversary Celebrations includes Annual Gala and reunion for founders and first students. \$2 million capital gifts campaign, "Dream Connections" is announced to Brush and Fort Morgan Chambers of Commerce and the business people of Wiggins. Nursing program classes offered in Wray.
1987	Dr. Harold Deselms assumes fourth MCC presidency. First coordinator of student activities hired and the modular classroom building is redesigned to serve as the student center. Community Access Cable network, MCC Channel 10 adds to methods of class delivery.	2006	Burlington Center moves into the newly built Burlington Community Education Center. MCC achieves 1000 FTE.
1988	Bennett, Wray, Burlington, Woodlin, Seibert, and Hugo high schools hold MCC courses delivered by television or Op-Tel.	2007	MCC Foundation plans a new Adult Basic Education building to be built on the Fort Morgan Campus. MCC/Cargill Meat Solutions Workplace Education program receives national recognition.
1989	First "distance learner", Barbara Kershaw of Wray, graduates. Phi Theta Kappa National Honor Fraternity, chartered.	2008	While MCC searches for its eighth president, progress is made on campus building additions. Leadership Academy graduates first class.
1990	Associate Degree in Nursing approved. MCC's Small Business Development Center helps administer disaster relief funds to the victims of a tornado in Limon.		

About Morgan Community College

Service Area and Communities

As an institution of higher education, Morgan Community College serves anyone 17 years of age or older who can benefit from college preparatory and two-year college-level credit instruction. We provide education and training, both in general education and in occupational areas, which may lead to a certificate, an Associate Degree in Applied Science, Arts, Science, or General Studies, or transfer to a four-year institution.

We serve individuals of all ages who benefit from non-credit instruction for personal and professional development, recreation, and fitness, and individual and family enrichment.

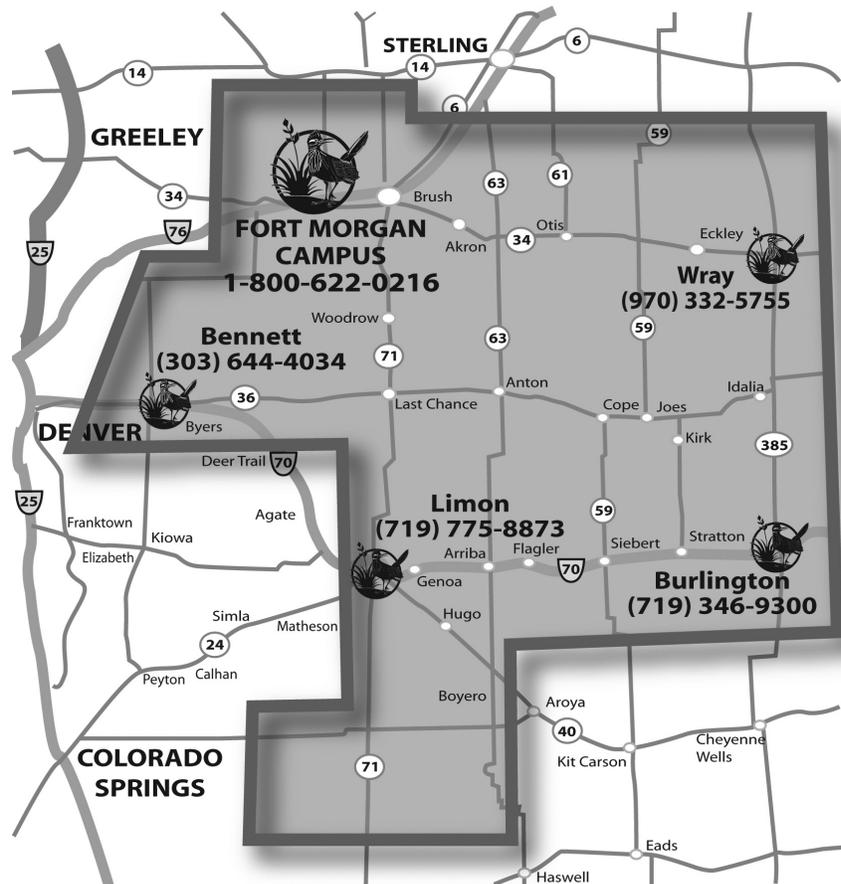
We serve employees of local businesses and industries who benefit from workplace skill development from customized and/or credit-generating courses. We serve all individuals in our communities by developing and enriching the local economy and culture.

MCC serves an 11,500-square-mile area comprised of Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties. MCC offers programs and courses at the Fort Morgan campus and at its five Centers based on the needs of the students and communities served by those sites. (This will need some adjustment)

Though many offerings are available at multiple sites, each location provides a unique instructional mix and learning environment for its students. Center hours may vary and a few specialized services may require a visit to the MCC campus in Fort Morgan.

Map and Directions

MCC's main campus at Fort Morgan is located 80 miles northeast of Denver, Colorado, on Interstate 76, exit number 82 on Barlow Road.



Fort Morgan Campus

MCC FORT MORGAN CAMPUS

(970) 542-3100

TTY: (970) 542-3145

920 Barlow Road

1-800-622-0216

www.MorganCC.edu

Fort Morgan, CO 80701

FAX: (970) 867-3084

Downtown Center for GED, ESL and Adult Basic Education (ABE)

117 Main Street Fort Morgan, CO 80701

970-542-3270

Bloedorn Center for Community & Economic Development

300 Main Street, Fort Morgan, CO 80701

970-542-3256

Welding Technology/ Young Farmers

2400 East Bijou Suite A, Fort Morgan, CO 80701

970-867-4060

The MCC campus is located in central Morgan County at 920 Barlow Road in Fort Morgan. It is easily accessed from I-76 (Exit 82). The campus is comprised of Cottonwood Hall, Aspen Hall, Spruce Hall, the Anna C. Petteys Student Lounge and Elm Hall. Other buildings located throughout Fort Morgan include the Bloedorn Center for Community & Economic Development at 300 Main Street, the Downtown Center for GED, ESL, and Adult Basic Education at 117 Main Street, and the Welding Technology/Young Farmers programs located at 2400 East Bijou Suite A.

Accounting Services

MCC Accounting Services Offices are located in the garden level of Aspen Hall and house the offices of the MCC Controller, Accounts Receivable and Accounts Payable. Accounting Services assist students, staff, and vendors with billing and payment questions. Accounting Services provide forms to students who wish to apply to the MCC deferred payment plan for tuition (FACTS). See the Tuition and Fees section of this catalog for details on the FACTS program.

Agriculture/Business Management Courses in the Fort Morgan Campus Area

Agriculture / Business Management courses are offered by MCC instructors in the Fort Morgan area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields.

Anna C. Petteys Student Lounge (Student Center)

The Anna C. Petteys Student Lounge, otherwise known as the Student Center, is a place for students to go to meet people and relax between classes. In the Student Center, students can get information on student clubs, activities, organizations, health and wellness programs, student rights and responsibilities, and student government. The Center also features a pool table, television, movies, music videos, vending machines, microwave oven, free popcorn, and coffee for students.

Aspen Hall

Aspen Hall is the center section of the main campus and has three levels. The lower level houses the Accounting Office, Human Resources Office, and meeting rooms. The upper level holds the President's Office, Vice President for Administration and Finance Office, Instructional Office, conference rooms, and faculty offices. The ground level is home to the MCC Bookstore, the Bloedorn Lecture Hall, and the Anna C. Petteys Student Lounge/Student Center.

Automotive Service Technology Shop

The Automotive Service Technology shop is located in Elm Hall.

Business Learning Center (BLC)

The Business Learning Center (BLC), located in Cottonwood Hall, is a classroom setting designed for students enrolled in business computer skills classes. The BLC is a separate lab classroom for students who enroll in classes such as keyboarding, word processing and medical transcription among others.

Bloedorn Center for Community & Economic Development

The MCC Small Business Development Center (SBDC), Continuing Education, and Community Workforce Training Offices are located at 300 Main Street in Fort Morgan in the historically remodeled Bloedorn Center for Community and Economic Development.

Bloedorn Lecture Hall

The Bloedorn Lecture Hall is located on the ground level of Aspen Hall and is used for classroom lectures, meetings, and public events.

Bookstore

The MCC Bookstore is located in Aspen Hall and offers a variety of merchandise and services to students along with textbook sales. See the "Services for Students and Additional Student Information" section of this catalog to see a detailed listing of Bookstore offerings.

Cashier

The cashier is located in the Bookstore and is available to take payments and make change.

Collision Repair Shop

The Collision Repair shop is located in Elm Hall.

Community Workforce Training and Continuing Education

MCC Community Workforce Training and Continuing Education departments provide classes and training, workshops, and seminars customized to fit the needs of communities and businesses in Eastern Colorado. Community Workforce Training & Continuing Education utilizes college credit and non - credit courses and programs designed to meet the needs of the community. Customized courses and workshops can be created to meet specific requirements at a place and time that work for the individual and/or business.

Computer Access

Students and the community can access public-use computers in the Learning Resource Center. Students can get computer access each term they are enrolled. See Computer Access for Students in the Services for Students section of this catalog for details.

Computer Labs

There are designated computer labs for students to use outside of class time. A student needs to show a current student I.D. to use the computer labs and must sign in and sign out. Students are expected to be considerate of other students using the computer labs. If students are not familiar with computers, they are encouraged to take an introduction to computers class. No food or drinks are allowed in the computer labs.

Conference Rooms

Conference rooms are located throughout Aspen, Cottonwood, and Spruce halls, and can be reserved for student group meetings, and club meetings.

Construction Technologies

A renewed partnership between Morgan Community College and the Fort Morgan School district allows students from the high school and other college registrants to engage in the various stages of building a house. If a student starts the Construction Trades Class as a junior in high school, he/she will see the beginning and the completion of 2 houses.

Fort Morgan Campus

The students are exposed to every stage of construction including framing, roofing, dry wall, electrical, plumbing and finishing. The curriculum objectives are to train students so that they will be a competent employee for a local building contractor or can pursue further specialized training in a construction trades career. Students also use Computer Aided Drafting (CAD) software to learn about the architectural aspect of construction.

Cottonwood Hall

Cottonwood Hall is in the southern section of the main campus and houses the Student Services Office, Registrar's Office, Financial Aid Office, Learning Resource Center (LRC) (LRC), Testing Center, Business Learning Center (BLC), classrooms, computer labs, and faculty offices.

Degrees and Certificates at the Fort Morgan Campus

A.A. and A.S. degrees- The Fort Morgan Campus has established strong Associate of Arts (A.A.) and Associate of Science (A.S.) degrees which are transferable to a 4-year institution. These degrees can be completed based on a two-year plan of general education courses which are part of the Colorado Guaranteed Transfer (GT) program.

A.A.S. degrees and Certificates- Students can earn two-year Associate of Applied Science degree in a variety of vocational areas. Vocational certificates are also available. See the Degrees and Certificates section of this catalog for a complete listing.

Distance Learning and Pictel Rooms

Distance Learning and Pictel rooms are located in the south end of Spruce Hall.

Downtown Center for GED, ESL, and Adult Basic Education (ABE)

Centrally located in downtown Fort Morgan, the MCC Downtown Center at 117 Main Street houses the Adult Basic Education (ABE), English as a Second Language (ESL), and GED programs. These programs are also offered in Brush, Burlington, and Hugo.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education provides basic science, math, social studies, writing, and language arts instruction. Students in ABE prepare for the GED (General Education Development equivalency certificate) tests, increase skills to get a better job, prepare for college, and learn to speak, understand, read, and write in English. Professional Instructors and volunteers use classes, tutoring, and computerized assisted instruction. Adult Basic Education offers a Certificate of Accomplishment program that provides certified employment competencies and a performance portfolio to aid students in the employment process and marketability.

GED

General Education Development (GED) classes to prepare for high school equivalency exams and testing are offered at the Downtown Center. Classes are held three days a week in the evenings.

GED is for students 17 or older who want to:

- Earn their GED Diploma, increase their basic skill level to get a better job, strengthen self-esteem, prepare for college.
- GED classes assist with Science, Math, Social Studies, Writing Skills, and Language Arts.
- Computer Assisted Instruction, Individual Preparation and Classroom setting instruction are available.
- Instruction is offered in Fort Morgan and Brush, and is held both during the daytime and evenings. Contact the Downtown Center for detailed information or go to the MCC Web site at www.MorganCC.edu

ESL (English as a Second Language)

ESL classes are for persons whose first language is something other than English. ESL helps increase proficiency in speaking and understanding English and provides instruction in reading and writing skills in English. Group, individual, computer, and video instruction are all methods utilized in the ESL program. Childcare is available. ESL classes are held daytimes and evenings in Fort Morgan at the Downtown Center and at locations in Brush.

Customized training in ESL is available for businesses with non-native English speaking employees.

OneMorgan County

OneMorgan County was selected as one of ten Colorado communities to receive a \$300,000 award from The Colorado Trust. OneMorgan County is a collaboration of community members representing long-time residents, immigrants, community leaders and representatives from education, business, faith-based organizations, health care, law enforcement, local government, and non-profit agencies.

OneMorgan County was formed in 2005 to involve Morgan County residents in the development of a comprehensive plan to help established residents and newcomers make Morgan County more welcoming for all. Areas of focus were identified by over 200 participants at community meetings, and workgroups were formed to create suggestions in the areas of Education, Health, Housing, Community and Culture, Law enforcement and Business. These ideas were presented to the community in the spring of 2005, discussions were held to receive input and support, and a work plan was submitted to The Colorado Trust requesting funding to implement the selected activities. Along with the funding, which will be allocated over a four-year period, OneMorgan County will receive significant technical assistance from The Spring Institute for Intercultural Learning which serves as the coordinating agency for this initiative.

This initiative focuses on the two-way street of immigrant integration rather than advocating for any one group. This approach recognizes the value of building a sense of acceptance and belonging among people based on trust, shared values, and common experiences. This in turn helps bridge social, cultural and linguistic differences. It is important for immigrants to recognize cultural, social, and political norms in the community and be respectful of these local practices. It is also crucial for the receiving community to recognize and respect cultural differences brought from other countries. The OneMorgan County work plan provides activities for education and information, as well as opportunities to share in the rich cultural offerings of both long-time and newly arrived residents.

Elm Hall

Elm Hall, located to the east of the main campus building, houses the Automotive Service Technology shop along with the Collision Repair Technology shop and paint booths. Classrooms, faculty and staff offices, and the Maintenance and Operations shop are also in Elm Hall.

Emergency Medical Services (EMS) Training in the Fort Morgan Campus Area

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. The EMS program provides training for those wishing to enter the emergency medical field and continuing education for those already certified. The EMS program at MCC is proud to have trained many local EMT's, firefighters, and health professionals serving throughout Colorado.

Faculty Offices

Faculty offices are located throughout the campus. Faculty post their office hours outside their doors so students know when they are available and in their offices.

Founders Room

The Founders Room is located in Spruce Hall just at the bottom of the stairs leading from Aspen Hall. The room is named after the founders of Morgan Community College and their photographs are displayed there. The Founders Room is used for classroom lectures, meetings, and public events. The Founders Room has a small kitchen. Handicapped access is from the Spruce entrance or from the Aspen entrance via an electronic lift.

Guided Study at the Fort Morgan Campus

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, a Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. Guided Study allows students to study anytime, anywhere with an MCC faculty member as a guide.

Fort Morgan Campus

Handicapped Access

The entire campus in Fort Morgan is handicap accessible. Automated doors are available at main entrances, and ramps and lifts are available. Handicapped parking is designated near Cottonwood, Elm, and Spruce Halls.

Human Resources and Personnel Office

The MCC Human Resources (Personnel) Office is in the garden level of Aspen Hall. The Director of Personnel and Assistant Director assist students and staff with employment issues. Work study students are considered MCC employees.

Welding Technology/Young Farmers

MCC Welding Technology and Young Farmer's programs are located at 2400 E. Bijou in Fort Morgan. Welding Technology includes the MCC welding program.

Instructional Office

The Instructional Office is located on the top level of Aspen Hall. The Vice President of Instruction, the Vice President for Strategic Development, and an Assistant have offices here along with the Associate Dean of Institutional Research and Vice President of Student Success.

Learning Resource Center (LRC)

The Learning Resource Center (LRC) provides educational support to help students succeed. The LRC contains a number of special areas for students, including library services, an open computer lab, and Testing Center. Students use the Learning Resource Center for quiet study, small study groups, computer access, testing services, and for utilizing Reserved Study Materials. The Library has print research materials and online resource databases. See the Services for Students section for detailed information on the LRC.

MCC Fort Morgan Campus in the High Schools

MCC offers college classes with Brush, Fort Morgan, Weldon Valley, and Wiggins high schools for qualified students and the public in accordance with the Post Secondary Enrollment Options (PSEO) legislation in

Colorado. Students take classes at the high schools, on the Fort Morgan campus or through a distance learning system that connects the high schools with classes being held on campus. Many students have graduated from these high schools having completed a substantial part of their first year of college and only having to pay for books and fees. Another option for high school students is Sophomore Scholars. While in high school, students successfully finish 30 credits from MCC and then apply for the Sophomore Scholars program which guarantees financial aid for the second year of the two-year associate degree. See Sophomore Scholars in the Scholarship section of this catalog. Also see Admission of High School Students in the Admissions section.

MCC Foundation

The MCC Foundation includes an active group of local citizens dedicated to securing financial resources to support the growth and development of MCC and to promote the College role and purpose throughout the service area. The Foundation sponsors two main events: an annual Spring Gala event and Pro-Am Golf Tournament. The events generate funds that go toward programs and scholarships for MCC students

Maintenance and Operations Shop

The Maintenance and Operations Shop is located in Elm Hall.

Health Science Technology Classroom

The Health Science Technology classroom is located in Spruce Hall near the far north end of the building. Health Science Technology faculty offices are across the hall from the classroom.

Nursing Classrooms

The main nursing classroom is located in Spruce Hall near the far north end of the building, however, nursing classes are also held throughout the main campus building, and often classes are scheduled in the Bloedorn Lecture Hall.

Parking

Parking at the Fort Morgan Campus is free and plentiful. No parking permits are required. Handicapped parking is located at entrances to Cottonwood, Elm, and Spruce Halls.

Physical Therapist Assistant (PTA) Classrooms

The PTA classrooms are located in the center of Spruce Hall. The PTA director's office is directly adjacent.

President's Office

The President's Office is located on the top level of Aspen Hall. The President has an open-door policy and encourages communication with students, faculty, staff and the community. The Assistant to the President's office is just inside.

Science Labs

The two MCC science labs, each capable of serving 24 students at a time, contain up-to-date equipment for a variety of biological and physical sciences courses.

Small Business Development Center (SBDC) in the Fort Morgan Campus Area

Since 1988, the SBDC has been dedicated to helping entrepreneurs start and expand their small businesses in Northeastern and Eastern Colorado by offering individual, free and confidential management consulting. SBDC is a government agency that combines the resources of federal, state, and local governments with the educational system and private sector, to provide needed services to small businesses and entrepreneurs across the state. Most of the services are provided free or at minimum cost.

SBDC helps clients apply for Small Business Administration (SBA) guaranteed loans or other programs that help the client:

- understand lender requirements to qualify for small business loans
- identify potential alternative finance sources
- connect to economic development programs
- prepare a business plan
- plan for growth
- improve competitive strategies

The SBDC also provides free or low cost business seminars on a regularly scheduled basis throughout the MCC service area. Topics augment individual consulting services.

The SBDC Director is headquartered in Fort Morgan but visits the entire MCC service area. Call the SBDC Center to arrange for a personal counseling session in your area or for more information on how the

SBDC can help you. Information is also available at the MCC Web site at www.MorganCC.edu or by contacting the SBDC Director.

The Colorado SBDC is a partnership funded by the U.S. Small Business Administration (SBA) and the Colorado Office of Economic Development & International Trade (OED & IT). The support given by the SBA and OED & IT through such funding does not constitute an express or implied endorsement of any of the co-sponsor(s)' or participants' opinions, products or services. Special arrangements for the handicapped will be made if requested in advance.

Spruce Hall

Spruce Hall, located at the north end of the main campus contains computer labs, science lab, health lab, distance learning classrooms, telecommunications offices, computer services offices, classrooms, Health Science Technology classrooms, nursing classrooms, faculty offices, and general classrooms.

Student Services (One-Stop)

The Student Services One-Stop Office is located at the Center of Cottonwood Hall. Student Services houses the offices of Admissions, Guidance and Placement, Financial Aid, Records, Registrar, and Registration. Students may apply for admission, see an advisor, take an assessment test, register for courses, and request transcripts, all from one convenient place.

Telecommunications and MCC TV

MCC sponsors local TV broadcasts on cable channel 10. Information on Morgan Community College activities and events, along with community announcements are telecast. Several of MCC's classroom instructors broadcast their courses via MCC TV. The MCC Telecommunications office supports MCC TV functions and is the contact for TV announcements.

Testing Center

As a part of the Learning Resource Center (LRC), the Testing Center offers a number of testing services, including standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. See the Services for Students section of this catalog for detailed information about the Testing Center.

Fort Morgan Campus

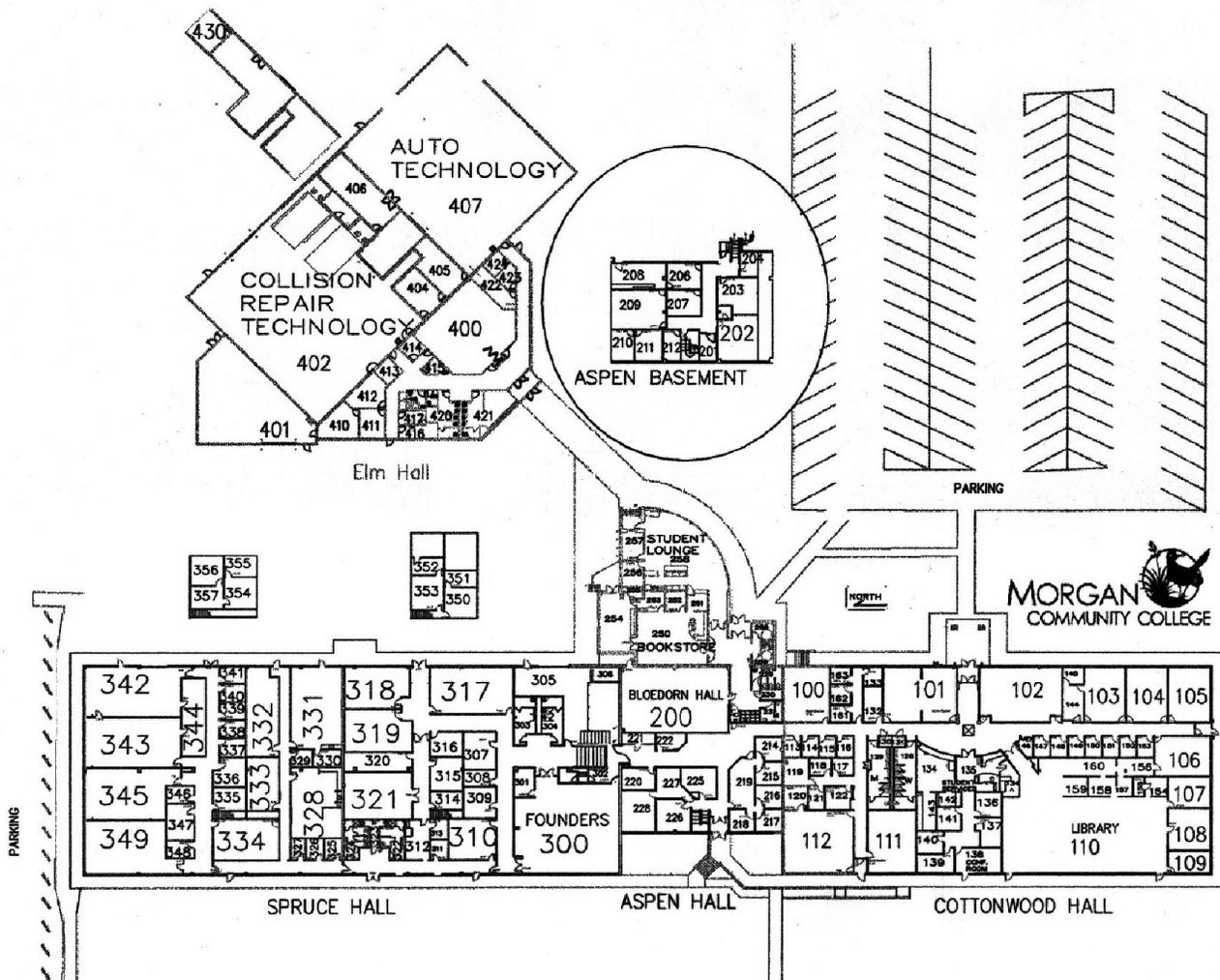
Student Support Center (Tutoring)

The Student Support Center provides learning assistance to students enrolled in courses at MCC. The Student Support Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English, mathematics, and algebra. A tutoring schedule is developed each semester that shows when faculty and peer tutors are available. The computers in the Student Support Center are available for word processing, research and individualized software instruction. The Student Support Center provides access and services to qualified college students with physical and/or learning disabilities.

Workplace Education

The Workplace Education Program at Cargill Meat Solutions Fort Morgan plant offers a variety of educational opportunities from English as a Second Language (ESL) training to support for college degree-seeking students. The Industrial Maintenance program was developed in January of 2002 to provide more opportunities and to fulfill the need for qualified maintenance personnel in the plant. Cargill employees wishing to earn college degrees utilized the services of the Program for college advising and tutorial support. Additional information is available from the MCC Web site, or by contacting the Workplace Education Coordinator or by contacting the Cargill Meat Solutions Personnel Director.

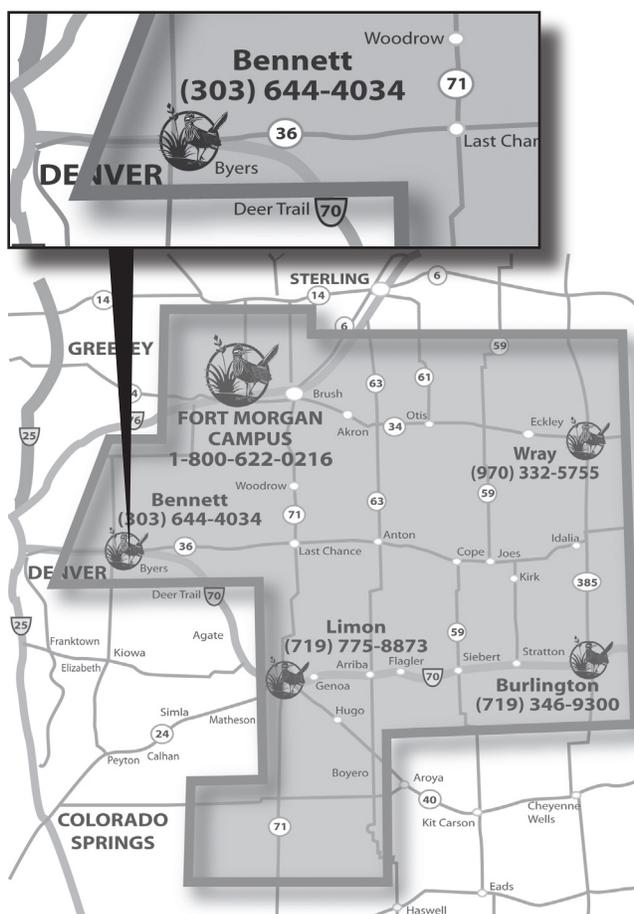
Fort Morgan Campus Map



BENNETT CENTER

**PO Box 554
Bennett, CO 80102
303-644-4034 • 303-644-4680 fax
The Director's e-mail address is: nancy.
barden@MorganCC.edu**

Located in Bennett at 280 Colfax, Unit #3, the MCC Bennett Center serves the communities of Agate, Bennett, Byers, Deer Trail, and Strasburg and the surrounding areas. Since 1985, the Bennett Center has developed into a student-centered learning community under the current Center Director. The Center provides college classes in the Agate, Bennett, Byers, Strasburg, and Deer Trail area for qualified high school students and adults wishing to earn an Associate of Arts (A.A.) or Associate of Science (A.S.) degree.



Bennett Center in the High Schools

High school students earn both high school and college credit for the MCC courses that are delivered in the classroom and through the fully interactive distance learning system (VNETs) that connects the area high schools. This system allows classes to originate live at any one of the sites on the system and be delivered simultaneously to students in the classroom studios at each of the other sites. Since the inception of the Sophomore Scholar Program the Bennett Center boasts 234 graduates with more on the horizon. Non-traditional learners experience exciting classroom challenges in a positive learning environment.

Bennett Center Sophomore Scholars Program

Qualified high school juniors and seniors who successfully complete 30 college credits by their high school graduation are eligible for the Sophomore Scholars Scholarship which guarantees full tuition and fees for the remaining 30 credits. Upon completion students will earn an A.A. or an A.S. degree.

Bennett Center Area Agriculture and Business Management Courses

Agriculture and Business Management courses are offered by MCC instructors in the Bennett Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields.

Bennett Center Area Emergency Medical Services Training

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. The EMS program provides training for those wishing to enter the emergency medical field and continuing education for those already certified.

Bennett Center Guided Study

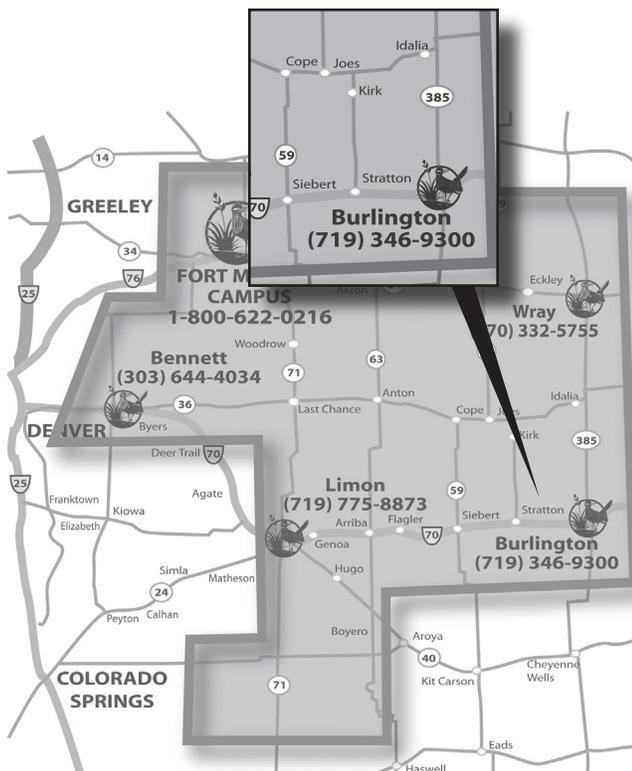
Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, a Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. GS allows study anytime, anywhere with an MCC faculty member as a guide!

Burlington Center

BURLINGTON CENTER

**340 S. 14th Street
Burlington, CO 80807
719-346-9300 * 719-346-5236 fax
The Director's e-mail address is
Valerie.Rhoades@MorganCC.edu**

Located at 340 S. 14th Street in Burlington, the MCC Burlington Center serves Kit Carson County including the communities of Burlington, Bethune, Stratton, Vona, and Seibert; and Yuma County including the communities of Idalia, Kirk, Joes and Cope. The Burlington Center is located in the new City of Burlington Community & Education Center. The Center holds two computer labs; science, health, and distance learning labs; classrooms; and offices. It also has a conference center, community meeting rooms and catering kitchen. This facility was built through a continuing partnership with the City of Burlington, East Central Enterprise Zone, DOLA Impact Assistance money and Morgan Community College. The Burlington Center Director has been with the Center since 1989. Part-time offices are occupied by the Assistant Director, Part-time Computer Instructor, GED Instructor, GED Examiner, Agriculture and Business Management Instructor, and Small Business Development Center Director.



Burlington Center Degrees and Certificates

A.A. and A.S. degrees - The Center has established strong Associate of Arts (A.A.) and Associate of Science (A.S.) degrees which are transferable to a 4-year institution. These degrees can be completed based on a two, three or five year plan. Classes are held in the evenings to accommodate adult learners.

A.A.S. degrees - Students can earn a two-year Associate of Applied Science degree Business Administration (with emphasis areas in Accounting, Business Foundations, Business Technologies, Management/Supervision, and Real Estate.)

Certificates - Certificate programs include Business Human Resources Management, Business Management Supervision, Business Supervision, Med Prep, Office Support Specialist, Real Estate, Nurse Aide (NA), Emergency Medical Services (EMT), Early Childhood Education, and Agriculture and Business Management.

Also offered are the general education requirements for Registered Nursing (ADN) degree with a PN exit option.

General education courses which are part of the Colorado Guaranteed Transfer (GT) courses will transfer to your chosen institution and major. Consultation with an advisor is important. See a complete listing of courses offered each term at www.MorganCC.edu. The semester schedule of courses is mailed each term throughout the service area, or may be picked up at the Center.

Burlington Center Computer Learning Center (CLC)

The Computer Learning Center provides self-paced instruction in computer classes for college credit. Students are free to set their own hours which are indicated on their CLC contract each semester and coordinate with the hours the Center is open each day. An orientation is held at the beginning of each semester as arranged by the CLC instructors. Courses include: Computer Keyboarding, Keyboarding Applications I & II, Ten-Key by Touch, Word Processing: MS Word I-III, PC Database I-III: MS Access, and PC Spreadsheets I-III: MS Excel.

Burlington Center in the High Schools

MCC offers college classes with Burlington, Bethune, Stratton, Hi-Plains, Idalia and Liberty high schools for qualified students and the public in accordance with the Post Secondary Enrollment Options (PSEO) legislation in Colorado. The new East Central BOCES VNET System (distance learning) connects the area high schools and has led to new opportunities for area high school students and community citizens to take additional college courses. Many students have graduated from these high schools having completed a substantial part of their first year of college and only had to pay for books and fees.

Burlington Center Sophomore Scholars Program

Qualified high school juniors and seniors, who successfully complete 30 college credits by their high school graduation, are eligible for the Sophomore Scholars Scholarship which guarantees full tuition and fees for their remaining 30 credits. Upon completion students will earn an A.A. or an A.S. degree.

Burlington Center Health Science Technology (Med Prep) Certificate with Area High Schools

The Health Science Technology program is offered to high school junior and seniors. Students attend classes at MCC's Burlington Center for two hours/day each week. This program prepares individuals for beginning employment in the health care field. Area high schools partner with MCC to provide basic training in health careers. Talk with a high school counselor and/or the Burlington Center Director to participate in this new and exciting program!

Burlington Center Nurse Aide and Emergency Medical Services Training

The Nurse Aide program prepares students to work in acute care and long-term care facilities. A Caring for Colorado grant provided the new health lab at the Burlington Center where nurse aide classes are taught every semester in partnership with Grace Manor Care Center. The Emergency Medical Service (EMS) program provides initial training and refresher courses.

Burlington Center ABE/GED

General Education Development (GED) classes to prepare for high school equivalency exams and testing. Evening classes are held three days a week (TWR). Adult Basic Education (ABE) meets on Monday afternoons. The GED exam is given the second Thursday of the month except the months of July and August. Call the MCC Burlington Center for information or Adult Basic Education in Fort Morgan (970) 542-3270 or (800) 622-0216 ext. 3270.

Burlington Center Area Agriculture and Business Management Courses

Agriculture and Business Management courses are offered by MCC instructors in the Burlington Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields.

Burlington Center Guided Study

A Guided Study (GS) program that allows greater flexibility in where and how students take MCC classes. Guided Study allows students to study anytime, anywhere with an MCC faculty member as a guide.

Burlington Center Area Small Business Development Center (SBDC)

Since 1988, the Small Business Development Center (SBDC) has been dedicated to helping small businesses throughout Northeastern and East Central Colorado achieve their goals of growth, expansion, innovation, increased productivity, management improvement and success. The SBDC provides technical assistance in a number of different business related matters through seminars and workshops. Most of the services are provided free or at minimum cost.

The SBDC Director is headquartered in Fort Morgan but visits the entire MCC service area. Call the MCC Burlington Center to arrange for a personal counseling session in the Burlington area or for more information on how the SBDC can help you. Information is also available at the MCC Web site at www.MorganCC.edu or by contacting the director

Burlington Center Advisory Committee

Community and business leaders volunteer their time to form an Advisory Committee to help the MCC Burlington Center provide quality services to the community and its students. Meetings are held quarterly.

Burlington Foundation Group

The MCC Foundation includes an active Burlington group, dedicated to securing financial resources to support the growth and development of MCC and to promote the College role and purpose throughout its service area. Three scholarships are sponsored and/or facilitated by this group: Helping Hand Scholarship, Job Skills Scholarship, Greater Gifts Scholarship, and Book Scholarships. Information about these scholarships is available in the Scholarship section of this catalog or by contacting the Burlington Center Director or MCC Financial Aid office.

Donations to the MCC Foundation or the East Central Enterprise Zone will help equip the Burlington Center distance learning and science labs and support scholarships. Contact the Burlington Center.

Limon Center

LIMON CENTER

940 2nd Street

Limon CO 80828

719-775-8873

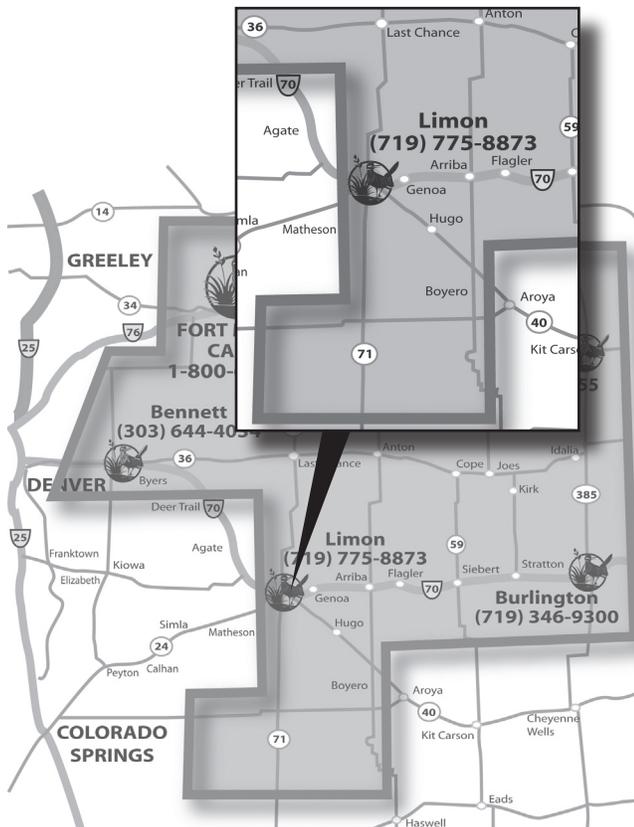
719-775-2580 fax

The Director's e-mail address is

Mary.Andersen@MorganCC.edu

Serving the residents of Lincoln, Washington, and parts of Kit Carson County areas on the plains of Eastern Colorado, The Limon Center Director and Assistant Director are available to help you imagine, believe, and achieve your dreams of a college education. Daytime and evening college courses are offered for adults and qualified high school students.

The Limon VNETS now connects Arriba-Flagler, Arickaree, Genoa-Hugo, Kit Carson, Limon, and Woodlin schools for interactive courses. Flexibility in course offering is the key at the Limon Center, including guided study and interactive learning as well as online and traditional course delivery. MCC also offers SBDC, GED, ESL, and teacher re-licensure.



Limon Center in the High Schools

MCC offers college classes with Arickaree, Arriba-Flagler, Genoa-Hugo, Karval and Kit Carson, Limon, and Woodlin high schools for qualified students and the public in accordance with the Post Secondary Enrollment Options (PSEO) legislation in Colorado. The new East Central BOCES VNET System (distance learning) connects the area high schools and has lead to new opportunities for area high school students and community citizens to take additional college courses. Many students have graduated from these high schools having completed a substantial part of their first year of college and only had to pay for books and fees.

Limon Center Sophomore Scholars Program

Qualified high school juniors and seniors who successfully complete 30 college credits by their high school graduation are eligible for the Sophomore Scholars Scholarship which guarantees full tuition and fees for the remaining 30 credits. Upon completion students will earn an A.A. or an A.S. degree.

The MCC Limon Center is located in downtown Limon at 940 2nd Street. The Limon Center serves the communities in Lincoln County including Genoa-Hugo, Karval, and Limon schools; the communities in Washington County including Arickaree and Woodlin Schools; and in Kit Carson County the Arriba-Flagler School. The center also offers Adult Basic Education (ABE) and GED courses

Limon Center General Education Development (GED)

Classes to prepare for high school equivalency exams and testing by appointment are offered by the Limon Center. Call the MCC Limon Center for information or Adult Basic Education in Fort Morgan (970) 542-3270 or (800) 622-0216 ext. 3270.

Limon Center Agriculture and Business Management Courses

Agriculture and Business Management courses are offered by MCC instructors in the Limon Center area. With a focus on computerized record keeping, business planning, financial analysis, marketing, integrated management, leadership/human resources, and web productivity /utilization courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields.

Limon Center Area Emergency Medical Services Training

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. The EMS program provides training for those wishing to enter the emergency medical field and continuing education for those already certified.

Limon Center Area Small Business Development (SBDC)

Since 1988, the Small Business Development Center (SBDC) has been dedicated to helping small businesses throughout Northeastern and East Central Colorado achieve their goals of growth, expansion, innovation, increased productivity, management improvement and success. The Small Business Development Center provides technical assistance in a number of different business related matters through seminars and workshops. Most of the services are provided free or at minimum cost. The SBDC Director, is headquartered in Fort Morgan, but visits the entire MCC service area with the SBDC Assistant Director. Call the Limon Center to arrange for a personal counseling session in the Limon area or for more information on how the SBDC can help you. Information is also available at the MCC Web site at www.MorganCC.edu or by contacting the SBDC Director at or the SBDC Assistant Director.

Limon Center Guided Study

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. GS allows students to study anytime, anywhere with an MCC faculty member as a guide.

Wray Center

WRAY CENTER

32415 Highway 34

Wray, CO 80758

970-332-5755 • 970-332-5754 fax

The Director's e-mail address is

Paula.Salmon@MorganCC.edu

The MCC Wray Center serves students in Northeastern Colorado. The Center has established strong Associate of Arts (A.A.) and Associate of Science (A.S.) degrees and Certificate programs with a variety of classes offered each semester such as accounting, art, computers, philosophy, psychology, and sociology. See a complete listing of classes in the schedule mailed throughout the service area each semester. Extra copies are available at the Centers and on the Web site:

Wray Center

The MCC Wray Center is located at 32415 Hwy 34 and serves the Wray community and surrounding areas. The Wray Center has classrooms, computer labs, and a new nursing lab.

Wray Center and the First Year of the ADN Program

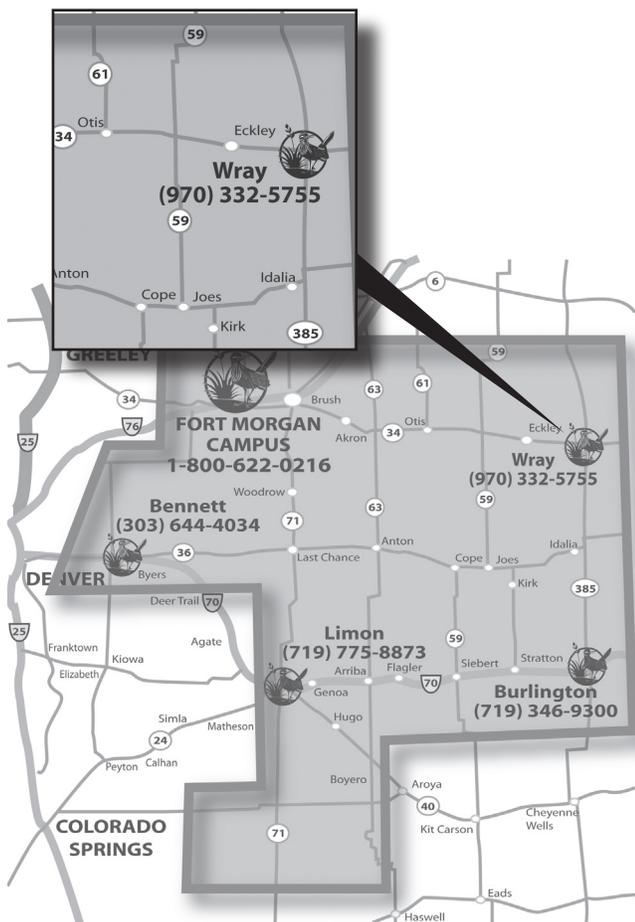
Classroom instruction, lab and clinical training, as part of the first year of the ADN program, are offered at the Wray Center.

Wray Area High Schools and MCC

MCC offers college classes at Akron and Wray high schools for qualified high school students and the public. Many students have graduated from these high schools having completed a substantial part of their first year of college.

Wray Center Area Agriculture and Business Management Courses and Young Farmers

Young Farmers and Agriculture and Business Management courses are offered by MCC instructors in the Wray Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields.





Governor Bill Ritter visits the Wray Center nursing lab.

Front row left to right:
Bobbi Custer, Nancy Blanco,
Jolene Custer, Governor Ritter,
Erin Hertnecky,

Back row left to right: Kathy Frisbie,
Deb Stute (Wray instructor),
Vanessa Dischner



Wray nursing students learn restorative nursing with the elderly.



Deb Stute, Associate Nursing Instructor Personnel at the Wray Center, demonstrates to her students how she will use the computer to coordinate clinical site supervision and to program lab scenarios for teaching purposes.



Admission

Application for Admission

Students must complete an online application at www.MorganCC.edu or submit an Application for Admission to the MCC Student Services Office. Online access and the form are available at MCC Centers and a copy of the Admission Application is in the back of this catalog.

In compliance with system procedures (SP 4-10), it is the policy of the College to admit students who are 17 years of age or older. For admission of students under age 17, see the Admissions section of this catalog for detailed information regarding Underage Admission. Students who are currently attending a local high school and wish to enroll at the college should review the section of this catalog entitled Admission of High School Students.

Admission to Specific Programs

Admission to the College does not assure acceptance of an individual student into a particular course or program. Programs such as nursing have limited space and require special admission procedures. The program requirements in this catalog detail any specific acceptance requirements.

Re-Admission of Former Students

Former MCC students who wish to return to MCC after an absence of 12 months or more must re-apply for admission. Degree and certificate requirements in effect at the time of re-admission apply to readmitted students.

Admission of Transfer Students

Students transferring to MCC from another college or university must file the following with the Student Services Office:

1. An Application for Admission with a declared major.
2. One official transcript of all credits earned at each college or university attended.
 - a. Official transcripts are those that are received by MCC directly from the other institution by mail.
 - b. MCC may accept hand-delivered transcripts if they are delivered in an unopened, sealed envelope marked by the other institution as Official.
 - c. Transcripts marked Issued to Student are not considered official and will not be evaluated.
 - d. See Student Records and Transcripts section of this catalog for details on Transferring Credit to MCC.

Admission of High School Students (Age 17 and older)

High School Concurrent Credit is a program enabling high school juniors and seniors to earn college credit while in high school. Two concurrent enrollment options are available at MCC:

OPTION 1: POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

PSEO is for the student who is a high school junior or senior and has not met high school graduation requirements. Enrollment in the Post-Secondary Enrollment Options program must be approved by the high school. Some school districts reimburse students for the tuition if they pass the course(s). The number of courses permitted is determined by the individual school district. Some courses can count for both high school graduation requirements as well as college credit at MCC. In addition, these college credits may be transferable to another institution.

OPTION II:

This option is for the student who is a high school junior or senior who wants to accelerate his or her college program whether or not high school graduation requirements have been met. Upon receiving the permission from the high school, juniors or seniors will be permitted to take one or more courses per term at MCC. Enrollment can be for the fall, spring, or summer term. The student or student's family is responsible for the tuition, fees, book, and transportation costs. Some courses taken can count as college credit and give the student a head start on earning a college degree, saving both time and money.

TIPS FOR THOSE INTERESTED IN HIGH SCHOOL CONCURRENT ENROLLMENT COURSES:

- Student must obtain the High School Concurrent Enrollment form, and submit it to a high school counselor in advance of desired attendance at MCC.
- Student must submit an MCC Application for Admission. (May apply online)
- Student must complete the College Opportunity Fund (COF) application available on line.
- Student must indicate in which of the above options he/she will be enrolling.
- Because processing could take up to 60 days for eligibility, early planning is advised. For more information, complete details and an application, please contact the MCC Director of Admissions.

Underage Admissions (Under 17 years old)

Morgan Community College complies with the State Board for Community Colleges and Occupational Education (SBCCOE) Policy to admit students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admission must meet the following criteria:

1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading and mathematics.
2. Students should meet with the Director of Admissions to determine eligibility for admission and appropriateness of course selection, review college expectations and complete the acknowledgement form which includes the college president's approval.

Admission of Permanent Residents/ Refugees

If an individual holds a Resident Alien card (I-551) or Arrival-Departure Record (I-94), or was admitted to the United States on a refugee, parolee, or political asylum status, that individual must present a resident alien card when applying for admission to Morgan Community College. Morgan Community College personnel will make a copy of the original documentation to accompany the application to assure prompt and proper processing.

HB 1023 Documentation

Reference: The Colorado Department of Higher Ed website <http://higher.ed.colorado.gov/Finance/Residency/requirements.html>

On August 1, 2006 the Colorado legislature enacted HB06S-1023 which requires that all persons eighteen years of age or older must provide proof that they are lawfully present in the United States prior to receiving public funds from the state. The law states all public institutions of higher education must verify each student's legal presence within the United States before granting them in-state tuition. The state has enacted permanent rules that allow for alternative forms of ID to help ease the implementation. The information below outlines the tools each public college or university must use in order to verify each student's legal presence.

Persons this applies to:

- Any person eighteen years or older seeking in-state tuition status or the COF stipend.
- Any person enrolled in the Western Undergraduate Exchange and New Mexico/Colorado Reciprocity Agreement.
- Any person enrolled in PSEO/Fast Track courses or undergraduates that turn 18 years old during a current semester must provide proof of law presence before the beginning of the next semester to continue receiving the COF stipend. However, students in the PSEO program, and who are earning high school credits from their classes at an institution of higher education, can receive reimbursement from their school district, or payment in advance to the institution of higher education from their school district, for their postsecondary tuition without having to provide proof of lawful presence in the United States.

Proof of lawful presence can be proven by supplying your college or university of choice with one of the following:

- A valid Colorado driver's license or state ID card.
- A United States Military card or military dependent's ID card
- A United States Coast Guard merchant mariner card
- A Native American tribal document

The following identification documents are acceptable forms of identification pursuant to AG Order Number 2129-97 referenced in 2.1.3 of Department of Revenue 1 CCR 201-17 Rules for Evidence of Lawful Presence, Effective August 1 2007.

A copy of one of the following documents is an acceptable form of identification:

- ____ A valid Driver's License or Identification Card bearing applicant's photograph from any one of the United States that requires evidence of lawful presence prior to issuance. Those states are: AL, AZ, AR, CA, CT, DE, DC, FL, GA, ID, IN, IA, KS, KY, LA, ME, MN, MS, MO, MT, NV, NH, NJ, NY, ND, OH, OK, PA, RI, SC, SD, VA, WV, and WY.
- ____ Electronic Identification Indicator issued by the Department of Revenue
- ____ Applicant's birth certificate from any state, the District of Columbia and all United States territories
- ____ United States Passport, except for "limited" passports, issued for less than five years

- ____ Report of Birth Abroad of a United States Citizen, Form FS-20
- ____ Certificate of Birth issued by a foreign service post (FS-545) or Certification of Report of Birth (DS-1350)
- ____ Certification of Naturalization (N-550 or N-570)
- ____ Certificate of Citizenship (N-560 or N-561)
- ____ U. S. Citizen Identification Card (I-97) - last issued in 1974
- ____ Northern Mariana Identification Card
- ____ Statement provided by a US consular officer certifying that the individual is a US citizen
- ____ American Indian Card with Classification code "KIC" and a statement on the back identifying US Citizen members of the Texas Band of Kickapoos

Additional forms of identification documents are accepted and can be found in the Department of Revenue's Permanent Rules for Lawful Presence at: http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules

AND

- Sign an affidavit stating that you are a United States citizen or legal permanent resident or that you are otherwise lawfully present in the United States.

If you do not have a valid form of ID from the list above this is the process you must perform:

- Sign an affidavit stating that you are a United States citizen or legal permanent resident or that you are otherwise lawfully present in the United States.
- Fill out a waiver given by the Department of Revenue which will be put through the Electronic Identification Indicator (EII) system to verify your lawful presence.
- The Department of Revenue may ask you to provide further proof, found within the emergency rules, that you are lawfully present within the United States for the verification process.
- The Department of Revenue will then contact you and inform you of their decision.

Also see The Colorado Department of Revenue website at: http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules

Admission of International Students

At this time MCC is not licensed by the federal government to accept international students and therefore, accepts no international student applications.

Tuition Classification

Students are classified as either a resident or non-resident of Colorado for tuition purposes based on the information provided on the Application for Admission. Residency requirements are determined by the Colorado Tuition Classification Statute, CRS 5237-101 et seq. (1973), as amended. You may appeal your classification if you feel you meet the residency requirements by submitting a Petition for In-State Tuition Status form along with the documentation it requests to the MCC Admission Director by the deadline date for the semester in which you are seeking a classification change. Nonresident tuition represents the cost of your education at public institutions. When a student is classified as a Colorado resident for tuition purposes, the difference between the nonresident and resident tuition is paid by the taxpayers of the State of Colorado in the form of a stipend. Therefore, tuition classification, as mandated by state statute, is adhered to rigorously at Morgan Community College.

Residents (In-State Residency Classification for Tuition Purposes)

To qualify for in-state tuition, you (or your parents or legal guardian if you are under 23 years old and not emancipated) must have been domiciled in Colorado for at least one year prior to the first day of the semester that you seek residency. Domicile for tuition purposes is determined by two factors:

1. your ability to show a permanent place of residence in Colorado, and
2. your ability to demonstrate your intent to remain in Colorado. Several ways you can prove your intent include providing evidence of:
 - filing Colorado income taxes
 - being permanently employed in Colorado
 - owning residential Colorado real estate
 - holding a Colorado driver's license or Colorado ID Card
 - holding a Colorado vehicle registration
 - registering to vote in Colorado

Resident Status for Active Duty Military

Nonresident active duty military personnel and their dependents qualify for in-state tuition status by providing the following documents:

1. Certification from your base personnel office that you are on active duty with a permanent duty station in Colorado (TDY and Reserve Duty do not qualify)
2. A photocopy of both sides of your military or dependent ID card.

Please re-submit your documentation for each semester that you wish to be classified as in-state. You can submit the above forms to the Admissions Director, MCC Student Services, or MCC Centers.)

Nonresidents (Out-of-State Classification for Tuition Purposes)

An individual who has not been domiciled in Colorado for a minimum of 12 months immediately preceding the first day of the semester in which the student enrolls, and who does not meet other residency requirements is classified as a nonresident.

Emancipated Minors

Emancipated minors are persons under the age of 23 who are no longer considered dependents, nor are supported by parents or legal guardians, and who have demonstrated physical presence and intent. Emancipated minors may apply for resident status by filing a Petition for Emancipation of a Minor with the Student Services Office. Marriage is an irreversible act of emancipation. Contact the Student Services Office for further information regarding emancipation.

Tuition Classification Changes

A student classified as a nonresident for tuition purposes who believes she/he qualifies as a resident, may file a Petition for In-State Tuition Classification. This form can be obtained online at www.MorganCC.edu, from the Student Services Office or MCC Centers. Regulations governing residency classification are also available online or from these offices.

The deadline to submit a petition is the 10th day of the term for which you are petitioning. The petition and all supporting documentation must be filed with the Director of Admissions by this deadline. The Director of Admissions does not assume responsibility for petitions received after the deadline. Residency

petitions and documents should be sent early and by certified mail if not hand-delivered.

After residency petitions are reviewed, the Director of Admissions renders a decision. If a student's request for resident status is denied, the student may then request that their petition be reviewed by the Tuition Classification Appeals Committee within ten days of the ruling. The Tuition Classification Appeals Committee will review the evidence and make a final decision. All decisions of the committee are final. Details may be obtained from the Registrar's Office.

Questions regarding residency classification or appeals procedures should be directed to the Director of Admissions.

Western Undergraduate Exchange (WUE) Students

WUE, the Western Undergraduate Exchange, is a program through which students in 15 participating states may enroll in designated two-year institutions at a special, reduced tuition rate applicable only to WUE students; namely, the amount of in-state tuition plus 50 percent of that amount. Colorado is a WUE participating state along with: Alaska, Arizona, California, Idaho, Hawaii, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

Students who are legal residents of a WUE state must apply for admission, be classified as nonresidents, and contact the Student Services Office for further details concerning WUE eligibility requirements and/or information needed to complete the WUE application.

Entry is only allowed on space availability to approved certificate and degree seeking students.

If a student previously classified as a nonresident WUE student wishes to apply for resident tuition status in Colorado, the student must either change status from WUE to nonresident for one year OR sit out one year while establishing Colorado domicile. Once the student has established Colorado domicile and met all residency requirements for one year after last receiving WUE status, the student must complete all required tuition classification change/petition paperwork. A WUE student may not change tuition classification directly from WUE to Resident without the one year period in between. See the Tuition Classification Changes section for detailed information.

Admission

Nonresident Border States Students (NRB)

Students who are residents of states bordering Colorado whose home states do not participate in the WUE program may be eligible for a Nonresident Border (NRB) States tuition rate. Contact the Student Services Office for further details.

Selective Service Registration

Male students must indicate their selective service registration status prior to admission at Morgan Community College or any state supported institution of higher education. Enrollment will not be allowed to students who do not comply with Selective Service registration requirements.

Individuals providing no or false information will be denied admission to the College. The certification is made on the MCC Application for Admission. This is a one-time-only filing requirement unless the original certified item changes in any way. Students may register or obtain proof of Selective Service Registration at www.sss.gov

Choosing Majors

A student declares an intended major at MCC on the Application for Admission. A list of available majors is shown in this catalog in the Degrees and Certificates section of this catalog. If a student needs assistance in selecting a major they may contact the Student Services Office or Center.

Social Security Number

The college will still collect and maintain social security numbers on the computer system for specific limited purposes. These areas include Admissions, Financial Aid, reporting of wages for students, reporting of H.O.P.E. tax credits and Lifetime Learning tax credits as mandated by the Federal government. The social security number will no longer be used in any public way, for example, on your Community College ID (identification card).

User ID and PIN

Upon admission to the college, each student is assigned an identification number which from that point forward will be referred to as the student's user ID. Each student will then create a unique PIN that is used in conjunction with the number to access their account at the MCC Web site.

Your assigned user ID will protect the confidentiality of your social security number, thereby protecting your identity and privacy. Social security numbers no longer will be used as the identifier for students. These numbers are used by the student to access an online account to:

- register for courses
- access grades at the end of the term
- request official transcripts
- print or view an unofficial transcript
- change an address, phone, e-mail address, etc.
- view financial aid awards
- pay for courses with a credit card
- view or print a copy of a semester course schedule

Students who have forgotten their PIN can change it by accessing the MCC Web site at any time by answering their own pre-set questions. Otherwise they must contact the Student Services Office during regular business hours to request their PIN be reset. Manually resetting of the PIN may cause registration delays by one to three days.

The student PIN is not provided over the phone or via e-mail for security reasons.

Your Privacy

When completing the Application for Admission and Financial Aid, students must act on their own behalf. Others, including parents or spouses, may not access student academic or financial information without the student's prior written approval. See Family Educational Rights and Privacy Act (FERPA) below.

Family Educational Rights and Privacy Act (FERPA)

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation.

MCC Student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Transcripts may be withheld because of outstanding financial obligations to Morgan Community College.

Certain items of student information have been designated by Morgan Community College as public or directory information: student name, dates of attendance, major field of study, degrees and awards received, and participation in officially recognized activities and sports.

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing each academic year that he or she does not want the directory information released for that period of time. Academic year is defined as summer through spring terms within one 12-month period. Morgan Community College assumes that unless students specifically request that directory information be withheld, they are approving this information for disclosure.

Copies of Morgan Community College policy relating to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, are available in the Student Services office. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the Act. If you have questions concerning the Family Educational Rights and Privacy Act (FERPA), contact the Student Services staff.

Disclosure of Student Records

(Approved by CCCS Educational Services)

1. The privacy and confidentiality of all student records shall be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act (FERPA), and The Privacy

Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal statutes.

2. Students have the right to access their own scholastic, personal, and college records. All students have the right to examine, in the presence of a professional staff member, their own college records.
3. Other than for collection of such data for statistical reporting purposes as required by proper State or Federal authorities, no record shall be made in relation to any of the following matters except upon express written consent of the student or in accordance with existing State or Federal Statutes:
 - a. Race
 - b. Religion
 - c. Political or social views
 - d. Disability status
4. Records that document student disabilities or special population classification for the purpose of qualifying them to receive academic accommodations will be held by the Registrar. The Registrar will only share relevant records with other College authorities if it is deemed necessary to do so in order to further student disability or special population-related support. Information will only be shared with off-campus entities according to College policy or if the students themselves initiate such actions through a signed written request.
5. The following items will be designated as "directory information". Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester.
 - Student name
 - Major field of study
 - Participation in officially recognized activities and sports
 - Dates of attendance
 - Degrees and awards received
 - Most recent educational institution attended

Because of their official function certain parties have access to student records. For a listing of these parties, refer to the Office of the Registrar.

ASSESSMENT AND PLACEMENT

The State of Colorado mandates that first-time undergraduate students at all state system community colleges be assessed in mathematics, writing, and reading prior to enrolling in the second semester of their college career. (Board Policy 9-41, 7/1/2004 and CCHE Statewide Remedial Education Policy)

According to the State of Colorado mandates (HB 1465) student must complete all required developmental courses within their first 30 credit hours of enrollment. Students receiving financial aid may lose funding if developmental course work is not completed within the 30 credit hour limit.

At MCC, students with declared majors or those entering ENG 121 & 122, MAT 120, MAT 121, or MAT 135, must complete assessment or secure an exemption before registering for courses.

ACCUPLACER Assessment

ACCUPLACER assesses student skill levels in English, mathematics, and reading comprehension. ACCUPLACER is computerized and requires approximately 60 to 90 minutes to complete, although there is no time limit. A student cannot fail an assessment, but the scores dictate the level of courses in which the student may enroll.

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT scores of Reading 17, English 18, Math 23 will meet the assessment requirement. See the ASSESSMENT AND PLACEMENT section of this catalog for Assessment Exemptions.

ACCUPLACER Fees

For the admitted student, there is no charge for taking the ACCUPLACER Basic Skills Assessment test. A one-day waiting period is required in order to retest. The first re-test is free. A second re-test will be \$5 a test (\$5 for reading, \$5 for math, \$5 for sentence skills) after a one-day waiting period. Fees must be paid in MCC Bookstore or off-campus Centers before testing the third time.

Placement tests can only be taken 3 (three) times in one semester. The computerized testing program records the number of times a test is taken.

Assessment Exemptions

Students who meet one of the criteria listed below are exempt from taking the MCC assessment test.

- Possess a baccalaureate or A.A. or A.S. degree from an accredited or approved college or university.
- Provide proof of ACCUPLACER scores taken within the past 5 years from another Colorado institution.
- Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better.
- Provide ACT scores of English (18), mathematics (23), reading (17) completed with the last 5 years.
- Provide SAT scores of Verbal (440 for English or 430 for reading), mathematics (460). Completed within the last 5 years.
- Enrollment in only one course for either employment enhancement or personal interest. However, a placement test is still required if the student enrolls in ENG 121, MAT 120, MAT 121, or MAT 135.
- Enrollment in a Career and Technical Education (CTE) certificate in selected programs of one term or less.
- Undeclared or non-degree seeking students (Unless they are recent high school graduates.)

Remediation

Through consultation with an advisor, a schedule will be developed for each student that will allow for the timely completion of any necessary remediation, either prior to or concurrent with the beginning of program. If testing results indicate the need for remediation, students will be advised to complete it during their first 30 credit hours of enrollment. Specific procedures and information on program entry scores are available in the Student Services Office and through the MCC Testing Center.

*Pursuant to C.R.S. 223-1-113.3, CCHE must provide a high school feedback report to Colorado school districts on remediation of their recent high school graduates. For that report, recent high school graduates are defined as degree-seeking and non-degree-seeking undergraduates who

- a. have graduated from a Colorado public or private high school (or its equivalent) during the previous academic year; or
- b. are 17, 18, or 19 years of age if year of high school graduation is not provided by the higher education institution. Age will be calculated as of September 15 of the specified fiscal year.

ACCUPLACER ASSESSMENT SCORES	
Arithmetic (AR)	
ACCUPLACER Score	Recommended Developmental Course
25-57 AR	Refer to Literacy or Adult Basic Ed
58-Above AR	MAT 060 Pre-Algebra
Elementary Algebra (EA)	
ACCUPLACER Score	Recommended Developmental Course
24-44 EA	MAT 060 Pre-Algebra
46-60 EA	MAT 090 Intro Algebra
61-84 EA	MAT 106 Survey of Algebra
85-Above	No remedial Mathematics required. Student may take: MAT 121 College Algebra, MAT 120 Math for Liberal Arts and/or MAT 135 Intro Statistics
90-Above EA	No remedial Mathematics required. Test will switch to the College Level Math (CLM) test to see if student is ready for Trigonometry
Reading Comprehension	
ACCUPLACER Score	Recommended Developmental Course
25-39	REA 030 Basic Reading Skills
40-61	REA 060 Foundations of Reading
62-79	REA 090 College Prep. Reading
80-Above	No remedial reading required.
Sentence Skills/English	
ACCUPLACER Score	Recommended Developmental Course
25-49	ENG 030 Basic Writing Skills
50-69	ENG 060 Writing Fundamentals
70-94	ENG 090 Basic Composition
95-Above	No remedial English required. Student may take ENG 121 or Successful completion of remedial series allows entrance into ENG 121

ADVISING

In order to promote student success, Morgan Community College recommends academic advising for all students before registration. Advising assists students in planning their educational objectives and reduces the chance of taking courses which do not transfer or which do not apply to the student's major. Faculty, counselors, and other staff serve as academic advisors.

Advising for New Students

New students make appointments to meet with the Director of Admissions, with an advisor in the Student Services Office, or with an MCC Center Director. New student advising appointments can be made by calling the MCC Student Services Office or MCC Center offices. After the initial consultation with the intake advisor, the new student will be directed to a faculty advisor who will assist the student with ongoing advising and academic needs.

Advising for Continuing Students

A continuing student can contact a faculty advisor who is familiar with the program requirements of the student's major. The student should contact his or her advisor by setting up a personal appointment, or by contacting the advisor and requesting advising be done via e-mail or telephone conversations. Advising is an ongoing process. Students should consult regularly with their advisors.

Choosing Majors/Programs

A student declares an intended major at MCC on the Application for Admission. A list of currently available majors may be found in the List of Degrees and Certificates section of this catalog. Students are responsible for studying the program requirements for their major in the Morgan Community College catalog. The catalog is available electronically on MCC's Web site or in printed form from the MCC Student Services Office or MCC Centers. Students are also responsible for checking their programs periodically to make sure they are fulfilling all course requirements to meet their program requirements. If students have any questions regarding their academic status at any time, they are invited to check with their academic advisor or the Registrar.

Undeclared Students

An undeclared student is one who has not declared a major or degree program and is not working toward a certificate or a degree at MCC. Undeclared students are generally not eligible to receive financial aid. Students who are undecided may wish to meet with an academic advisor to discuss their educational and occupational goals to determine if they should declare a major.

Changing a Major

A student may change a major by completing and submitting a Student Information Change Form to the Student Services Office or MCC Center. Changing a declared major may result in a change in degree/certificate requirements and may affect financial aid eligibility, so it is recommended that the student consult with an advisor prior to making a major change.

Transfer Advising

MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum. See the Transfer from MCC section of this catalog.

WAYS TO TAKE MCC CLASSES

MCC classes are offered using traditional classroom formats, combinations of formats, and alternative and distance delivery formats which include our interactive distance learning systems, Internet courses, and guided study courses.

Varied delivery of course work is available including lecture, lab, clinical experience, private instruction, arranged individual study, seminars, interactive distance education, computer based/internet, field study/experience, cooperative work experience, and on-the-job training.

CCCOonline Courses

(see Internet Courses)

Credit for Prior Learning

Prior learning is college-equivalent education acquired through non-traditional schooling, work or other life experiences. These might include skills from military, job-related training, and volunteer arenas. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination. For more information about how you might gain credit for prior learning, inquire at the MCC Student Services Office, MCC Center, or view the Credit for Prior Learning Handbook online at <http://www.cccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbook.pdf>

Interactive Distance Delivery Systems

Morgan Community College offers the flexibility and convenience of classes delivered via distance learning systems. You can take classes at MCC or at one of the classroom studios at high schools throughout MCC's service area, or even remain at home and use your computer and the Internet to take college classes. Distance Delivery Systems include CCCOnline Internet courses, MCC online courses, Guided Study Courses, Fiber Optic and Video Conferencing Courses. See separate information for each of these types of Distance Delivery systems in this section.

Guided Study Courses

Guided Study is especially designed for students who need flexible time schedules, may have transportation difficulties, or may be sandwiching school around work and/or family responsibilities. Guided Study courses are regular MCC courses,

taught by MCC faculty, and are not open entry/open exit. Guided Study courses require the student to have an active e-mail account and may require prerequisites and/or Placement Test scores. All courses provide equal opportunities for learning for all students, weekly interaction with faculty, regular interaction with other students, access to research materials, and examinations through college approved proctors. For more information, contact the Center for Teaching, Learning and Technology (CTLT) at 1-800-622-0216 ext. 3191 or 5423191 or see Guided Study section at the MCC Web site.

Fiber Optic and Video Conferencing

MCC has three distance learning networks to provide course work through fully interactive audio-video fiber-optic systems. High school students and members of the community who qualify may take college credit classes at any one of the sites. Classes taught by MCC instructors are "live" at one site and simultaneously broadcast to students at other sites. The system makes it possible for college classes to be delivered to sparsely populated areas that otherwise might not have enough students at any one location. Most courses are scheduled during fall and spring semesters.

- Learning Together Network connects MCC, Brush, Weldon Valley, Fort Morgan and Wiggins High Schools. Register at the Fort Morgan campus or on the web at www.MorganCC.edu
- VNETS connects all I-70 MCC Centers and all the East/Central BOCES schools:
Bennett, Byers, Deer Trail, Strasburg, Agate, Limon, Woodlin, Arickaree, Genoa-Hugo, Arriba-Flagler, Kit Carson, Burlington, Hi-Plains, Cheyenne Wells, Bethune, Stratton, Liberty, Idalia

Ways to take MCC Classes

Independent Studies

Courses with numbers 185-186 or 285-286 are designated as Independent Studies in a specific discipline. These courses allow the advanced student to engage in intensive study or research of a given topic under the individual direction of a qualified instructor or faculty member.

One credit hour is awarded for each two hours of contracted independent study per week per semester. With the approval of the Vice President of Instruction or Division Chair, a limit of three credits in Independent Studies may count toward the A.A., A.S., or A.G.S. degrees as elective credit. Enrollment in an Independent Studies course requires the approval of the Vice President of Instruction or Division Chair.

Internet Courses (CCOnline)

CCOnline is a collaborative effort by all Colorado Community Colleges to provide Internet courses in support of degree and certificate programs at all Colorado Community College System (CCCS) colleges. CCOnline policies, procedures, and course offerings can be found at www.CCOnline.org and are listed in the MCC Schedule of Courses each semester. Credits will transfer easily among participating colleges of the Colorado Community College System. There are several start dates throughout the year.

Internship/Clinical/Cooperative Education Work Experience

These courses are supervised cooperative education arrangements between the College and an employer. The courses provide the student with work experience that is relevant to his/her vocational program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, need, or the availability of work opportunities. The MCC instructor will provide course objectives to the student and his or her supervisor at the job site. Sessions will be held between the student and instructor to review assignments and course objectives. Actual clock hours for these courses are listed individually by course in the Course Descriptions section of this catalog.

Special Topics/Seminars

Special topics and activities are defined as seminars, workshops, or courses delivered for credit by Morgan Community College, but generally offered to special needs groups, especially by Continuing Education. Up to 3 credits of special topics and activities may fulfill A.A. electives. This needs to be approved by the Vice President of Instruction or Division Chair prior to be offered to students. Courses are determined by the specific course number, 175-178 or 275-278, preceded by a three-letter prefix to indicate the appropriate department (e.g., ANT 175-177, PED 275-277, etc.).

Test-Out Procedures

Occasionally students enroll in a course and after attending for one or two weeks, determine that they have sufficient knowledge to pass a comprehensive assessment for the course at a "C" level or higher. Students who find themselves in this situation may request a test-out. If the instructor agrees, he or she will schedule the assessment. If the student completes the assessment at a "C" level or higher, the instructor will record the grade, and turn it in at the end of the semester. Students who do not receive a "C" grade or higher will be required to complete the remainder of the required course work.

REGISTRATION

Registration is an important part of a student's academic process. Registration for courses can be done 24 hours a day, seven days a week via the MCC Web site, www.MorganCC.edu or by visiting the MCC Student Services Office or Centers during regular business hours.

Registration instructions, dates, and deadlines are published in the Schedule of Courses for each semester. The Schedule of Courses may be obtained via the MCC Web site or by visiting the MCC Student Services Office or MCC Center.

Registration is first-come, first-served. Students are advised to register early for their selected courses to assure a seat.

Students with declared majors should register for coursework that is listed in the catalog as applying to their degree program or major. If a student is unsure of which course(s) to take, an academic advisor should be consulted prior to registration.

Students are responsible for registering for courses prior to attending a course and for dropping or withdrawing from courses no longer desired. See the Dropping Courses by the Refund Deadline and the Dropping Courses after the Refund Deadline (Withdrawal) sections below.

Online Registration

Students may register for courses, drop and add, withdraw from courses, make payment, and obtain grades online at www.MorganCC.edu. The online registration system is available 24 hours a day, seven days a week.

In-Person Registration

Students may register for courses, drop and add, withdraw from courses, and make payment by visiting the MCC campus or MCC Centers. Hours may vary, so it is recommended you call ahead if you are traveling long distances. Special registration dates are listed in the Schedule of Courses for each semester.

Full-Time/ Part-Time Status

Students enrolled in 12 credits are considered Full-time. Students enrolled in less than 12 credits are considered part-time. See Student Classification in the Student Records and Transcripts section of this catalog for complete details on student enrollment status.

Maximum Course Load

Normal full-time loads range from twelve (12) to fifteen (15) credits per term. The MCC registration system is set for a maximum number of credits at eighteen (18) credit hours. If an academic advisor and student determine that additional credits are to be taken in a term, written approval by a Division Chair, Vice President, or Center Director is required.

Note: Certain Occupational/Career and Technical Education programs approved by the State Board for Community Colleges and Occupational Education (SBCCOE) may require students to take up to twenty-four (24) credit hours per term. For these programs, students are allowed to take all necessary courses without written approval.

Course Wait List

When a course is full, students may choose to enroll in an electronic wait list which is created to facilitate registration for open spaces that may occur. If a waitlist opening occurs, the student is notified of an available seat. It is then the responsibility of the student to register and pay for the available spot within one day. Not all courses have a wait list option.

Registration

Adding Courses

Students may add courses to their schedule prior to the first day of class by accessing their web account. After the first day of class, students may add courses until the end of the stated Add period for that term, course, or part-of-term. See the Tuition and Fees section for applicable payment rules for added classes.

Adding Courses after Courses Begin

Students are discouraged from adding courses after courses begin for several reasons. A student who begins a course after it has already started is likely to have difficulties catching up with the previously assigned coursework and has missed a substantial part of the lecture time. It may also be disruptive to the educational process for the instructor and other students. Unusual circumstances involving late start of classes will be referred to the Vice President of Student Success for evaluation, and may require instructor and/or Vice President of Instruction approval.

Dropping Courses by the Refund Deadline

Students must officially drop college courses by accessing their web account and dropping a course by the posted refund deadline for that course. Alternatively, students may complete a written drop form in the Student Services Office or at one of the MCC Centers by the stated refund deadline for that course. Courses dropped by the refund deadline may be eligible for a tuition refund. Courses dropped after the refund deadline is considered to be graded as a "W" - Withdrawal. See the Tuition and Fees section for applicable refund rules. See the Dropping Courses after the Refund Deadline section below.

Dropping Courses after the Refund Deadline (Withdrawal)

Students must officially drop college courses by accessing their web account and dropping a course. If this is done after the refund deadline for the course, the student will be assigned a "W" Withdrawal grade and no refund is given. A "W" is recorded as the grade the student received for the course. A "W" is a non-punitive grade which does not compute into the student's grade point average, however, it may affect the student's satisfactory progress for financial aid purposes. Financial Aid students who are considering dropping a course or courses after the refund deadline should speak to a Financial Aid officer or their advisor before taking this action. See the Grades & Grading section for details.

Course Changes & Cancellations by MCC

MCC must retain the customary right to cancel or alter programs or course offerings where enrollments are insufficient to permit them to be offered on an educationally sound and economically efficient basis. See the Tuition, Fees & Refund Section for refund information. Also, course numbers and descriptions are subject to change.

Total Withdrawal from the College

A student who drops or withdraws from all courses in a term is considered to have exercised a Total Withdrawal from the college. College administration may initiate total withdrawal from the college for death, veteran Nonattendance, non-payment of tuition and fees, disciplinary problems and similar reasons. See Refund/Repayment Policy.

PAYMENT AND REFUND POLICIES

Payment Policy

Tuition, fees, and charges are to be paid at the time of registration or by 5:00 p.m. the Monday one week before the first day of the term. If payment is not made, students may be dropped from all enrolled courses. Financial Aid students who do not have their financial aid complete by these deadlines, or non-financial aid students who are unable to pay by the deadlines should contact the MCC Accounting Office regarding the deferred payment plan (FACTS). See Deferred Payment Plan (FACTS) section.

Financial Aid Students and Payments

Financial Aid Students who have submitted complete financial aid applications one week prior to the beginning of the term may be allowed to postpone payment until the end of the term refund deadline. However, students must contact the Accounting Office prior to the Monday one week before the beginning of the term. If sufficient financial aid has not been awarded to cover the cost of tuition and fees, students must then pay 50% of all tuition & fees by the tuition payment due date, and follow the deferred payment plan (FACTS) for the balance (including the payment of a \$40 processing fee at that time).

Deferred Payment Plan (FACTS Tuition Management Program)

The college provides a deferred payment plan for tuition and fees. With a deferred payment plan, students can pay tuition and fees with an initial down payment and two installments. (Books and supplies may not be deferred.) Any enrolled student who has not abused the deferred payment terms in a prior semester or has not been sent to collections is eligible to use a deferred payment plan.

Requirements include:

- A minimum down-payment of 50% paid by the Monday one week before the first day of the term,
- Completion of an application for the FACTS Tuition Management Program,
- Must have a checking or savings account (as all installment payments are made electronically).
- Payment of \$40 processing fee (non-refundable) as follows:
 - \$15 payable to MCC due at time of application for deferment (by check or cash)
 - \$25 payment to FACTS Tuition Management Program which will be automatically deducted from checking or savings account upon completion of FACTS application process

Payment and Refund Policies for FACTS:

Payment of balance in two equal installments as follows:

- Fall Semester Oct. 5 & Nov. 5
- Spring Semester March 5 & April 5
- Summer Semester July 5 (1 installment)

If a student drops/withdraws from courses after the refund deadlines, he/she is still responsible for completing payments.

Payment and Refund Policies

Financial Obligations of Students/ Payment Due Dates

Financial obligations are due and payable to the College when incurred and are payable on the established dates. An authorized third-party may be billed for tuition and fees, however ultimate responsibility for payment remains with the student. Students who are financially obligated to MCC – whether through a student loan, a third-party promise-to-pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – are not issued an official transcript nor allowed to register again until payment is made.

Bad Checks

SEE ADDENDUM

Returned checks constitute non-payment. If a check is returned prior to the official refund deadline due to non-sufficient funds or stop payment, students are dropped from all courses and could be charged a bad check fee. Students must pay the registration fee and the deferred payment fee if applicable. A hold is placed on the student's account until fees are paid. If a check is returned after the official refund deadline, students are not dropped from courses. Students are responsible for all outstanding tuition, fees, bad check fees, and resulting collection charges. A hold is placed on grades, transcripts, and future registration until the debt is paid. Unpaid balances resulting from returned checks are pursued by the college and a collections service.

Delinquent Accounts

In accordance with state policy, all delinquent student obligations, including those from improper withdrawal/drop procedures and the loss of previously awarded financial aid, are referred to the State's central collections service. Additional interest and collection costs will be charged to the student account.

Nonattendance

To end enrollment in one or more courses, students must officially drop or withdraw from courses via the MCC Web site or submit the correct form to the Student Services Office or MCC Center by the published deadline. Nonattendance in courses does not automatically drop nor withdraw a student from a course nor change financial obligations incurred. Deadlines for drop and withdrawal of each course are listed on the student's schedule of courses for each term which is available on the MCC Web site. Dropping or withdrawing from courses may affect a student's financial aid status. Financial aid students should contact the Financial Aid Office for policy information.

Refund Policy for Drops

SEE ADDENDUM

Students must officially drop college courses by accessing their web account or by processing the required form in the Student Services Office or MCC Centers on or before the refund deadline for the course. Students completing the proper steps may be eligible for a refund of tuition and fees. The registration fee is non-refundable.

Refunds for Dropped Courses

SEE ADDENDUM

100% of tuition and fees (except the registration fee and deferral fee) are refunded if a student drops courses before the refund deadline period for the course. The refund deadline is calculated as 15 percent of the instructional days for the course. No tuition and fee refunds are granted after the refund deadline. Exceptions to the Institutional Refund Policy should be referred to the Vice President for Administration and Finance.

Financial Aid Students: If you drop courses you may have to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

Refund Policy for Drops after Refund Deadline (Withdrawals)

Students must officially withdraw from college courses by processing their withdrawal online or by completing the required form in the Student Services Office or MCC Centers during the stated Withdrawal period. Each student's schedule of courses lists the Refund deadline and Withdrawal deadlines.

Students who drop course(s) or request withdrawal from course(s) after the Refund deadlines but before the listed Withdrawal deadline are graded with a Withdrawal "W" grade and are not eligible for any refund. The advantage to requesting a withdrawal as opposed to failing a course by nonattendance is that the "W" grade is not computed into the student's overall GPA.

Financial Aid Students: Dropping after the Refund Deadline/Withdrawing from course(s) may require you to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

Refund Policy for Cancelled Courses

Occasionally the college must cancel courses due to enrollment numbers, instructor issues, etc. The college will automatically process the drop for students registered for courses which are cancelled. 100% of paid tuition and fees is refunded for any course cancelled by the college.

FINANCIAL AID

At Morgan Community College, a variety of financial aid programs are available to assist students in their college career: Scholarships, Grants, Work-Study, Loan Programs, and Tax Credits. (Grants and scholarships do not have to be repaid.) The purpose of a financial aid program is to assist students who, without such help, would be unable to pursue their educational goals. However, the primary responsibility for financing this education rests with students and/or their family.

More information and forms may be obtained from the Financial Aid Office on the Fort Morgan campus, (970) 542-3150 or 1-800-622-0216, ex. 3150, from MCC Center directors, or from high school counselors.

How Financial Aid Need is Calculated

COA- EFC - EFA = NEED

Colleges and universities provide supplemental assistance to students who show documented financial need that is determined when the application is processed. Need is calculated by taking the college's Cost of Attendance (COA) minus the Estimated Family Contribution (EFC) from the Student Aid Report (SAR) minus any Estimated Financial Assistance (EFA) which includes grants, scholarships, student loans, veterans education benefits, and outside resources. The Federal Pell Grant and all other federal and state grants are awarded on need. Scholarships can also be awarded based on need, but require a separate application and are more often based on merit and academic performance. Financial aid will be awarded on a rolling basis until funds are used up. For additional information, contact the Financial Aid Office.

How to Apply for Financial Aid

Apply for admission to Morgan Community College. Students applying for financial aid must have declared an eligible major with the Registrar's Office. For need based scholarships, complete the Free Application for Federal Student Aid (FAFSA)

PRIORITY DATES:

April 1 for Summer Semester

April 1 for Fall Semester

Nov. 1 for Spring Semester

1. Complete the scholarship application by the priority date of April 1st. Include:
 - The scholarship application
 - Most recent academic transcript
2. Summer has a separate Financial Aid Application in addition to the FAFSA. Students taking or planning to take summer courses will need to be sure to do BOTH.
3. The Financial Aid Office will inform students if further information is needed.

4. Application for assistance will be considered only after admissions and financial aid files have been completed.
5. Students applying for the current academic year must submit applications before June 30 of the academic year.
6. Students wishing top consideration for financial aid should have their files completed by the priority dates listed above.
7. The Financial Aid Office will continue to accept applications after these dates, but awards will be dependent upon the availability of funds.
8. Additional documents that may be requested by the Financial Aid Office include: Federal Tax Forms, Income Verification Form, Untaxed Income Information, etc.

Developmental Course Work and Financial Aid

The Colorado Commission on Higher Education (CCHE) has instituted a policy on developmental course work for students. Degree and certificate seeking students who are assessed and need remediation for basic skills proficiency in reading, writing, and/or mathematics will be provided notification. It is the student's responsibility to enroll in appropriate developmental course work prior to completing 30 credit hours at Morgan Community College. Students with 30 or more attempted credit hours may not be eligible for Colorado Funded Aid for Remedial Courses.

Hope Tax Credit

Students may qualify to save money when they attend MCC with the Hope Tax Credit through the Taxpayer Relief Act of 1997. Students and/or their families who qualify can receive a federal tax credit of 100% of the first \$1,000 of tuition and fees and 50% of the second \$1,000 to attend Morgan Community College. More information is available from tax advisors or by going to www.IRS.gov and typing in keywords, Hope Tax Credit.

Ability to Benefit & Financial Aid

There are two categories of students who may be admitted to the college and be considered for financial assistance. Students enrolled for dual credit (enrolled in college and high school at the same time, e.g.: PSEO) are not eligible for federal and state financial aid.

1. Students who have received a high school diploma or GED certificate.
2. Students who do not have a high school diploma or GED but have shown Ability to Benefit.

In order to maintain eligibility for Title IV funding, the school must establish requirements as outlined in the federal regulations for students who are in the Ability to Benefit category. The following is the procedure at MCC:

- All students who apply for admission to MCC and plan to enter programmatic study are required to take an assessment test which measures student aptitude.
- Students must meet certain test scores to be eligible for financial aid if they do not have a high school diploma or GED certificate.
- Applicants who are unable to satisfy the testing requirements may be requested to enroll in a program or course of developmental education/basic skills which will not exceed one academic year or its equivalent.
- Students must take these courses in order to be considered for financial assistance.

Students who refuse to take the assessment test or the basic skills/developmental courses that do not have a high school diploma or GED may not be considered for financial assistance.

Financial Aid on the Internet

Students may complete financial aid applications on the Internet by accessing Free Application for Federal Student Aid (FAFSA) on the Web at www.FAFSA.ed.gov from their own computers, a computer in the Student Services Office on the Fort Morgan campus, a computer at their local MCC Center, or on a computer at any public library.

Return of Title IV Funds

Effective Fall 2000, when a Title IV* aid recipient completely withdraws from MCC during the term a refund of Title IV Funds will be made as follows: [* The term Title IV Funds refers to the Federal Financial Aid programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Federal Pell Grants, Federal SEOG.] Tuition and fees will be funded on a per day basis during the first 60% of the term.

If a student had Title IV Federal Financial Aid, a portion of these grants or loan funds must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after 60% of the term is completed, no return of these federal funds will be required.

For a complete copy of the Title IV Funds policy, contact the MCC Financial Aid Office.

Maintaining Eligibility for Financial Aid

To maintain eligibility for financial aid, students must comply with federal, state, institutional and/or donor rules and regulations that apply to the financial aid awards. Students must continue to meet eligibility criteria, and must reapply for financial aid in a timely manner each academic year.

Note: To qualify for state financial aid, student's required developmental course work must be completed during the first 30 credit hours of enrollment.

Students receiving need-determined financial aid must maintain measurable, satisfactory progress each semester. To remain in good standing, students must complete at least 67 percent of the credit hours for which they register each semester and maintain a cumulative grade point average of 2.0. Financial aid is only available for one and one-half (1.5) times the program length specified in this catalog. Credit hours attempted while not receiving aid are also counted toward the overall time limitations.

If satisfactory progress is not maintained, students are placed on financial aid probation, and may be suspended from financial aid programs if academic progress does not improve. Refer to the Financial Aid Handbook for the complete policy and responsibilities in this area. If a student withdrawals, drops or changes from credit to audit status (see Grades & Grading section for further details on audit) the student may be required to repay a portion of the financial aid received. Students should check with the Financial Aid Office before changing enrollment status. For a complete copy of the Financial Aid Satisfactory Academic Progress Policy, contact the Financial Aid Office.

Additional Financial Aid Information

Further information about financial aid, scholarships, grants, and loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the Financial Aid Handbook. This document is available from the MCC Financial Aid Office, MCC Centers, and at the MCC Web site.

Scholarships

Morgan Community College scholarships are competitive and recipients are selected based upon their qualifications. Most scholarships require students to be enrolled in a degree or certificate program. Scholarship applications should be completed and submitted to the Financial Aid Office by April 1, for priority consideration for the upcoming academic year. In addition to the following listed scholarships, other organizations send scholarship applications to the school. Information and applications to these scholarships is available from the MCC Financial Aid Office.

Government Funded Scholarships

COLORADO CENTENNIAL SCHOLARSHIP

This scholarship rewards students whose academic record reflects outstanding achievement. Applicants must be Colorado residents attending at least half time (6 credits per term) with a cumulative grade point average of at least a 3.5 GPA for continuing scholarship recipients or a 3.75 high school or college GPA for initial applicants. The applicant must also be in an eligible degree/certificate program at MCC. The Colorado General Assembly provides funding for this scholarship.

MCC Funded Scholarships

MCC GED SCHOLARSHIP

This scholarship is awarded to students scoring at least 3000 points on their battery of GED tests completed at the MCC Testing Center. Scholarships are awarded at the GED ceremony in May and are good for the following academic year. The amount of the scholarship is up to full-time tuition/fees for one semester; however, no award may exceed the amount of tuition/fees.

SOPHOMORE SCHOLARS

Sophomore Scholars is a Morgan Community College program that guarantees grants or scholarships to pay sophomore year tuition and fees up to 30 credits (subject to continued funding each year). High school graduates who have successfully completed (with a "C" or better) 30 credits of MCC college courses as high school juniors and seniors are invited to apply. Students may enroll at any MCC location. Applications are due by April 1, for May high school graduates and November 1, for December high school graduates.

Student Eligibility Criteria:

- High school graduate concurrently enrolled with Morgan Community College during the junior and/or senior year of high school.

- Successful completion ("C" grade better) of 30 or more credit hours with Morgan Community College and at least a 2.0 MCC cumulative grade point average at the time of high school graduation or no later than the semester immediately following high school graduation.
- Students must qualify for in-state resident status. If a student does not meet in-state resident requirements they may apply for other financial aid programs. Completion of all of the following by April 1, for May high school graduates and November 1, for December graduates:
 1. Free Application For Federal Student Aid (FAFSA).
 2. Must submit any requested documentation (tax return, verification worksheet, etc.) by June 1 for May high school graduates and January 1, for December high school graduates, regardless of financial need.
- Morgan Community College Sophomore Scholars Program application and high school transcript.
- The College Opportunity Fund. Must have applied for COF stipend at www.MorganCC.edu
- Eligible students will receive grant and/or scholarship funds (not a loan or work study) to cover tuition and fees (at on-campus, in-state rates only) at MCC for an additional 30 hours of course work in the degree for which they were enrolled in the initial 30 hours. Books are not included.
- If a student's financial aid award (including loans and work study) is greater than tuition and fees the student can receive the entire award.
- This program is available for up to three academic semesters beginning the summer or fall semester after high school graduation. This program does not apply to any hours needed during the summer to complete the 30-hour requirement. Any student who graduates from high school in mid-year is eligible to enroll in the spring semester if they meet the student eligibility criteria.

- Students must be enrolled for a minimum of 6 credit hours per semester but the scholarship/grant with this program is only guaranteed for the time period of 3 academic semesters after high school graduation. Other financial aid may be available after that time but is not guaranteed.
- All federal, state, and college rules and regulations regarding financial aid/scholarships apply to this program including MCC Satisfactory Academic Progress Policy.

Externally Funded Scholarships

The following scholarships, for deserving and qualified MCC students, are made available annually by contributions from businesses, individuals, and organizations to the College and to the MCC Foundation.

AGRICULTURE AND BUSINESS MANAGEMENT SCHOLARSHIP

This scholarship is awarded to students enrolled in the Ag-Business Management program.

ASSOCIATION OF MORGAN COUNTY BANKS SCHOLARSHIP

This \$500 scholarship is awarded to a Morgan County resident working toward a degree in Business.

BRAD AMACK MEMORIAL SCHOLARSHIP

The family of Brad Amack has created an endowed scholarship fund in his memory for students to attend Morgan Community College. Awards are made to students enrolled full time, who demonstrate financial need, and are residents of the MCC service area. Students must maintain a 2.5 grade point average.

FRANCIS BIRD ENDOWMENT SCHOLARSHIP

Awards from this endowment will be based on the following: award may be used for tuition, fees, and books, is for a non-traditional female, not limited to mothers, awarded after student completes first semester of post secondary education, and student shows history of academic achievement. This scholarship will be available for the 2009-2010 academic year.

GOETZ FAMILY SCHOLARSHIP

This annual scholarship will cover tuition and fees for two semesters, a \$500 annual allowance for books, and up to \$100 per month cash for personal expenses for 9 months. The award will be based on the following criteria: Must be a resident of Morgan County for at least 1 year prior to applying. Must be a graduate from a public high school in Morgan County. Indicates a desire to pursue an A.A.S. degree in Business. Must provide a personal interview at the discretion of the selection committee.

H. B. BLOEDORN SCHOLARSHIP

Approximately ten scholarships are awarded to Morgan County high school graduates who are scholastically able and financially deserving of this award. Students may apply for both their local high school Bloedorn award and the MCC Bloedorn scholarship. The maximum amount is \$1000 for the academic year.

COLORADO PLAINS MEDICAL CENTER AUXILIARY SCHOLARSHIP

Students who are Colorado residents and interested in careers in the medical profession are eligible for this \$500 yearly scholarship. Applicants must show financial need and have a 2.5 GPA or a GED score of 2500.

ROBERT & JANET DATTERI PRESIDENTIAL SCHOLARSHIP

The criteria for this scholarship are: based on MCC President's discretion, encourages enrollment, supports program development and assists students in costs of specialized training. The yearly scholarship will be given to students in specialized training classes selected by the President.

ROBERT F. & JANET R. DATTERI NURSING SCHOLARSHIP

This scholarship will be awarded to a student who has been accepted into the MCC Nursing Program, has a GPA of 2.5 or higher, and shows financial need. The recipient will be selected by the Foundation Scholarship Committee.

Financial Aid

E. EARL FRANKS SCHOLARSHIP

This annual scholarship was established by Bonnie Franks in memory of her husband. The annual scholarship is available to applicants who, demonstrate financial need and enroll in a minimum of six credit hours. First preference is given to students living in Morgan County and second preference is students living in the MCC service area. See MCC Service Area and Communities section.

GRAMLICH NURSING SCHOLARSHIP

Bill and Sammy Gramlich have endowed a scholarship to be awarded to a resident living in the MCC service area. Applicants must have been accepted for admission into the MCC LPN and/or RN program, demonstrate financial need, enrolled in a minimum of six hours per semester, and have a GPA of 2.5 in prerequisite courses. The scholarship is renewable.

CARGILL MEAT SOLUTIONS SCHOLARSHIP

Awards are made to one freshman and one sophomore student. Preference is given to Cargill Meat Solutions employees, their spouses and children. It requires a 2.5 GPA with consideration of employment, outside activities and volunteerism. Renewal of the \$750 award is contingent upon maintenance of a GPA and representation at one or two company events as a scholarship recipient. A separate application is required.

COLLEGE ACCESS NETWORK SCHOLARSHIP

Award(s) are made to student(s) who are first-time or freshman Colorado residents and have financial need. Applicants should complete the MCC general scholarship application to be considered for these funds.

INGMIRE PHILLIPS INSURANCE INC. ENDOWMENT SCHOLARSHIP

This scholarship, established by Ingmire-Insurance Inc., will be awarded based on need to a student with a GPA of 2.5 or higher

PAT AND JOAN JOLLIFFE SCHOLARSHIP

This \$500 scholarship is awarded annually to a deserving MCC student.

FORT MORGAN STATE BANK/DELMER P. KEATING SCHOLARSHIP

The Fort Morgan State Bank and friends of the late Delmer P. Keating have endowed a scholarship based on need to be awarded to a student majoring in business

SUNRISE OPTIMIST GREG ALSIP MEMORIAL SCHOLARSHIP

One award in the amount of \$500 is given to a Fort Morgan High School graduate. Recipient must have a demonstrated financial need and show scholastic ability. Scholarship could be renewed. These funds are made available by the Sunrise Optimist Club of Fort Morgan.

DORIS AND REX MONAHAN SECOND CHANCE SCHOLARSHIP

Mrs. and Mr. Monahan of Sterling sponsor several \$500/year awards to single parents of non-traditional age.

MORGAN COUNTY EARLY CHILDHOOD EDUCATION SCHOLARSHIP

This scholarship, sponsored by Morgan County Early Childhood Council, is awarded to Morgan County residents seeking a profession in early childhood education. This includes Family Childcare, Center Director, Group Leader, Aide, or Preschool Teacher. It requires current employment in licensed childcare or two years verifiable full-time work in an early childhood care facility. Award equals 80 percent of tuition, books, and fees. Recipients must have and maintain a 3.0 cumulative GPA.

FREDA T. ROOF MEMORIAL SCHOLARSHIP

Two scholarships are awarded annually (one in fall, one in spring) to students seeking job upgrades or who are retraining for new careers, have demonstrated need, and have a minimum 2.5 GPA.

XI ALPHA THETA SORORITY SCHOLARSHIP

This local sorority sponsors one \$200/year scholarship for a non-traditional female student pursuing an Associate Degree. The student must be a Morgan County resident and have demonstrated financial need.

WILLIAMS FAMILY FOUNDATION SCHOLARSHIP

This scholarship awards non-Morgan County graduates enrolled in one of MCC's medical programs. Students must have and maintain a 3.0 GPA or better or have a GED score of 3000 and above. This scholarship can be renewed for a second year. The applicant should demonstrate a desire to remain in Northeast Colorado after graduation. In addition to these scholarships, the Williams Family Foundation provides several scholarships awarded to local high school graduates.

Limon Center Scholarships

JUNE MARIE SCARINZI, RN MEMORIAL SCHOLARSHIP

Awards for this Scholarship shall be based on the following criteria; It will pay expenses for tuition, books and fees for students pursuing and enrolled in the nursing program of Morgan Community College at the Limon Center.

Burlington Center Scholarships

HELPING HAND SCHOLARSHIP

One or more awards a year, subject to funding. Pays Burlington Center student tuition up to six (6) credit hours, students must be enrolled in minimum of six credit hours; with a 2.5 high school GPA, or a 3000 GED score, or a 2.6 GPA at MCC. Renewable with a 3.0 GPA

JOB SKILLS SCHOLARSHIP

One or more awards a year, subject to funding. Pays Burlington Center student tuition up to three credit hours to a student who is a Colorado resident, working full or part time, and who has a GED, high school diploma or college GPA of 2.5.

BURLINGTON GREATER GIFTS SCHOLARSHIP

One annual scholarship for full time tuition, books, and fees to a full time Burlington Center student with a minimum 3.0 GPA who is a Colorado resident. Recipient must be committed to earning a higher degree. Scholarship can be renewed when academic and enrollment standards are met.

Scholarships for MCC Graduates

Scholarships are available for students who graduate from MCC. Listed are some of the scholarships available, however, many more exist depending on where the student is transferring. Contact the Financial Aid Office at MCC and the Financial Aid Office of the institution where you are transferring for additional listings and more information.

CHADRON STATE COLLEGE COMMUNITY COLLEGE SCHOLARSHIP

Full tuition for one year is offered to graduates of specified community colleges that are participating in this program. This scholarship is renewable for one year. Contact the MCC Financial Aid Office for an application. Contact the CSC Admissions Office for further details.

PHI THETA KAPPA – GUISTWHITE SCHOLARS PROGRAM

Guistwhite Scholars are chosen by applications, based on academic achievement, participation in Phi Theta Kappa programs, and service to their colleges and communities. The Guistwhite Scholar Program is named in honor of Dr. Jack Guistwhite, who established the first designated transfer scholarship for Phi Theta Kappa members, and his wife, Margaret Guistwhite. A panel of independent judges review applications and can select up to twenty winners. The Guistwhite Scholars are awarded a \$5,000 scholarship. Apply by going to the PTK Web site at: www.ptk.org/schol/guistwhite/welcome.htm

Grants, Loans, and Work-Study Jobs

Grants, like scholarships, do not have to be repaid. While scholarships are awarded on the basis of merit, grants are awarded to students on the basis of documented need. To apply for grants students must complete the FAFSA (Free Application for Federal Student Aid). Also see the Financial Aid section in this catalog.

Government Grant Programs

FEDERAL PELL GRANT

This Federal aid source is available to all eligible undergraduate students seeking their first degree.

Award amounts range up to \$4,310 (2007-2008) based upon the student's financial need, costs at the institution, and Congressional allocation. The Financial Aid Office must have all required documentation before payment can be made.

ACADEMIC COMPETITIVENESS GRANT (ACG)

This Federal aid source is available to all eligible undergraduate students who are U.S. citizens, receive a Pell grant for the same award year, are enrolled full-time in their first or second academic year in an eligible program, have successfully completed a rigorous high school program of study and have not been enrolled as a college student while still in high school.

The award amount for ACG is \$750 for the first year and \$1300 for the second year based upon the student's financial need, costs at the institution, and Congressional allocation. The Financial Aid Office must have all required documentation before payment can be made.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This federal grant ranges from \$200-\$2,000 at MCC per year to students showing exceptional financial need. Only those who qualify for Federal Pell grants are eligible for this additional grant.

COLORADO STUDENT GRANT (CSG)

This State grant is available to all Level 1 (as defined by CDHE <http://higher.ed.colorado.gov/Publications/Policies/#ss>) first time full-time college freshman enrolled beginning fall 2007 that are classified as Colorado residents (for tuition purposes) based upon financial need. After all Level 1 students are awarded students that are classified as Colorado residents

(for tuition purposes) with an Estimated Family Contribution (EFC) between zero and 150% of that required for Pell Grants may be eligible for an award not to exceed \$5,000 depending on funding from the State of Colorado.

COLORADO LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (CLEAP) AND SUPPLEMENTAL LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (SLEAP)

Grants of up to \$2,000 at MCC are made available for tuition purposes to Colorado residents who show substantial financial need. Grants consist of both Federal and State monies.

MCC Grant Programs

MCC FOUNDATION EDUCATIONAL ASSISTANCE GRANT

Funded by the Morgan Community College Foundation, this grant is awarded to students who show financial need and to students without regard to financial need up to a maximum of full-time, in-state tuition and fees.

PROGRAMMATIC GRANTS

Students in various programs such as Young Farmers, Agriculture and Business Management, students taking certain health courses, and State classified personnel, may apply for institutional grants. Amounts vary for each program.

SENIOR CITIZENS GRANT

Persons 60 years of age and older who are classified as Colorado in-state residents, may apply for a grant to pay one-half of their tuition charges for credit courses up to six credit hours per term. This grant applies to tuition only. Fees, supplies, and books are not included. The student must complete and return the Programmatic Grant Notification Form to the Financial Aid Office. Audit grade option does not apply.

Work-Study Jobs

MCC offers employment to allow students to earn money toward their educational expenses while attending school. Students are sometimes able to secure a job related to their particular program of study. Please see Aid Application Steps for information on how to apply for work study.

MORGAN COMMUNITY COLLEGE AMERICORPS UCAN SERVE PROGRAM

AmeriCorps is a national service program initiated by President Clinton often referred to as the domestic Peace Corps. In exchange for valuable campus-community service, AmeriCorps members receive a service scholarship that can be applied to qualified school loans or to finance undergraduate and graduate school, or vocational training.

The AmeriCorps UCAN Serve Program is designed to meet community needs in three specific areas:

- Academic Support
- Public Health & Safety
- Community Strengthening

If you want to unite with diverse people to improve your community, gain leadership and job skills, pay your tuition or loans, or build your resume, you should look further into the Morgan Community College AmeriCorp program.

FEDERAL NEED-BASED WORK-STUDY

Allocations are made to students with financial need. Wages are earned on an hourly basis. Students may not earn in excess of the award amount. At least 5% of Federal Work-Study is awarded to students for community service jobs. MCC also employs students in the "America Reads" and as math tutors to work in grade schools.

COLORADO NEED-BASED WORK-STUDY

This program provides employment for Colorado residents (tuition classification) demonstrating financial need. Wages are earned on an hourly basis. Students may not earn in excess the award amount.

COLORADO NO-NEED WORK-STUDY

The State of Colorado provides limited funds to employ students without regard to financial need and who are Colorado residents (tuition classification). Wages are paid on an hourly basis. Interested students may complete the FAFSA to determine eligibility.

Loans

Morgan Community College participates in several need-based student loan programs. The Financial Aid Office will determine a student's eligibility for such funding upon request. To be considered for a student loan, a student must complete the FAFSA. Loan amounts may vary dependent upon the program the student is enrolled in. For more information on financial aid, contact the Financial Aid Office.

Federal Family Educational Loan Programs

FEDERAL STAFFORD AND UNSUBSIDIZED FEDERAL STAFFORD LOANS

These low-interest loans are made to students by the lender of their choice. Maximum to borrow per academic year is \$3,500 for freshmen students and \$4,500 for sophomore students. Aggregate limit is \$23,000. In addition, independent students may use the Unsubsidized Loan to borrow an additional \$4,000 per year. Repayment begins six months following the date the student ceases to attend at least half time. As part of MCC's default management plan, students must complete an Additional Loan Request form before an Additional Unsubsidized loan will be awarded.

FEDERAL PLUS

This is a below-market interest rate loan. Parents may borrow up to the cost of education minus financial aid for their dependent student. Parents may not have an adverse credit history as determined by the lender. Repayment begins within 60 days of disbursement.

Grades and Grading

GRADES AND GRADING

Only the credits accumulated and grade points earned at Morgan Community College are used in computation of semester and cumulative Grade Point Averages. A cumulative GPA of 2.0 is required for graduation.

Grading System

Courses are graded using either type A- F or S/U (Satisfactory/Unsatisfactory.) The grading type and scale for each course is listed in the course syllabus. Other grade options are explained below.

INVENTORY OF COMMON GRADING SYMBOLS

GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent or Superior	4.00
B	Good	3.00
C	Average	2.00
D	Deficient	1.00
F	Failure	0.00
I	Incomplete	None
S	Satisfactory	None
U	Unsatisfactory	None
W	Withdrawal	None
AW	Administrative Withdrawal	None
AU	Audit	None
Developmental Course Grades		
S/A	Satisfactory (A-level work)	None
S/B	Satisfactory (B-level work)	None
S/C	Satisfactory (C-level work)	None
U/D	Unsatisfactory (D-level work)	None
U/F	Unsatisfactory (F-level work)	None

Transfer Course Grades		
A*	Transfer Grade	Not computed into GPA
B*	Transfer Grade	Not computed into GPA
C*	Transfer Grade	Not computed into GPA
D*	Transfer Grade	Not computed into GPA
S*	Transfer Grade	Not computed into GPA
TR	No Transfer Grade Listed	Not computed into GPA
CA	Grade Change Thru Appeal	Not computed into GPA
CPL	Credit for Prior Learning	Not computed into GPA
CNG	Conversion-No Grade	Not computed into GPA
Placeholders		
R	Repeat Field	None-Placeholde
Z	Grade Not Yet Reported	None-Placeholder
SP	Satisfactory Progress	None-Placeholder

Calculation of GPA

(Approved by CCCS Educational Services)

Grades awarded for developmental courses [as defined by The Colorado Commission on Higher Education (CCHE) as Basic Skills courses] will not be included in a student's grade point average (GPA). Grading will utilize the developmental grade mode (S/A, S/B, S/C, U/D, U/F) the credits will count toward earned and attempted credits. GPA's for term recognition such as President's List will not include developmental courses in the calculation.

Course credits for which an Audit (AU) is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assigned, and there will be no impact on either the Term or Cumulative GPA.

Grade Changes

All grades reported to the Registrar by an instructor are entered upon the student's academic record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor. Grade Change Authorization forms are available to instructors from the Student Services Office and must contain the instructor signature and Vice President of Instruction or Division Chair approval along with a listed reason for the grade change. Students who feel a grade has been computed incorrectly should contact the instructor of record. Grade changes are only accepted until the 4th week of the following term. Students may not grieve a course grade.

Repeated Courses (Repeat Field)

All college-level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. There will be no limitations on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining College Opportunity Fund (COF) stipend eligible hours.

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Each institution will designate courses that may be "repeated" within program requirements.

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. Individual colleges may choose to specify a limit for the number of times a developmental course may be repeated.
(Reference: CCCS Ed Services)

For courses taken prior to fall of 2006, the student or student's advisor will need to complete a Repeated Course form for the GPA computation of the repeated course to be activated. For courses taken after fall of 2006, no form is necessary.

Audit (AU)

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund (COF) stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees. (Ed Services 11/28/2006)

Course credits for which an Audit (AU) is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assigned, and there will be no impact on either the Term or Cumulative GPA. (Ed Services 11/28/2006)

Satisfactory Developmental Course Grades (S/A, S/B, S/C)

These are satisfactory grades awarded only for developmental courses. The A, B, and C, indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

Unsatisfactory Developmental Course Grades (U/D, U/F)

These are unsatisfactory grades awarded only for developmental courses. The "D" and "F" indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted credits, but will not carry earned credits.

Satisfactory/Unsatisfactory Grades (S/U)

The grades "S" (Satisfactory) and "U" (Unsatisfactory) will be assigned in the following courses:

- Physical Education
- Agriculture and Business Management program courses
- Young Farmers program courses
- Other selected courses if approved by an MCC Vice President of Instruction or Division Chair

Grades and Grading

The satisfactory grade, "S", is equivalent to a grade of "C" or better. The course will count in attempted and earned credits, but will not carry quality points.

The unsatisfactory grade, "U", is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits or quality points.

Transfer Grades

A grade of "C", "P", "S", or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F", or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis. Transfer grades will be recorded with an * asterisk before the grade to indicate a transfer grade. TR is also a recording option for a transfer course grade. Transfer courses are not computed into the student's GPA.

Dropping a course after the Refund Deadline (Withdrawal)

Withdrawal occurs when a student requests dropping a course after the refund deadline for the term/course. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

Student Initiated Withdrawal

Students may initiate an official withdrawal from a course or courses at any time within the first 80% of the course length by dropping online after the refund deadline at their Student Login or by completing a paper form.

1. Students who initiate a drop from a course or courses during the first 15% of a course will be eligible for a refund of tuition and fees and will not have grades entered on a permanent academic record.
2. Students withdrawing from a course or courses after the first 15% of the course (refund deadline for a course), but within the first 80% of course a will have a grade of "W"-Withdrawal placed on their academic records. Students are not eligible for a tuition/fee refund. Unusual circumstances should be referred to the Controller or Vice President for Administration and Finance.

3. The withdrawal process is not complete until the Withdrawal from Course(s) form has been received and processed by the Student Services Office. Students can initiate their own withdrawal by requesting a withdrawal online at their MCC login at www.MorganCC.edu or by completing a form in person at the MCC Student Services Office or MCC Centers.

Faculty Initiated Withdrawal of a Student

Faculty may withdraw a student from a course or courses for academic or nonattendance reasons at any time within the first 80% of the course length. AN INSTRUCTOR CANNOT SUBMIT A "W" GRADE AFTER 80% OF A COURSE (final grade). "F" grades must be used for students who have attended but have not successfully completed the course.

1. Nonattendance: If the student has been excessively absent (15% of a course) the instructor may withdraw the student from the course using the Withdrawal from Course(s) form.
2. Academic Withdrawal: If the instructor determines that the student is unable to meet the objectives of the course the instructor may withdraw the student using a Withdrawal from Course(s) form.
3. The withdrawal process is not complete until the Withdrawal from Course(s) form has been received and processed by the Student Services Office.

Last Date of Attendance

Faculty is required to provide the last date of attendance for each student who is awarded an "F" or "U/F" grade. In addition, if faculty assign a W, then last date of attendance is also required.

Administrative Withdrawal (AW)

This AW "withdrawal" grade is assigned by the college when a student has been withdrawn administratively for administrative reasons. No academic credit is awarded. The course will count in attempted hours.

Place Holders

SP - Satisfactory Progress

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

Z - No Grade Submitted

The symbol of the "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

CPL – Credit for Prior Learning

A symbol of "CPL" indicates that the course and credits to which it is attached were awarded according to BP 9-42, Credit for Prior Learning.

CNG – Conversion No Grade

In the Legacy System, courses could exist on a transcript with no grade posted. These courses have been migrated to Banner with a symbol of "CNG" defined as "Converted-No Grade".

Repeat Field

The Repeat Field on the transcript will be marked
I – Include in hours and GPA calculation,
A – Exclude from earned hours and GPA calculation,
or A – Exclude from earned hours but count in GPA calculation.

Incomplete (I)

The "Incomplete" grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade "C" or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "Incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete" grade.

The instructor will complete and sign an "Incomplete Grade Contract" and will submit it to Student Services with final grades for the semester. Student Services will send a copy of the "Incomplete Grade Contract" to the student. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Incomplete Grade Contract must include the following information:

1. Student Name (F, MI, L):
2. Student ID#:
3. Course Number and Section:
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances):
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated):
6. Evidence of completion of 75% of the semester course work:
7. Completion of a work plan that includes the following:
 - What, when and how assignments and tests will be submitted to complete the course,
 - The time period in which the work must be completed.
8. Instructor Signature and Date:
9. Student Signature and Date:

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college Vice President of Instruction or Division Chair.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instructional Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an "F" grade. If the student would have earned a letter grade higher than an "F" grade without completing the work, faculty may submit that higher grade before the automatic conversion to an "F".

-Revised 11/28/2006 by Educational Services Council

ACADEMIC PROGRESS PROCEDURE (APP) AND ACADEMIC RENEWAL

To assist students in their efforts to graduate, MCC has an Academic Progress Policy which involves notification of students when their academic standing falls below the required 2.0 cumulative GPA level needed to graduate. This policy is in accordance with the Colorado Community College System (CCCS) Academic Progress Procedure

This policy implements a first step of Academic Alert which notifies the student that academic good standing is in jeopardy. Academic Probation and assistance provided to the student through special advising occurs when the student's cumulative GPA falls below 2.0. If the student is not successful in the probationary period, an Academic Suspension occurs. Suspended students can petition to return to the college, however, if they are not successful during their return term an additional Academic Suspension can occur. See below for further details.

CCCS Academic Progress Procedure (APP)

OVERVIEW:

Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic progress (APP) standing. The APP practice is intended to be informational and not punitive. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term, to assist students who are experiencing academic difficulties.

APPLICATION:

During a student's first twelve credits, the college will monitor satisfactory progress through an Academic Alert process. The Academic Progress Procedure applies to all students who have completed thirteen (13) or more credits in residence while attending a Colorado Community College System college. The APP practice shall be applied consistently and uniformly by all CCCS institutions. All colleges will determine the APP status of enrolled students no later than five days following the posting of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. Students Academic Progress status will be noted on their transcripts. The APP status of a student is specific to the college determining the status and does not transfer or impact a student's enrollment at other CCCS colleges.

PRACTICE STANDARDS:

Academic Good Standing

Cumulative Grade Point Average (CGPA) > 2.00 for all classes completed in residence.

Academic Alert

Student has completed less than 13 credits with a Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence.

Academic Probation (initial)

Cumulative Grade Point Average (CGPA) <2.00 for all classes completed in residence.

Academic Probation (continuing)

Cumulative Grade Point Average (CGPA) <2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) > 2.00.

Academic Suspension (initial)

Cumulative Grade Point Average (CGPA) <2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) <2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the subsequent term after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Academic Progress Procedure (APP) and Academic Renewal

Academic Suspension (second)

Cumulative Grade Point Average (CGPA) <2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) <2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Academic Suspension (third)

Cumulative Grade Point Average (CGPA) <2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) <2.00. Student is suspended from the college and may not register for two (2) calendar years. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

NOTES:

1. A student's transcript will include the following notation as appropriate: Good Standing, Probation, Continued Probation, and Suspension (Initial, Second, and Third)
2. Summer semester will be considered as a term of non-enrollment.
3. Academic standing at one institution does not affect academic standing at another institution.

*-Approved by CCCS Educational Services Council
- October 1, 2005
-Revised by CCCS Educational Services Council -
November 29, 2006*

Academic Alert

Students who have completed less than 13 credits with a Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence should visit with an academic advisor. This meeting with the advisor is important to discuss future course selections, request academic assistance, and any other needed academic tools available to assist in academic success.

MCC Academic Probation (initial)

Students who have attempted 13 or more credit hours at Morgan Community College must maintain a 2.0 cumulative grade point average; otherwise, the student is automatically placed on academic probation for the next term. During the probationary term, students must average a "C" grade (2.0 GPA) on all hours attempted and must contact the Guidance and Placement Director for a personal academic assessment. Students have the personal obligation to follow through on the academic prescription provided. Students placed on academic probation who raise their term GPA to 2.0 but whose cumulative GPA is below 2.0 will be continued on probation.

MCC Academic Probation (continuing)

Students placed on academic probation who raise their term GPA to 2.0 but whose cumulative GPA is below 2.0 will be continued on probation. Students returning from a suspension will be on Probation (continuing).

MCC Academic Suspension (initial)

When students do not achieve a 2.0 GPA for the probationary term, they shall be automatically suspended for one term. A student on suspension must appeal in writing to the Student Affairs Committee to be reinstated to the College. Students returning from a suspension will be on Probation (continuing).

Academic Progress Procedure (APP) and Academic Renewal

Academic Suspension (second)

Following academic suspension, students who are readmitted must attain a term GPA of 2.0 or they will be automatically suspended from the College for the next two terms following the suspension term. After academic dismissal, a student can petition to return to the College. This petition must be approved by the Student Affairs Committee, which may impose conditions to assure academic progress and program completion. If reinstated, a student must make a 2.0 GPA for the term. Students returning from a suspension will be on Probation (continuing).

Academic Suspension (third)

Following academic suspension, students who are readmitted must attain a term GPA of 2.0 or they will be automatically suspended from the College for the next two terms following the suspension term. After academic dismissal, a student can petition to return to the College. This petition must be approved by the Student Affairs Committee, which may impose conditions to assure academic progress and program completion. If reinstated, a student must make a 2.0 GPA for the term. Students returning from a suspension will be on Probation (continuing).

GPA Computation for Academic Probation and Suspension

Only credit hours earned at Morgan Community College will be used in determining academic probation, suspension, and dismissal. Courses receiving "S", "U", "I", "W", "AU", or "Z" grades will not be considered when determining the probationary status of a student, nor will they be computed into the cumulative GPA (CGPA).

Academic Renewal

Academic Renewal is a program designed to provide students with the opportunity to have prior poor academic standings reconsidered, after a time of absence. Through this program, students can have a good chance to succeed without previous poor academic performance holding them back.

In order to qualify for the Academic Renewal program, the following criteria must be met:

- Students must wait for at least 2 calendar years after the coursework was completed to apply
- The student must complete at least 6 semester credit hours with a 2.0 minimum term GPA during the term in which the renewal application is submitted
- Students may apply only once

Through the Academic Renewal program, students may have up to 30 credits of below average grades excluded from their cumulative GPA. These credits will continue to appear on the student's transcript. Credits excluded from the GPA calculation may not be used to satisfy the requirements for completion of a certificate or degree. Should a student's performance one again slip below a 2.0 cumulative GPA, the student will be placed on Academic Probation, and will be required to follow the steps outlined in the Academic Progress procedure.

STUDENT RECORDS AND TRANSCRIPTS

Student records are maintained by the Registrar in Student Services at the Fort Morgan campus. Students may request changes to their academic records, request transcripts, and have official transcript evaluations done here.

Address, Phone, and E-mail Changes

Students should keep the College informed of any address, phone or e-mail changes they might have. Students may make changes themselves at their personal account on the MCC Web site with user ID and PIN. Alternatively, students may also complete a Student Information Change Form in the Student Services Office or MCC Center. Students who are employees or participate in work study should also make the necessary changes to their employee account either on the web or with the MCC Human Resources Department.

Enrollment Verifications

Enrollment verifications at Morgan Community College are done through the National Student Loan Clearinghouse after the 15-week term refund deadline has past, and periodically throughout the term. Enrollment verifications for insurance purposes (health, automobile, etc.) are handled through the Registrar's Office.

Grades Reported to the Registrar

All grades reported to the Registrar by an instructor are entered upon the student's academic record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor. See Grades & Grading-Grade Changes section of this catalog.

Name Changes to Academic Records

All requests for name changes to academic records, whether requested by a continuing or readmitted student, must be accompanied by a copy of the legal document issued by the court or legal agency verifying the name change. The Student Services Office will keep a copy in the student's file. Name changes cannot be done on the web. Students who are employees or participate in work study must contact the MCC Human Resources Department to make their name changes.

Social Security Number Changes to Academic Records

All requests for Social Security Number Changes/corrections to academic records, whether requested by a continuing or readmitted student, must be accompanied by a copy of the corrected Social Security card. The Student Services Office will keep a copy in the student's file. Social Security Number changes/corrections cannot be done on the web. Students who are employees or participate in work study must contact the MCC Human Resources Department to make their Social Security changes/corrections.

Student Classification

Students are classified by academic year, admission status, enrolled credit hours, and residency according to the following definitions:

Academic Year Classification:

Freshman:

Successful completion of fewer than 30 college-level semester credit hours.

Sophomore:

Successful completion of 30 or more college-level semester credit hours.

Unclassified:

Awarded a degree at the associate level or above.

Admission Status Classification:

New First Time Student:

Someone who has never attended any college

Transfer Student:

Someone who has previously attended another college

Readmit Student:

Someone who is a re-entering MCC after not attending MCC or any CCCS college within the past 12 consecutive months.

Continuing Student:

Someone who is a continuing MCC or CCCS college student.

Student Records and Transcripts

International Student:

Someone who is seeking an I-20 for the purposes of applying or transferring their student visa (F-1 or M-1) status. NOTE: Morgan Community College does not currently admit International Students.

Enrolled Credit Hours Classification:

The common definition for Student Load is the same for summer, fall, and spring. The definitions are as follows:

Full-time:

Enrolled in 12 or more semester credit hours in a term

Part-time:

Enrolled in less than 12 semester credit hours in a term

3/4 time:

Enrolled in 9-11 semester credit hours in a term

1/2 time:

Enrolled in 6-8 semester credit hours in a term

Less than 1/2 time:

Enrolled in less than 6 semester credit hours in a term

Residency Classification:

Students are classified as either a resident or nonresident of Colorado for tuition purposes based on the information provided on the Application for Admission. Residency requirements are determined by the Colorado Tuition Classification Law. See Tuition Classification, Western Undergraduate Exchange (WUE), and Nonresident Border States Classification in the Admissions section of this catalog for further details.

Transferring Credit to MCC from Other Institutions

If a student plans to complete a degree or certificate with applicable transfer credit, an official transcript must be sent to the college. As part of this process, students should complete a Transfer Credit Evaluation Request Form. (The form is available on the college Web site, from any Center office, or from the Student Services Office)

The transfer of academic credit to the college is governed by the following policies and procedures:

- Courses accepted in transfer MUST match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the Transfer Evaluator or Department Chair.
- Transfer credit is accepted as specified by legislated and Colorado Community College System (CCCS) articulation agreements.
- The college may examine credits to insure that the content is not outdated or obsolete.
- Courses will be evaluated against the Colorado Community College Numbering System (CCCNS) catalog.
- The official transcript will include courses taken at the institution and those transfer credits requested by the student.
- Courses will be transcribed with Colorado Community College Numbering System (CCCNS) course number, title, prefix, and the number of credits awarded by the transferring institution.
- Grades for transfer courses will be recorded in the student's academic record but will not show on the official transcript.
- Pre-requisite courses below the 100 level will not be accepted in transfer but will be noted in the student's academic record.
- A grade of "C", "P", "S", or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F" or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis.
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program.
- There is no limit to the number of credits that may be transferred.
- Upper level courses can be accepted in transfer IF the course can be equated to a course in CCCNS.
- Elective courses that do not equate to a Colorado Community College Numbering System (CCCNS) course will be listed with the appropriate prefix numbered as 999 and include Elective with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for Transfer Elective or CTE for Career and Technical Education Elective. The course number will be 9999 and the title will include a colon and an entry to describe the course content.

Student Records and Transcripts

- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the Colorado Community College System (CCCS) Guide to Credit for Prior Learning.
- Transfer courses that have the GT (gtPATHWAYS) designation will be flagged as GT courses. If the course is not present in the CCCNS then it will be transcribed with the prefix GTP for gtPATHWAYS, the course number 999 and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by Colorado Commission on Higher Education (CCHE) and State Board policies and System President procedures.

-As approved by the CCCS Ed Services on 2/24/06

Official transcripts covering a student's previous secondary and college education submitted to the College as part of the admission procedure become part of the official file and cannot be returned to the student. The College does not issue or certify copies of transcripts from other institutions. Transcripts, documented military experience and testing scores of approved programs are evaluated in accordance with College policy. The acceptance of this credit is documented on the College transcript.

Transcript Evaluation

The Registrar's Office and/or Transcript Evaluator will review official transcripts submitted by students and evaluate the credits that apply to the student's current declared major. Upon evaluation, the student will receive an official Transcript Evaluation advising the student which courses from previous institutions apply to their major and will be accepted in credit at Morgan Community College. The Registrar will only accept official transcripts sent directly from the granting institution to Morgan Community College OR official transcripts that are hand-delivered to the Registrar which are sealed by the granting institution, unopened, and NOT marked, Issued To Student. Any other transcripts received, (e.g.: those opened by the student or which have gone through the student's hand in some way, those faxed, e-mailed, etc.) are not considered official transcripts and will not be evaluated. No evaluation will be done on transcripts received for non-admitted students or students who have an undeclared major. If the student changes

majors, and wishes re-evaluation of transcripts, the student should notify the Registrar's Office in writing of the request to have transcripts re-evaluated toward the new major. Only those courses which apply to the student's current major will be evaluated.

Requesting Transcripts and Transferring MCC Credits to Other Institutions

Transcripts of MCC college course work are available from the Registrar's Office by student request at any time via the web. Alternatively, students may send a letter in writing, or visit the college in person to complete the required form. Transcripts of courses taken and grades received will be sent to the institution or organization or individual of the student's choice. Official transcripts will NOT be released for students with financial obligations to the College.

Term Academic Honors

CCCS Colleges provide an opportunity for students to be recognized with Academic Honors during fall and spring semesters. Students who qualify will receive a notation for that term on their official transcripts.

Those who excel in their courses of study at Morgan Community College may qualify to be named to the MCC President's List or Vice President's List.

To be eligible for the President's List, a student must:

- Be classified as a full-time student for that term
- Have a minimum of 12 semester hours of completed college level work (excludes developmental)
- Successfully complete at the end of the semester the courses attempted
- Maintain a term grade point average of 4.00

To be eligible for the Vice President's List, a student must:

- Be classified as a full-time student for that term
- Have a minimum of 12 semester hours of completed college level work (excludes developmental)
- Successfully complete at the end of the semester the courses attempted
- Maintain a term grade point average of 3.75-3.999

The President's List and Vice President's List will be published after the end of the regularly scheduled fall and spring terms based on the information available at that time. (Term Honors are not awarded for summer semesters)

ADDITIONAL STUDENT INFORMATION

Academic Advising

Morgan Community College is committed to student success. The College has found that regular contact with an academic advisor contributes to student success. The advisor is the student's connection between the academic program and other resources of the College and plays an important role in the personal and academic development of students. Students are encouraged to discuss educational objectives as well as personal goals with their advisors. See the ADVISING section of this catalog.

Academic Difficulty

Each term MCC faculty and instructors monitor student progress and notify the Student Services Office when students are experiencing academic difficulty in course(s). This triggers a notice which is used identify, contact, counsel, and assist students before academic progress is affected.

Bike Racks

Bike racks are located by the east and west entrances of Cottonwood Hall on the Fort Morgan campus.

Bookstore

The Morgan Community College Bookstore offers to students a wide variety of services. Tuition and fees can be paid at the same time books are purchased because the MCC Cashier is located in the Bookstore. In addition to required textbooks, the Bookstore carries a multitude of student supplies, books, computer supplies, batteries, calculators and other items students might need.

- **ATM** - An ATM machine is available in the Student Center entry.
- **COPY CENTER** - The Copy Center at the MCC Bookstore is available to make photocopies and to provide laminating and binding services.
- **FAX SERVICES** - Students and staff may send faxes from the Bookstore.

• **MCC LOGO CLOTHING AND OTHER ITEMS**

The Bookstore maintains a great supply of MCC logo clothing, Backpacks, mugs and other items to show your pride and support for Morgan Community College. There is also a complete line of graduation gift items, greeting cards, personal items and a few just-for-fun items.

- **MCC BOOKSTORE ONLINE** - Purchase textbooks, merchandise, and other products online at www.MorganCCbookstore.com

Bulletin Boards

Students may place an ad on the bulletin board at the entrance of Aspen Hall following stamped approval by the Coordinator of Student Life. Posted items are removed regularly. To be certain an ad stays on the board for a fair amount of time, make sure materials are dated.

Campus Hours

The campus buildings will be open at 7:00 a.m. Monday through Friday, and 7:00 a.m. Saturday. All buildings will be locked on Sunday unless special arrangements have been made.

Guidance and Placement

The MCC Guidance and Placement Director works closely with faculty advisors to provide special help to students in areas such as career exploration and development. Planning the college experience so that the student is career ready upon graduation or has a career direction when ready to transfer to a four-year institution is a major focus. Assistance with resumes and cover letters, selecting a major, transfer, and coaching to overcome interview jitters are also available to help students make choices to assure their success.

Computer Access for Students

Students are automatically given a username and temporary password when they register for classes. Visit the link on the MCC Web site for information or contact the MCC Information Technology (I.T) Department for update information. www.MorganCC.edu/forstudents Select New Student Account

Copyright Restrictions

The copy copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve the violation of copyright law.

Disability Services

Support services are available for students with special needs. Students who have a disability or special needs will be requested to provide documentation of disability and allow for set up time for some services. Information is available from the Student Services Office. Modifications or adjustments will be made for students with documented disabilities, including the following:

- No one may be excluded from any course, or course of study, because of a disability.
- Classrooms will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms.
- Academic degree or course requirements may be modified in certain instances to insure full participation of disabled students.
- Alternate methods of testing and evaluation are available in courses offered by the institution for students with requirements for such methods.
- Auxiliary aids will be made available by the institution for students with medical documentation of impaired sensory, manual, or speaking skills. This does not include personal appliances.)

E-mail for Students

Students will be assigned a free student email account within one business day from when the admission application at the college is processed. The email address name will be assigned and will have the domain name of "@student.cccs.edu."

Student Mail will be the primary means of communication between students and college faculty and staff. Students are expected to sign in and check their Student Mail on a frequent and consistent basis as the student is responsible for all information sent.

If students wish to redirect Student Mail to another email address it is their responsibility and they may do so for convenience purposes, but at their own risk. The College and CCCS will not be responsible for the handling of email by outside vendors.

The primary use of the Student Mail is for purposes relating directly to education. All email should be considered the same as printed communication and should meet the same standards of taste, professionalism, accuracy and legality that are expected in printed communication. Additional rules and regulations regarding Student Mail can be found at www.morgancc.edu .

The use of the Student Mail is a privilege, not a right; and the College and CCCS maintain the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes including the Colorado Open Records Act (CRS § 24-72-201 et seq.)

Family and Friends of Students on Campus

Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of the campus, including the Student Center, are for student use and considered No Loitering Zones.

Additional Student Information

Housing

The College provides assistance with locating off-campus housing for interested students. Part of the philosophy of Morgan Community College is to encourage students to become more independent. Learning to maintain oneself in off-campus housing is a life skill that is a necessity in preparation for independent living. For housing assistance contact the Student Life Office 542-3170.

Identification Cards

Registered students will be issued an MCC Identification Card after the refund deadline each semester. The identification card may be required for identification at student sponsored events and at various offices at MCC. ID cards are free, and may be presented to local and area businesses offering student discounts. ID photos are taken in the Student Services Office and cards may be picked up by the student within 3-5 days.

Learning Resource Center (LRC)

The Learning Resource Center (LRC), located in Cottonwood Hall, Fort Morgan campus, houses a number of special areas and services to assist students with their educational and informational needs. These areas include the MCC Library, the Testing Center, and an open computer lab.

Library

Morgan Community College Library is part of the Learning Resource Center, which is located near the east entrance of the Fort Morgan campus in Cottonwood Hall. The library offers a collection of both print and non-print materials to help students in gathering information and research. Books, periodicals, newspapers, and audiovisual items are available for in-house use and/or circulation.

Additionally, Internet access, word processing, and e-mail are available. Morgan Community College Library is a member of Auto-Graphics, Inc., an automated system that enables users to locate items in the collection.

LIBRARY HOURS:

Closings will be posted. Hours may change without notice. To be certain of the hours on a given day, call the library at (970) 542-3185.

FALL AND SPRING SEMESTERS:

Monday-Thursday: 7 AM – 8 PM

Friday: 7 AM – 3 PM

Saturday: 9 AM – 1 PM

SUMMER SEMESTER:

Monday-Thursday: 7 AM – 7 PM

Friday: 7 AM – 3 PM

INTER-SESSIONS:

Monday-Thursday: 8 AM – 5 PM

Friday: 8 AM – 3 PM

ONLINE DATABASES

Computer access plays a primary role in educational research, and the library addresses this need through a strong selection of online databases, including:

- EBSCO - Morgan Community College's primary research database. It contains full-text journal articles as well as abstracts, which can be printed or read online. Databases include: Academic Search Premier, Business Source Premier, Regional Business News, Agricola, MedicLatina and Fuente Academica.
- HISTORY STUDY CENTER - offers historical reference material that spans from ancient times through today's current events. It houses over 40,000 documents that showcase study units, reference works, a picture library, and a journal library.
- LEARNING EXPRESS - provides interactive online practice tests and tutorial courses designed to help patrons, students, and adult learners succeed on the academic or licensing tests they must pass. In order to access this database, please contact library staff at (970) 542-3185.
- NewsBank - includes news articles covering social, economic, environmental, government, sports, health, and science issues from more than 500 U.S. and national newspapers.

- **NURSING & ALLIED HEALTH SOURCE** - provides students with reliable healthcare information covering nursing, allied health, alternative and complementary medicine, and more. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 690 titles, with over 570 titles in full-text.

ONLINE RESEARCH TOOLS:

Check out the many online links MCC Library staff has provided for students and the public at the MCC Web site on the library link: <http://www.MorganCC.edu/library/resources/researchWebsites.html>

INTERLIBRARY LOAN SERVICE

If supplemental materials are needed, students may borrow items through the interlibrary loan service. MCC Library participates as a lender and a borrower. Available methods for delivery include: U.S. Mail and state courier.

Books and journal articles may be requested, but please allow up to two weeks to receive materials. All journal article requests must comply with copyright law. Reference, reserve, and audio-visual materials are not loaned. Requests may be submitted in person; via online at <http://www.MorganCC.edu/library/services/interloanOnlineRequest.html>, interlibrary loan request form; by phone (970) 542-3186; fax (970) 867-6608, or by e-mail: anita.ertle@morgancc.edu.

Guidelines: MCC Library does not process interlibrary loan requests for materials that are owned by the library, or are owned by Fort Morgan Public Library. In addition, interlibrary loan service is available to students, faculty, and staff only; public patrons are welcome to request interlibrary loans from their local public library. Please be aware that some libraries charge a fee for interlibrary loan materials. Students who need materials from other libraries must:

1. Complete a separate interlibrary loan request for each title being requested.
2. Limit requests to six at a time. Exceptions may be made for faculty members conducting research.
3. Renewals: No renewals will be allowed for items borrowed from other libraries. If you request an item through interlibrary loan, please make it a priority to use this material by the due date specified.

TESTING CENTER

As a part of the LRC, the Testing Center offers a number of testing services, including standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. The Testing Center is located at the south end of the LRC. To better serve you, it is requested that you make an appointment. For testing inquiries or appointments, contact Dianna Pfeifer at (970) 542-3188 or 1-800-622-0216, ext. 3188; e-mail dianna.pfeifer@MorganCC.edu. You can also access additional Testing Center information from the MCC Web site and view a copy of the Testing Center hours and Test Center Handbook.

Tests offered by the Testing Center:

ACCUPLACER

Computerized placement test (no time limit, 52 questions) designed to provide placement, advisement, and guidance information for students entering higher education.

MAPP (Measure of Academic Proficiency and Progress) TESTING FOR GRADUATES

All full-time degree seeking students need to take the MAPP test during their last semester before graduation. This test provides MCC with information about the effectiveness of their degree programs. This data is used to compare MCC to other community colleges nationwide. There is no charge for this exam, which normally takes about 40 minutes and is scheduled through the testing center in the LRC (542-3188) or a Center Director.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

(\$90 per test) Computer based testing-1 1/2 hours. Credit awarded for prior learning. See Credit for Prior Learning Handbook for approved credit available. Additional information a www.collegeboard.com/clep

CHALLENGE TESTS

Administered to MCC students for specific courses listed in the catalog. Students must be registered for or have completed one credit hour of course work at MCC. A challenge examination may not be re-taken. Cost is 1/2 of tuition for course challenged.

DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT (DANTES)

(\$85 per test) Paper pencil tests-no time limit. Credit awarded for prior learning. See MCC handbook for approved credit available. Additional information at www.getcollegecredit.com

Additional Student Information

GENERAL EDUCATIONAL DEVELOPMENT (GED)

General Educational Development (\$80 fee, \$24 first test includes application fee of \$10, \$14 additional tests and retests, \$16 writing retest-7 1/2 hours for all 5 tests) Official GED exams given in English and Spanish to candidates 17 years of age and older who have never been awarded a high school diploma or an equivalency certificate or to those 16 years of age with a Colorado Department of Education (CDE) age waiver. Additional information at <http://www.acenet.edu/AM/Template.cfm?Section=GEDTS>

NATIONAL LEAGUE OF NURSING (NLN)

National League of Nursing offers Acceleration Challenge Examination to facilitate educational mobility by providing educators with an instrument for diagnostic evaluation of the nursing knowledge of applicants. Two test books-Foundations of Nursing and Nursing Care during Childbearing/Nursing Care of the Child-each test is \$75 and lasts 3 1/2 hours.

NATIONAL REGISTRY OF EMERGENCY MEDICAL TRAINING (NREMT)

Three hour test administered in January and May upon successful completion of a state-approved EMT-Basic training program within the past 24 months. Must register with instructor or online at www.nremt.org

INSTRUCTOR/GUIDED STUDIES TESTING

MCC test center provides testing services for our faculty and students as well as for students attending other colleges and universities. Testing services include administering makeup exams for classroom, guided studies, and off-campus courses.

NURSING PROGRAM ADMISSION TEST

An admission test is required for students enrolling in the nursing program. This test can be scheduled through the Testing Center. Contact Student Success Advisor for Health Occupations at 542-3224 or the Testing Center for details.

VOCATIONAL BASIC SKILLS

This test is for vocational teachers seeking Colorado Department of Education (CDE) Certification Teaching Certificates. Vocational Basic Skills (written) will be given by appointment. The cost is \$30. The oral test is given by appointment made two weeks prior to the exam. Cost is \$10.

Mail Services

Students can deposit outgoing mail in the Student Center mail slot. (Stamps can be purchased in the Bookstore)

Marketing Office

MCC's Office of Marketing is responsible for many campus-wide services including media relations, advertising, marketing, public relations, and special events planning. The staff also has responsibility for MCC's Internet & Intranet sites. It performs a number of functions that are student-specific. Examples include the publication of the catalog, class schedules, and newspaper articles throughout the MCC service area. It also provides for the free commencement photograph given as a gift of the College to MCC commencement participants and GED completers participating in the ceremony each spring.

Mascot

The roadrunner was adopted as the mascot at Morgan Community College because it exemplifies the survival skills necessary to thrive in extreme environmental conditions. MCC has been much like the roadrunner in its ability to survive unfavorable political climates, severe budget cuts, and the challenges of serving a large geographic area. The college will mark its 40th anniversary in 2010.



New Student Orientation

New Student Orientation is held prior to the start of each fall and spring semesters. All new students and transfer students should attend one orientation session. During orientation, students will receive valuable information related to MCC policies and information regarding college success, including study skills, time management and student services resources. Students should contact the Student Services Office to make a reservation for New Student Orientation.

PaperCut Print Management System

Each student will receive a total of \$25 printing credit each semester. The cost for a black-and-white printed copy is 10¢; a color printed copy is 25¢. When a user logs onto a campus computer, a text box will be displayed on the screen detailing the amount of printing credit available. The appropriate amount will be subtracted each time a print job is sent to a printer. Please limit non-academic printing and always use Print Preview. Once the initial allotment has been used, additional amounts may be purchased in \$1.00 increments (nonrefundable) at the MCC Bookstore during regular business hours. Usually, purchases will be applied immediately. Please plan ahead and purchase more printing credit when you near your limit.

Parking

Parking is free and parking permits are not required. Watch for restricted parking areas marked by signs and lines. Handicapped parking areas are available for those with permits.

Restrooms

Restrooms are located throughout the main and auxiliary buildings and are wheelchair accessible.

Student Malpractice & Liability Insurance

Students enrolled in selected health professions and service programs are required to carry malpractice & liability insurance. The insurance coverage is available at a nominal cost to students. Students may purchase the required insurance or receive more information about coverage from the MCC Bookstore and MCC Centers.

Telephones

A student-use phone for local calls is available in the Student Center.

Student Support Center (Tutoring)

The Student Support Center provides learning assistance to students enrolled in courses at MCC. The Student Support Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English, mathematics, and algebra. A tutoring schedule is developed each semester that shows when faculty and peer tutors are available. The computers in the Student Support Center are available for word processing, research and individualized software instruction. The Student Support Center provides access and services to qualified college students with physical and/or learning disabilities.

Vending Machines

An extensive assortment of food and beverage machines is available in the Student Center. Beverage machines are also located in Aspen Hall, Cottonwood Hall, Elm Hall, and Spruce Hall. If students lose their money in any of these machines, they may contact the MCC Bookstore for a reimbursement.

Voter Registration

You can obtain voter registration forms at MCC Student Services Office. If you would like to vote in an election, you must mail or deliver a voter registration form no later than 30 days prior to the election in which you want to vote. (You can also obtain registration forms from most state agency offices, public libraries, or any County Clerk and Recorder's Office.)

www.MorganCC.edu

The MCC website reflects the most current college information. Class schedules and changes, catalog addendum, calendar of important dates, directory of staff, and general college information is easily accessible on the site. In addition, there are many tasks that can be accomplished electronically: apply for admission, register for classes, apply for financial aid, review programs of study, order transcripts, find necessary forms, pay tuition, and access the college library.

Student Activities and Student Life

STUDENT ACTIVITIES AND STUDENT LIFE

MCC offers student recreational, social, and cultural student activities that are sponsored by the Student Government Association (SGA) and Student Life Coordinator. The faculty and staff and student organizations also offer special activities and programs to students. The Student Life Coordinator and the Student Life Office are located in the MCC Student Center on the Fort Morgan campus.

Coffee and Popcorn

The MCC Student Center is the place to get a free morning cup of coffee or a snack of free popcorn!

MCC Hot Sheet

Fort Morgan campus activities and events are listed on the MCC Hot Sheet. Watch for deadlines and upcoming events and even a chance to win prizes!

Spring Fling

Each spring the Student Life Coordinator, along with student clubs and organizations, hosts a special fun event for students and their families. Spring Fling includes food, activities, and plenty of fun in the sun!

Student Ambassador Program

The Student Ambassador Program allows MCC to recognize special honor students and use their talents while building leadership and teamwork skills for the student. Ambassadors help with campus tours, special events and speaking engagements. Contact the Student Life Office at (970) 542-3170.

Student Center

MCC's Student Center on the Fort Morgan campus houses the MCC Bookstore, copy center, Anna C. Petteys Student Lounge, kitchen, student conference room, a variety of vending machines, and the Student Life Office. A pool table, computer with internet access, and television are also available for student use during breaks and free time. Students can deposit outgoing mail in the Student Center mail slot.

Student Clubs

MCC has many student clubs to enhance the student experience. Membership requirements vary from club to club. Information on existing or starting new MCC clubs is available from the Student Life Coordinator.

Some current clubs:

Foreign Language Club: For students interested in foreign languages and cultures. Fund raising allows the members to attend foreign films, cultural festivals and bilingual theatre as well as perform community services such as purchasing bilingual books for the library.

Future Teachers' Club: For students interested in becoming teachers. FTC gives students the opportunity

to work with children of different age groups, attend meetings with instructors already in the profession and attend an annual conference for teachers.

Health Occupations Students of America (HOSA): Members gain opportunities for knowledge, skill, and leadership development in health occupation education.

Journalism Club: The Journalism Club creates and publishes the MCC student newspaper. The Roadrunner Review is written and designed by MCC students and is a great resource for finding out what is happening on campus and expressing opinions. Students can place ads and access other services and information from the student newspaper.

Phi Beta Lambda Business Club (PBL): For business students or anyone interested in a business career. PBL gives students the opportunity to build on their business communication skills, practices, and ethics. PBL officers and members attend conferences at the state conferences national levels annually.

Phi Theta Kappa Honor Society (PTK): An international honor society of two-year colleges to recognize academic achievement. Students who have completed at least 12 college credit hours with a 3.5 grade point average and declared majors of A.A., A.S., A.A.S., or A.G.S., may be invited to join during ceremonies conducted in the fall and spring.

Science Club: Promotes a love for learning science through field trips. Any and all students are invited to join at any time. There is no membership fee.

Student Government Association (SGA): SGA looks for student leaders who are interested in serving as student liaisons in college/student governance. SGA welcomes students to attend any of the meetings to discuss their suggestions and concerns. Information and a copy of the SGA bylaws and constitution are available from the Student Life Coordinator.

Student Nurses Organization (SNO): An organization for students interested in a nursing career. SNO offers students the opportunity to learn about professional trends and issues in nursing.

SkillsUSA: A partnership of students, teachers, and industry working to ensure America has a skilled workforce, SkillsUSA helps students excel in Automotive Service Technology, Collision Repair Technology, Welding Technology and Construction Technologies.

COLLEGE CLOSURES

It is assumed that unless a specific decision is made otherwise, that classes will be held and offices will be open as scheduled.

Snow Closure/Inclement Weather Cancellation Policy

- Classes will meet if either the Brush or Fort Morgan Schools are open.
- If both schools close, classes will not be held at MCC
- It will be assumed that evening classes on snow days/inclement weather days will meet as scheduled.
- Students, faculty, and office personnel are encouraged to use their best judgment regarding the safety of conditions for driving to class or work, but not simply to take advantage of the situation for their own convenience.
- Faculty is encouraged not to penalize students in grading for using that judgment.
- When MCC is open, high school students, regardless of their school closure or other days off, are expected to be in their MCC classes. The decision to close the College because of inclement weather will be made by the College president or designee.

NOTIFICATION OF STUDENTS AND EMPLOYEES:

Daytime Courses:

Notification of College closure for the entire day will be released to media outlets by 7:00 a.m.: radio stations KFTM/KBRU; B-106/KSIR; Denver, KOA Radio; and television stations-Channel 4, 7, FOX 31 (local channel 8) and 9, and on the EDportal. \

Evening Courses:

Notification of cancellation of evening classes will be made no later than 4:00 p.m. and will be announced on local radio and television stations-Channel 4, 7, FOX 31 (local channel 8) and 9 television stations.

The MCC general information number 542-3100 or 1-800-622-0216 ext. 0 can also be accessed during regular office hours for up-to-date campus closures. Students and college employees should listen to these stations for information on closure of the College. In addition, the Instructional Office will attempt to contact instructors of on-campus evening classes by telephone.

Holidays

Morgan Community College is on an alternate Holiday Schedule and will close for the following holidays throughout the year:

LABOR DAY – College Closed

THANKSGIVING DAY – College Closed

FRIDAY AFTER THANKSGIVING –
College Offices Open – No classes held

CHRISTMAS BREAK – College Closed
See Academic Calendar for specific dates

SPRING BREAK –
College Offices Open – No classes held
See Academic Calendar for specific dates

MEMORIAL DAY – College Closed

INDEPENDENCE DAY – College Closed

Professional Development Days

Morgan Community College has determined that to provide the best learning environment for our students, all college personnel will participate in Professional Development Days each semester. College office will be closed and no classes will be held during Professional Development Days. (See the Academic Calendar for specific dates)

GRADUATION

Application to Graduate

To receive a certificate or degree, an application to graduate must be filed with the Student Services Office by the 4th week of the term in which the student plans to complete requirements. It is also acceptable for an advisor, Center Director, faculty member or other designee to fill out an Application to Graduate on the student's request or behalf.

The Application to Graduate form may be downloaded from the MCC Web site, requested from the Student Services Office, or requested from MCC Centers.

APPLICATION TO GRADUATE DEADLINE:

To receive a certificate or degree an application for graduation must be filed with the Student Services Office by the 4th week of the term in which they plan to complete their requirements.

LATE GRADUATION APPLICATIONS:

Applications to Graduate received after the term deadline may risk missing deadlines for:

- Graduation Honors Designations & Honors Cord
- Graduation Publicity
- Commencement Program Inclusion
- May incur delay in final graduation processing and receipt of diploma beyond the usual 4-6 weeks after term end
- May incur extra charges

SUMMER COMPLETERS and SPRING COMMENCEMENT PARTICIPATION:

Students completing requirements during the summer term who wish to participate in the previous spring commencement ceremony should indicate summer as the award term, but should submit the application to graduate using the spring term deadlines (4th week of the spring term) to be sure to receive all commencement ceremony email notices, etc.

Graduation Requirements

Graduation requirements for degrees and certificates listed are as follows:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of General Studies (A.G.S.)
- Associate of Applied Science (A.A.S.)
- Applied Technology Certificates

- 1) Completed all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
- 2) Cumulative GPA of 2.0 or higher
(Some certificate programs may be computed based on program only GPA with Instructional Vice President approval)
- 3) No grades below a "C" among the required classes in the program
- 4) Students must satisfactorily complete a minimum of 15 credit hours at the institution from which the Degree is offered. For Certificates, at least 25% of the credits must be completed in residence. On-line courses with registrations through the home college will be included in residency hours.
- 5) Completed an Application to Graduate form
- 6) Met all financial obligations to the College (To receive a diploma or transcripts all financial obligations to the college must be met (as well as any financial obligations to other CCCS system colleges)

(Certain Applied Technology programs have additional requirements. Check program layouts for specifics.)

Other Graduation Policies

- Morgan Community College will accept those courses in transfer that have been completed with a "C" or better at an accredited college or university, or other approved institution.
- No remedial or developmental courses will be applicable to an Associate of Arts (A.A.), Science (A.S.), Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree.
- The College reserves the right to substitute or delete course work based on current curriculum.
- All Guaranteed Transfer (GT) courses used to complete the State Guaranteed Transfer requirements and the 60 credits for the A.A. and A.S. degrees must be completed at a "C" or higher level.
- No more than three (3) semester hours of physical education course work may be applied to an associate degree program.

- To complete an associate degree program or certificate, students are required to fulfill the requirements in effect at the time of initial enrollment as specified in the MCC catalog. If a student does not attend the College for at least two consecutive semesters, excluding summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment.

MAPP Testing Requirement for Graduation

All full-time degree-seeking students need to take the MAPP test during their last semester before graduation. This test provides MCC with information about the effectiveness of their degree programs. This data is used to compare MCC to other community colleges nationwide. There is no charge for this exam, it takes approximately 40 minutes, and is scheduled by the student through the testing center in the LRC (542-3188) or through a local area Center Director. We encourage you to do your best on the MAPP exam.

Graduation with Honors

(Approved by CCCS ESC 2/24/2006 to be effective fall 2006)

Graduation honors recognize outstanding academic achievement throughout a student's academic career at Morgan Community College. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average (CGPA) at the institution. Only college level courses completed at Morgan Community College will be included in the GPA calculation.

The three levels of recognition are defined as follows and will be posted on the student's transcript.

Graduation Honor Designation	MCC Cumulative GPA Required
summa cum laude ("with highest honor")	4.00
magna cum laude ("with great honor")	3.75-3.99
cum laude ("with honor")	3.50-3.749

Requirements are as follows:

1. Submitted an Application to Graduate by the 4th week of the graduation term.
2. Applied to graduate with an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of General Studies (A.G.S.), or Associate of Applied Science (A.A.S.) degree.
3. Transfer students must have completed a minimum of 51% of course work at MCC
4. Recipients must have all course work in progress to be completed by the end of the graduation semester to be recognized at commencement and receive honors designations during the ceremony, in the program, and in commencement publicity.
5. Honors recognition at the Spring Commencement ceremony is based on the GPA from the last completed term prior to the graduation term.
6. If a final CGPA qualifies a spring graduate for honors, even though the previous final GPA was below 3.50, the honor will be posted on the official academic transcript, although the honor was not noted at the commencement ceremony. Conversely, if a final GPA disqualifies a spring graduate from receipt of honors designation, the designation will not be posted on the official academic transcript, even if the honor was noted in the ceremony program and publicity.

SUMMER COMPLETERS and HONORS: A student who is completing requirements during the summer term will not be eligible for commencement honors recognition the spring before completion. If, at the end of the summer term, completion is within honors ranges, the honors will be posted to the student's official transcript.

Commencement Ceremony

An annual commencement ceremony is held for all MCC graduation candidates at the end of the spring semester. Students completing their requirements in the summer may participate in the spring commencement ceremony. Participation in the commencement ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. Students must pay a Commencement Participation charge to attend the ceremony.

Graduation

COMMENCEMENT PARTICIPATION INFORMATION & CHARGES:

There is a charge for each commencement participation. Completion of the Application to Graduate form DOES NOT constitute notice that you plan to participate in the Spring Ceremony. You must contact the MCC Bookstore or Center Office by the 4th week of the term to purchase your Commencement Package. A late charge may be added for those failing to meet this deadline.

STUDENTS WHO DO NOT PLAN TO PARTICIPATE

in the college commencement ceremony may purchase a diploma cover and/or tassel from the MCC bookstore or from a local area MCC Center.

Diplomas, Transcripts, and Degree Posting

There is no charge to receive a diploma. After the end of the semester and after all final grades are recorded, the degrees and certificates are posted to the official academic record. If transcripts are desired with the degree posted, students should either wait until the degree appears on their academic record (students can check their online accounts) OR request transcripts be held until the degree is posted. Diplomas are mailed within 4-6 weeks after the end of the term. The diploma will be issued with the name listed in the official academic records and will be mailed to the LOCAL address listed in the student records. Students are encouraged to keep their addresses and names updated on their online account.

IF REQUIREMENTS ARE NOT COMPLETE:

If degree/certificate requirements, including financial obligations, are not complete by the end of the application term, a new Application to Graduate form is required for the following term. No further processing will be done without a new application.

Graduation Publicity

Graduation applicant names will be printed in the annual commencement program each May and in any media reports about the ceremony unless the Registrar's Office is contacted in writing or by e-mail at maria.cardenas@morgancc.edu by the 4th week of the graduation term. No guarantees are made that information will be withheld, but every attempt will be made to do so.

Graduate in Two Calendar Years/ 60+60

The Colorado Community College System (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree in two calendar years. The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an A.A. or an A.S. degree from a specific CCCS college in 60 credit hours and in 24 months.

Students must satisfy all the conditions described below to be eligible for this guarantee:

- 1) Enroll at the same community college for at least four consecutive semesters, excluding summer.
- 2) Register within one week of the beginning of registration for each semester.
- 3) Have completed all required developmental course work before beginning the count of two years to degree completion.
- 4) Enroll in and pass (with a "C" or better in each course) an average of 15 credit hours in coursework that applies to the A.A. or A.S. in each of four consecutive semesters.
- 5) Obtain a recommended plan of study for the A.A. or A.S. degree, signed by the student and community college advisor, prior to registration for the second semester, and according to the requirements of the student's community college.
- 6) Follow the signed plan of study.
- 7) Continue with the same degree (A.A. or A.S.) from entrance to graduation.
- 8) Retain documentation demonstrating that all the above requirements were satisfied. (Advising records, transcripts, etc.) Academic Advisors in the MCC Student Services Office can provide additional information.

Scholarships for MCC Graduates

Scholarships are available for MCC graduates who are transferring to other institutions. See the Financial Aid section for details.

VETERANS PROGRAMS

The Office of Veteran Affairs, located in the Student Services Office, provides enrollment services and general information to students who are eligible for benefits under the Veterans Administration (VA) Program.

Courses offered by Morgan Community College, with certain exceptions are approved for the training of veterans and eligible dependents under Chapters 30, 31, 32, 35, and 1606, Title 38, U.S. Code (P1 815). Students who plan to utilize Veterans Administration (VA) benefits while attending Morgan Community College should contact the Office of Veteran's Affairs immediately after making the decision to attend MCC. A six- to eight-week VA processing time should be anticipated for new applicants.

It is the student's responsibility to notify the Office of Veterans Affairs at MCC of any address changes and/or enrollment changes such as course adds and drops, change of major, other schools attended, and any other information related their academic standing.

Veterans must submit a copy of their DD214 and official transcripts of grades for any previous college education when submitting their Application for Admission to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits.

Students who are applying for VA benefits are responsible for payment of tuition, fees, and books, whether or not benefit payments have started.

Veterans Attendance and Satisfactory Progress

The Veterans Administration (VA) expects all students who receive veterans educational benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for repayments to the VA. Satisfactory progress and regular class attendance are expected of all students receiving veterans benefits. If a student who receives veterans benefits is placed on academic suspension, benefits are terminated and discontinued for the duration of the suspension.

Veterans Administration (VA) Web Site for Veterans

www.va.gov is a helpful Web site provided by the government for veterans.

TRANSFER FROM MCC

MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum. Students who attend Morgan Community College with the intention to transfer to a four-year college or university should familiarize themselves with the general education requirements of that other institution. While graduation requirements may vary, it is ordinarily easy to transfer from one Colorado institution to another if a student's planning is solid and grades are acceptable.

Colorado Community College Numbering System (CCNS)

The Colorado Community College System (CCCS) has adopted a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across the Community College System. The project is designed assist in student course transfer within the Community College System and to Colorado four-year colleges. See the Catalog Addendum for updates, and CCCS will provide an electronic addendum.

Transfer Agreements

Transfer agreements have been established in certain programs to facilitate transfer of Morgan Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The Guarantee Transfer (GT) agreements assure transfer of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies. Transfer of credits to institutions not listed above is possible, however each situation must be evaluated separately by the Registrar or Departmental Head of the receiving institution.

Adams State College at MCC

ADAMS STATE EXTENDED STUDIES AT MCC

Adams State College, in partnership with Morgan Community College (and its centers in Bennett, Burlington, Limon and Wray), is offering several degree completion programs in an independent study/online format. These programs include: B.A./Business Administration, B.S./Business Administration, B.A./Interdisciplinary Study, and B.A./Sociology (with emphasis areas in Social Welfare, Criminology, Law Enforcement, and Corrections). Representatives from Adams State's Extended Studies Office will be on campus throughout the semester to discuss these opportunities beyond a 2-year (Associate's) degree.

THE ADAMS STATE COLLEGE ELEMENTARY EDUCATION TEACHER PREPARATION PROGRAM (EETPP)

The Adams State College Elementary Education Teacher Preparation Program (EETPP) is designed to allow students to complete their B.A Degree in Interdisciplinary Studies, and receive licensure to teach in an elementary school without leaving their home communities. The program builds on a student's completed Associate of Arts Degree. This partnership allows students to take community college courses through MCC while also completing ASC B.A. requirements at MCC in Fort Morgan. When a sufficient number of students is available, ASC courses will also be scheduled at MCC Center locations. The program is designed to be completed in two years or five semesters including a summer session. ASC can quickly complete an evaluation of a student's prior coursework, and eligibility for this program. Interested students should call the Adams State College Extended Studies office at 1-800-548-6679, and indicate their interest in the MCC/ASC EETPP partnership.

General information on all these Degree Completion programs is available in the MCC Student Services office.

Associate's to Bachelor's Program at Regis University College for Professional Studies

The Associate's to Bachelor's Degree program is for adults who wish to transfer their community college degree or coursework into a four-year degree. Students earn a bachelor's degree by building upon the success of their associate's degree. Those students who complete an A.A. or A.S. plus an additional 30 hours of credit receive senior status at Regis. Then, students complete their fourth and final year with Regis.

DeVry University Colorado Community College Pathways

With DeVry University Colorado Community College Pathways students first complete an associate's degree at MCC plus 20 or more additional credits (up to 80 total before transferring). The final 30-45 credits of a bachelor's degree is earned at DeVry. Online and onsite options are available (9 credits must be onsite at DVU-Colorado). Students in the program receive a 30% tuition discount. Bachelor's degree programs include Business Administration and Technical Management.

60 + 60 Transfer Plan

If you are transferring from a two-year school to a four-year school, you may be entitled to additional guarantees. If you complete an Associate of Arts (A.A.) or Associate of Science (A.S.) degree, 60 credit hours of you A.A. or A.S. degree are guaranteed to transfer to a four-year school, once you are accepted for admission. And, you should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours. This is called a 60+60 Transfer Plan (see transfer guides at <http://www.cccs.edu/>). If you are accepted at a public higher education institution and GT credits do not transfer as meeting graduation requirements, you may file a student appeal to resolve the problem. Additional information is available at the CCCS Web site at <http://www.cccs.edu/>

The A.A. or A.S. degree will transfer to Colorado public four-year colleges and universities liberal arts and science degrees:

- If you:
- Complete your A.A. or A.S. degree including 35 credits state-guaranteed (gtPATHWAYS) general education courses, and
 - Earn a "C" grade or better in each course

Then At least 60 hours of your A.A./A.S. degree will transfer completely, upon admission, to a baccalaureate Liberal Arts and Sciences major in Colorado's public four-year institutions*

And You are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 hours.

*See your transfer advisor as soon as possible for a list of degrees applicable. Special articulation agreements exist for Teacher Education, Business, and Engineering that specify which lower-division credits you need.

Certain majors require essential lower-division prerequisites. Please see an advisor for information about obtaining a transfer guide that will help you select lower-division credits that will speed you on your way to finishing the baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

For more information, go to www.cccs.edu/EdServices/Transfer.html#Guarantee

Student Appeals Policy (Transfer Appeals)

In the event you are denied transfer credit after having met the above requirements, please contact your community college transfer advisor for policies and processes. The complete text of the policy can be found at www.state.co.us/cche/stuinf.htm

Guaranteed Transfer Program for General Education Courses in Colorado (gtPATHWAYS)

Although you've started at one of Colorado's public colleges or universities, there is a strong possibility you may end up transferring to another institution along the way. To help eliminate the guesswork of transferring general education course credits, Colorado has developed a statewide guaranteed transfer (GT) program (gtPATHWAYS Planning Guide)* and a statewide transfer policy.

gtPATHWAYS applies to all Colorado public institutions of higher education, and there are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GT-xxx designation. Courses without the GT designation are not guaranteed to transfer, however some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer.

Please see www.cccs.edu/EdServices/Transfer.html#Guarantee or www.state.co.us/cche/gened/gtPATHWAYS/index.pdf for updates and lists of approved courses.

Transfer from MCC

After starting on your higher education pathway at any public college or university in Colorado, and, upon acceptance to another, you can transfer up to 35 to 37 credits of previously and successfully (C- or better) completed GT general education coursework. These courses will automatically transfer with you and continue to count toward your general education core or graduation requirements for any liberal arts or science associate or bachelor degree program.

Please note that statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: business; early childhood; elementary education; engineering; and nursing. Also keep in mind that it is always a good idea to check with the school you wish to attend, so you are clear about which credits will transfer beyond any that are guaranteed by the GT transfer program or a statewide articulation agreement.

gtPATHWAYS Course Equivalents at All Colorado Public Colleges & Universities

Colorado's gtPATHWAYS is a set of general education courses that the state of Colorado guarantees to transfer to other Colorado public colleges and universities. Receiving institutions in Colorado shall apply guaranteed general education courses to a student's general education or major requirements. Approved courses in gtPATHWAYS are not based on course equivalencies but meet content and competency criteria. For a comprehensive list of course equivalents go to: <http://highered.colorado.gov/Academics/Transfers/gtPATHWAYS/default.html>

gtPATHWAYS Curriculum

(This information was taken from the following website on 12/13/07 <http://highered.colorado.gov/Academics/Transfers/gtPATHWAYS/curriculum.html>)

gtPATHWAYS is a set of general education courses that the state guarantees to transfer. Receiving institutions shall apply guaranteed general education courses to a student's general education or major requirements. Approved courses in gtPATHWAYS are not based on course equivalencies but meet content and competency criteria.

Communication

2 courses (6 credit hours, to include a 2 course sequence of 1 introductory course, followed by 1 Intermediate course.)

- Intro. Writing Course (GT-CO1)
- Intermediate Writing Course (GT-CO2)

Mathematics

1 course (or a series of 3 1-credit hour courses) 3 credit hours)

- (GT-MA1)

Arts & Humanities, History, & Social and Behavioral Sciences (15 credit hours)

- Arts and Humanities - 2 courses (minimum 3 credits each)
- Arts and Expression (GT-AH1)
- Literature and Humanities (GT-AH2)
- Ways of Thinking (GT-AH3)
- Foreign Languages (must be Intermediate/200 level) (GT-AH4)

History -- 1 course (minimum 3 credits)

- (GT-HI1)

Social and Behavioral Sciences -- 1 course (minimum 3 credits)

- Economic or Political Systems (GT-SS1)
- Geography (GT-SS2)
- Human Behavior, Culture, or Social Frameworks (GT-SS3)

If necessary to reach a minimum of 15 credits, select 1 additional course (minimum 3 credits) in Arts and Humanities, History, or Social and Behavioral Sciences.

Natural and Physical Sciences courses (7 credit hours)

- Seven credits must include at least one SC-1 course
- Course with Required Laboratory (GT-SC1)

Includes:

- o Courses that integrate a lecture and laboratory
- o Separately transcribed laboratories that have an GT-SC2 lecture course as a prerequisite or corequisite
- o Lecture Course Without Required Laboratory (GT-SC2)

Statewide gtPATHWAYS List of Approved Courses

CCCS Approved gtPATHWAYS Courses as of 11-12-07 for updates see www.cccs.edu/Docs/CCNS/gtPathways-CCCS-Courses.pdf				
Course#	Course Title	GT-xxx	CCHE Approved	CCHE Effective Date
ANT 101	Cultural Anthropology	GT-SS3	1/10/2003	1/10/2003
ANT 107	Introduction to Archaeology	GT-SS3	3/1/2007	Aug-07
ANT 111	Physical Anthropology	GT-SS3	1/10/2003	1/10/2003
ANT 215	Indians of North America	GT-SS3	11/9/2007	11/9/2007
ART 110	Art Appreciation	GT-AH1	1/9/2004	1/9/2004
ART 111	Art History I	GT-AH1	1/10/2003	1/10/2003
ART 112	Art History II	GT-AH1	1/10/2003	1/10/2003
ART 207	Art History 1900 - Present	GT-AH1	6/1/2006	Aug-06
AST 101	Astronomy I	GT-SC1	1/10/2003	1/10/2003
AST 102	Astronomy II	GT-SC1	1/10/2003	1/10/2003
BIO 105	Science of Biology	GT-SC1	1/9/2004	1/9/2004
BIO 111	General College Biology I	GT-SC1	1/10/2003	1/10/2003
BIO 112	General College Biology II	GT-SC1	1/10/2003	1/10/2003
BIO 201	Anatomy & Physiology I	GT-SC1	6/2/2005	Aug-05
BIO 202	Anatomy & Physiology I	GT-SC1	6/2/2005	Aug-05
BIO 204	Microbiology	GT-SC1	6/2/2005	Aug-05
BIO 220	General Zoology	GT-SC1	6/7/2007	Aug-07
CHE 101	Introduction to Chemistry I	GT-SC1	1/10/2003	1/10/2003
CHE 102	Introduction to Chemistry II	GT-SC1	1/10/2003	1/10/2003
CHE 105	Chemistry in Context	GT-SC1	6/2/2005	Aug-05
CHE 111	General College Chemistry I	GT-SC1	1/10/2003	1/10/2003
CHE 112	General College Chemistry II	GT-SC1	1/10/2003	1/10/2003
ECO 201	Principles of Macroeconomics	GT-SS1	1/9/2004	1/9/2004
ECO 202	Principles of Microeconomics	GT-SS1	1/9/2004	1/9/2004
ECO 245	Environmental Economics	GT-SS1	4/6/2006	Aug-06
ENG 121	English Composition I	GT-CO1	1/10/2003	1/10/2003
ENG 122	English Composition II	GT-CO2	1/10/2003	1/10/2003
ETH 200	Introduction to Ethnic Studies	GT-SS3	11/9/2007	11/9/2007
FVT 100	Intro to Film Studies	GT-AH1	6/2/2005	Aug-07
FRE 211	French Language III	GT-AH4	9/9/2005	Jan-06
FRE 212	French Language IV	GT-AH4	6/1/2006	Aug-06
GEO 105	World Geography	GT-SS2	1/10/2003	1/10/2003
GEO 106	Human Geography	GT-SS2	1/10/2003	1/10/2003
GER 211	German Language III	GT-AH4	6/2/2005	Aug-05
GER 212	German Language IV	GT-AH4	6/2/2005	Aug-05
GEY 111	Physical Geology	GT-SC1	1/10/2003	1/10/2003
GEY 121	Historical Geology	GT-SC1	1/10/2003	1/10/2003
HIS 101	History of Western Civilization I	GT-HI1	1/10/2003	1/10/2003
HIS 102	History of Western Civilization II	GT-HI1	1/10/2003	1/10/2003

Transfer from MCC

Course#	Course Title	GT-xxx	CCHE Approved	CCHE Effective Date
HIS 111	World Civilization I	GT-HI1	6/1/2006	Aug-06
HIS 112	World Civilization II	GT-HI1	6/1/2006	Aug-06
HIS 201	U.S. History I	GT-HI1	1/10/2003	1/10/2003
HIS 202	U.S. History II	GT-HI1	1/10/2003	1/10/2003
HIS 247	Contemporary World History	GT-HI1	1/10/2003	1/10/2003
HUM 121	Humanities:	GT-AH2	1/9/2004	1/9/2004
HUM 122	Humanities: Medieval-Mod	GT-AH2	1/9/2004	1/9/2004
HUM 123	Humanities: Modern World	GT-AH2	1/9/2004	1/9/2004
ITA 211	Italian Language III	GT-AH4	6/2/2005	Aug-05
ITA 212	Italian Language IV	GT-AH4	6/2/2005	Aug-05
JPN 211	Japanese Language III	GT-AH4	6/2/2005	Aug-05
JPN 212	Japanese Language IV	GT-AH4	6/2/2005	Aug-05
LIT 115	Introduction to Literature I	GT-AH2	1/10/2003	1/10/2003
LIT 201	Masterpieces of Literature I	GT-AH2	1/10/2003	1/10/2003
LIT 202	Masterpieces of Literature II	GT-AH2	1/10/2003	1/10/2003
LIT 205	Ethnic Literature	GT-AH2	1/10/2003	1/10/2003
LIT 211	Survey of American Literature I	GT-AH2	1/10/2003	1/10/2003
LIT 212	Survey of American Literature II	GT-AH2	1/10/2003	1/10/2003
LIT 221	Survey of British Literature I	GT-AH2	1/10/2003	1/10/2003
LIT 222	Survey of British Literature II	GT-AH2	1/10/2003	1/10/2003
LIT 225	Introduction to Shakespeare	GT-AH2	3/1/2007	8/1/2007
MAT 120	Mathematics for the Liberal Arts	GT-MA1	1/10/2003	1/10/2003
MAT 121	College Algebra	GT-MA1	1/10/2003	1/10/2003
MAT 122	Trigonometry	GT-MA1	6/2/2005	1/10/2003
MAT 123	Finite Mathematics	GT-MA1	6/2/2005	1/10/2003
MAT 125	Survey of Calculus	GT-MA1	1/10/2003	1/10/2003
MAT 135	Introduction to Statistics	GT-MA1	1/10/2003	1/10/2003
MAT 155	Integrated Math I	GT-MA1	2/2/2006	Aug-06
MAT 156	Integrated Math II	GT-MA1	2/2/2006	Aug-06
MAT 166	Pre-Calculus	GT-MA1	6/2/2005	Aug-05
MAT 201	Calculus I	GT-MA1	1/10/2003	1/10/2003
MAT 202	Calculus II	GT-MA1	1/10/2003	1/10/2003
MAT 203	Calculus III	GT-MA1	6/1/2006	Aug-06
MAT 204	Calculus III/with Engineering Applications	GT-MA1	3/1/2007	Aug-07
MAT 215	Discrete Mathematics	GT-MA1	3/1/2007	Aug-07
MAT 261	Differential Equations with Engineering Applications	GT-MA1	3/1/2007	Aug-07
MAT 265	Differential Equations	GT-MA1	6/1/2006	Aug-06
MET 150	General Meteorology	GT-SC1	6/2/2005	Aug-05
MUS 120	Music Appreciation	GT-AH1	1/10/2003	1/10/2003
MUS 121	Music History I	GT-AH1	1/10/2003	1/10/2003
MUS 122	Music History II	GT-AH1	1/10/2003	1/10/2003
PHI 111	Introduction to Philosophy	GT-AH3	1/10/2003	1/10/2003

Transfer from MCC

Course#	Course Title	GT-xxx	CCHE Approved	CCHE Effective Date
PHI 112	Ethics	GT-AH3	1/10/2003	1/10/2003
PHI 113	Logic	GT-AH3	1/9/2004	1/9/2004
PHI 114	Comparative Religions	GT-AH3	4/6/2006	8/1/2006
PHI 214	Philosophy of Religion	GT-AH3	4/6/2006	8/1/2006
PHY 105	Conceptual Physics	GT-SC1	6/2/2005	Aug-05
PHY 111	Physics: Algebra Based I	GT-SC1	1/10/2003	1/10/2003
PHY 112	Physics: Algebra Based II	GT-SC1	1/10/2003	1/10/2003
PHY 211	Physics: Calculus-Based I w/Lab	GT-SC1	1/10/2003	1/10/2003
PHY 212	Physics: Calculus-Based II w/Lab	GT-SC1	1/10/2003	1/10/2003
POS 105	Introduction to Political Science	GT-SS1	1/10/2003	1/10/2003
POS 111	American Government	GT-SS1	1/9/2004	1/9/2004
POS 205	International Relations	GT-SS1	6/1/2006	Aug-06
POS 225	Comparative Government	GT-SS1	6/1/2006	Aug-06
PSY 101	General Psychology I	GT-SS3	1/9/2004	1/9/2004
PSY 102	General Psychology II	GT-SS3	1/10/2003	1/10/2003
PSY 205	Psychology of Gender	GT-SS3	6/1/2006	Aug-06
PSY 217	Human Sexuality	GT-SS3	11/9/2007	11/9/2007
PSY 226	Social Psychology	GT-SS3	6/1/2006	Aug-06
PSY 227	Psychology of Death and Dying	GT-SS3	6/1/2006	Aug-06
PSY 235	Human Growth & Development	GT-SS3	6/2/2005	Aug-06
PSY 238	Child Development	GT-SS3	6/1/2006	Aug-06
PSY 249	Abnormal Psychology	GT-SS3	3/1/2007	Aug-07
RUS 211	Russian Language III	GT-AH4	6/2/2005	Aug-05
RUS 212	Russian Language IV	GT-AH4	6/2/2005	Aug-05
SCI 155	Integrated Science I	GT-SC1	2/2/2006	Aug-06
SCI 156	Integrated Science II	GT-SC1	2/2/2006	Aug-06
SOC 101	Introduction to Sociology	GT-SS3	1/9/2004	1/9/2004
SOC 102	Introduction to Sociology II	GT-SS3	1/9/2004	1/9/2004
SOC 205	Sociology of Family Dynamics	GT-SS3	11/9/2007	11/9/2007
SOC 215	Contemporary Social Problems	GT-SS3	6/1/2006	Aug-06
SOC 216	Sociology of Gender	GT-SS3	6/1/2006	Aug-06
SOC 231	Sociology of Deviant Behavior	GT-SS3	6/1/2006	Aug-06
SPA 211	Spanish Language III	GT-AH4	1/10/2003	1/10/2003
SPA 212	Spanish Language IV	GT-AH4	1/10/2003	1/10/2003
THE 105	Introduction to Theatre Arts	GT-AH1	1/10/2003	1/10/2003
THE 211	Development of Theatre I	GT-AH1	1/10/2003	1/10/2003
THE 212	Development of Theatre II	GT-AH1	1/10/2003	1/10/2003
WST 200	Introduction to Women Studies	GT-SS3	11/9/2007	11/9/2007

STUDENT RIGHTS AND RESPONSIBILITIES

Student Bill of Rights

taken from www.state.co.us/cche/students/appeals.html

23-1-125. Commission directive - student bill of rights

THE GENERAL ASSEMBLY HEREBY FINDS THAT STUDENTS ENROLLED IN PUBLIC INSTITUTIONS OF HIGHER EDUCATION SHALL HAVE THE FOLLOWING RIGHTS:

- (a) STUDENTS SHOULD BE ABLE TO COMPLETE THEIR ASSOCIATE OF ARTS (A.A.) AND ASSOCIATE OF SCIENCE (A.S.) DEGREE PROGRAMS IN NO MORE THAN SIXTY CREDIT HOURS OR THEIR BACCALAUREATE PROGRAMS IN NO MORE THAN ONE HUNDRED TWENTY CREDIT HOURS UNLESS THERE ARE ADDITIONAL DEGREE REQUIREMENTS RECOGNIZED BY THE COMMISSION;
- (b) A STUDENT CAN SIGN A TWO-YEAR OR FOUR-YEAR GRADUATION AGREEMENT THAT FORMALIZES A PLAN FOR THAT STUDENT TO OBTAIN A DEGREE IN TWO OR FOUR YEARS, UNLESS THERE ARE ADDITIONAL DEGREE REQUIREMENTS RECOGNIZED BY THE COMMISSION;
- (c) STUDENTS HAVE A RIGHT TO CLEAR AND CONCISE INFORMATION CONCERNING WHICH COURSES MUST BE COMPLETED SUCCESSFULLY TO COMPLETE THEIR DEGREES;
- (d) STUDENTS HAVE A RIGHT TO KNOW WHICH COURSES ARE TRANSFERABLE AMONG THE STATE PUBLIC TWO-YEAR AND FOUR-YEAR INSTITUTIONS OF HIGHER EDUCATION;
- (e) STUDENTS, UPON COMPLETION OF CORE GENERAL EDUCATION COURSES, REGARDLESS OF THE DELIVERY METHOD, SHOULD HAVE THOSE COURSES SATISFY THE CORE COURSE REQUIREMENTS OF ALL COLORADO PUBLIC INSTITUTIONS OF HIGHER EDUCATION;
- (f) STUDENTS HAVE A RIGHT TO KNOW IF COURSES FROM ONE OR MORE PUBLIC HIGHER EDUCATION INSTITUTIONS SATISFY THE STUDENTS' DEGREE REQUIREMENTS;
- (g) A STUDENT'S CREDIT FOR THE COMPLETION OF THE CORE REQUIREMENTS AND CORE COURSES SHALL NOT EXPIRE FOR TEN YEARS FROM THE DATE OF INITIAL ENROLLMENT AND SHALL BE TRANSFERRABLE.

Student Rights and Responsibilities

CLASSROOM

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.
3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, ends, objectives to be achieved, and grading criteria which will be applied to a particular course of study.
4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.
5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.
6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act (FERPA), and Freedom of Information statutes.
7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.
8. Students have the right to legally mandated absences, such as military duty, jury duty, or legal summons to a court of law. Students receiving financial aid or Veterans benefits should contact the Financial Aid Office.

Student Rights and Responsibilities

9. No qualified individual with a self identified disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.

CAMPUS

1. Outside the classroom, students have the right to discuss and to express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community, subject only to reasonable time, place, and manner restrictions.
2. Students shall be free to determine their personal behavior without institutional interference, according to the following guidelines: Dress and grooming are modes of personal expression and taste that shall be left to individual discretion except for reasonable requirements of health and safety and except for ceremonial occasions, the nature of which requires particular dress or grooming.
3. Students have the right to be free from discrimination based on the College's Affirmative Action Policy.
4. Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of campus, including the Student Center, are for student use and considered No Loitering Zones.

GRIEVANCE

1. Students shall have the right to utilize grievance procedures and to seek redress in the event they believe that their rights and/or freedoms are violated.
2. Students may not grieve a course grade.
3. Complaints from students alleging violation of Title VI, IX, or ADA/504 will be referred to the Vice President of Student Success. The Vice President of Student Success will be responsible for maintaining a record of the nature of complaint, date filed, location, current status, and resolution and for assigning the complaints to the appropriate coordinator for resolution.
4. Any student who files a complaint with knowledge of frivolous intent will be subject to disciplinary action.

STUDENT CODE OF CONDUCT

Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights. As members of the academic community, students are expected to conduct themselves in a reasonable manner. Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education. Members of the College community shall recognize the authority of the College to publish and maintain its own set of rules and regulations. It is the responsibility of all members of the College community to make themselves aware of the rules and regulations of the institution and comply with those rules and regulations. All members of the College community, while on campus or while participating in College-sponsored activities (on or off campus), are expected to comply with College rules and regulations and with the regulations of off-campus sites.

Specific acts which are not in accordance with the MCC Code of Conduct include:

- 1) Plagiarizing, cheating and/or facilitating violations of reasonable standards of academic behavior. Matters relating to academic standards and achievement fall within the responsibility of instructional staff. In cases of plagiarism, cheating, or other forms of academic dishonesty, the instructor will impose the sanctions as stated in the course syllabus.

Examples of the above may include but are not limited to:

- a. Copying, writing, or presenting another person's information, ideas, or phrasing without proper acknowledgment of their true source.
- b. Using a commercially-prepared term paper or project.
- c. Copying information from the test of another student.
- d. Using unauthorized materials during an examination.
- e. Obtaining illegally or attempting to obtain unauthorized knowledge of a test.
- f. Giving or selling to another student unauthorized copies of tests.
- g. Taking a test in place of another student or having someone take a test in his/her place.

Student Rights and Responsibilities

- h. Unauthorized collaboration between two or more students on a test, paper, project, or activity.
 - i. Forging, altering, or using College documents, records forms, or instruments with the intent to defraud or to furnish false information to the College or to agencies and educational institutions.
- 2) Disruption of teaching, research, administration, disciplinary procedures, and other College activities, as well as, unauthorized entry, use, or occupation of MCC facilities.
 - 3) Preventing or attempting to prevent any student(s) from attending any class or other College activity, impeding, or disrupting any class or other College activity, or attempting to prevent any person from lawfully entering, leaving, or using any College facility. Intentional and unauthorized interference with a right of access to College facilities, freedom of movement or freedom of speech.
 - 4) Threatening, attempting, or committing physical violence against or endangering the health, safety, or welfare of self and/or other person(s).
 - 5) Damaging, destroying, or stealing College property or private property of students, College staff or guests when such property is located upon or within College buildings or facilities
 - 6) Possessing firearms, explosives, or other dangerous weapons (instruments that are designed to produce bodily harm) within or upon the grounds, buildings, or other facilities of the College. This policy shall not apply to a police officer or peace officer authorized by the State or the President or his/her designee. Weapons may include, but are not limited to: any type of firearm, BB guns, martial arts devices, brass knuckles, hunting knives, daggers, or similar knives or switchblades. Any instrument that is designed to look like a firearm, explosive, or dangerous weapon and that is used by a person to cause fear in or to harass another person is expressly included within the meaning of a firearm, explosive, or dangerous weapon.
 - 7) Conduct that is lewd, indecent, or obscene.
 - 8) Possessing, consuming, or distributing any alcoholic beverage on campus except in accordance with College rules and regulations; appearing on campus while intoxicated as defined by State and local laws.
 - 9) Illegally possessing, using, distributing, or manufacturing any narcotic, dangerous drug, or controlled substance as classified by federal, state, and local laws or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous drug, or controlled substance.
 - 10) Failure to comply with the verbal or written directions of a College official, violating any College suspension, probation, or conditions thereof. Failing to comply with contractual obligations with the College (such as defaults on payments, loan agreements, terms of work study, employment, etc.).
 - 11) Using language that is degrading or abusive to any person and/or harassing any person with language as defined by State or Federal statute.
 - 12) Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in the class only with instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting. (Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of campus, including the Student Center, are for student use and are considered No Loitering Zones.)
 - 13) Influencing or attempting to influence any employee or any student enrolled in the College through the offerings or acceptance of favors (including sexual), bribery, or any kind of threats.
 - 14) Intentionally publishing or disseminating any written instrument, sign, picture, object, or verbal statement, with knowledge of its falsity and with malicious intent, to impeach the honesty, integrity, or reputation of another person.
 - 15) Aiding, abetting, or inciting others to commit any of the acts listed above.
 - 16) Unacceptable uses of e-mail, which include, but are not limited to the following:
 - Using e-mail for any purpose which violates federal or state laws;
 - Using e-mail for commercial purposes;
 - Misrepresenting your identity or affiliation in e-mail communications;
 - Sending harassing, intimidating, obscene, abusive or offensive material to or about others;
 - Intercepting, disrupting or altering electronic communications packets;

- Using someone else's identity and password;
- Using electronic communications to send copies of documents in violation of copyright laws;
- Attempting unauthorized access to data or attempting to breach any security measures on any electronic communication system.
- Initiating or knowingly perpetuating a program containing a "virus" and/or
- Using e-mail for other purposes prohibited by the computer system administrator or College rules, regulations or procedures

17) Please note: Additional disciplinary policies may be in effect for the health occupations. Please refer to these programs for specific information. Students in the above programs do not in any way forgo their right of due process through the grievance procedure.

DISCIPLINARY ACTION

Students who violate any of the Standards of Conduct are subject to disciplinary action. In the event that student misconduct is severe enough to warrant administrative intervention, the following levels of discipline will be used:

- No Action
- Warning
- Reprimand - Student is given a set amount of time to indicate a change. Certain restrictions may be levied against the student.
- Probation - A student is not eligible to participate in student organizations or clubs and cannot serve on College committees. A student on probation is given a set amount of time to indicate an attitude or behavioral change.
- Suspension - Student cannot attend classes, participate in any student activities, or have access to any MCC facilities. Re-admission is possible.
- Expulsion - Student is denied re-admission.
- Required Withdrawal - Students may be required to withdraw from MCC for an extended period of time, or indefinitely, for failing to meet scholastic standards, to observe the standards of conduct or other MCC regulations, or to meet financial obligations to MCC.

Student Discipline Policy

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College and if a student is charged with violating his/her College's Code, he/she is entitled to have these procedures followed in the consideration of the charge.

DEFINITIONS

Code of Conduct: A document developed and published by each college that defines prescribed conduct of students.

Impartial Decision-Maker: The individual/committee designated by the College president to hear student disciplinary appeals.

President's Designee: The individual designated by the College president to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.

Notice: Notices that are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.

Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.

Warning: A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.

Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions during the probationary period.

Other disciplinary sanctions: Fines, restitution, denial of privileges, assignment to perform services for the benefit of the College or community; or other sanction that doesn't result in the student being denied the right of attending classes.

Student Rights and Responsibilities

College suspension or expulsion: An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for re-admission. Expulsion is a separation for more than two academic terms: a student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, use of a College facility or an activity if it is the sole determination by an authorized College employee that the conduct is in violation of the Code. The suspension is subject only to an appeal to the President or his/her designee to ensure that the action was taken pursuant to College policies. Students may be suspended from one class period by the responsible faculty member; longer suspensions can be done only in accordance with College procedures.

Summary Suspension: An immediate action taken by the President or his/her designee to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the College. In such event, the hearing before the Impartial Decision-Maker (if requested by the student), shall occur as soon as possible following the suspension.

Day: Refers to calendar day unless otherwise noted below.

PROCEDURES

Decision

The President or his/her designee shall receive all allegations of student misconduct, investigate the complaints and make a Decision. He/she may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to him/her. If an administrative resolution is not achieved, the President or his/her designee shall issue a Decision that determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written Notice of the Decision and be advised of his/her right to appeal the De-

cision by filing a written appeal with the President or his/her designee within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six days after service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

Appeal

In the event of an appeal, the President or his/her designee shall give written Notice to the student and the Impartial Decision-Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; The date, time and place of the alleged violation; the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless the parties agree to a shorter time.

Conduct of Hearings

The Impartial Decision Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

- 1) Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.
- 2) Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.
- 3) Students shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision Maker to review before making a final decision.
- 4) Hearings shall be conducted in private unless all parties agree otherwise. The Impartial Decision Maker should maintain a record of the hearing.

Determination by Impartial Decision Maker

The Decision-Maker shall make its findings and determinations in closed meeting out of the presence of involved parties including the student charged.

Separate findings are to be made as to the conduct of the student, and on the sanction (s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence that the student committed the alleged conduct and that it constituted a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below) and that the discipline is reasonable given the violation. The student and the President or his/her designee shall be given written Notice of the decision. The decision shall be issued within five (5) calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

Petition for Review

The President's designee or the student may petition the president to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after notification of the decision. If a review is requested, the other party will be three (3) days to respond to the petition and his/her response. Materials will be given to the president to review before a decision on the petition is made.

President's Decision

The president shall review the record of the case and the petition and may affirm, or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The president shall notify the involved parties including the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The president's decision is final.

Miscellaneous

College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact the College which is also a violation of the College's Student Code of Conduct. Proceedings may be carried out prior to, simultaneously with, or following off-campus civil or criminal proceedings. Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker. The procedural rights may be waived by the student.

Student Grievance Procedure

Reference: Colorado Community College System (CCCS) System Board Policies (BP) 4-30 and 4-31. Colorado Community College System President's Procedures (SP) 4-30- and 4-31.

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion.

DEFINITIONS

Grievant: Enrolled student, a client or volunteer who is providing a service to benefit the College under the supervision and control of a College employee. A client or volunteer may only grieve a decision that bans him or her from the campus.

Grievance: Any alleged action or inequity that violates written College policy or procedure. The grievant must be personally affected by such violation. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

President's designee: The College employee designated by the College president to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity and access.

Remedy: The relief that the Grievant is requesting.

Respondent(s): Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the College is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

Student Rights and Responsibilities

PROCEDURES

Informal

Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the College employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under that procedure. While the Grievant is encouraged to resolve the issues informally, it is possible to go to the formal stage by following the process outlined below.

Formal

- a) Grievant timely files a written statement of the action complained of and describes the remedy he/she is seeking with the President or his/her designee. A matter could also be referred to this process by the College president or his/her designee. Once a written grievance is filed or referred, the Vice President of Student Success or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.
- b) If the matter is determined to be grievable, the President or his/her designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited to appear the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the President or his/her designee shall issue a Decision within ten (10) calendar days after close of the hearing. The Decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions office. The Decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The decision is final

unless either party files a Petition for Review with the president within five (5) calendar days of service of the Decision.

At MCC the Grievance Committee is comprised of:

- The Vice President of Student Success
- The Vice President of Instruction
- Division Chair(s)
- The Vice President of the MCC Student Government Association (SGA) or a student representative

If the grievance is against a member of the grievance committee, another person shall be designated by the President shall be appointed.

- c) Upon receipt of a Petition for Review, the College president will review the record and issue a written decision within ten (10) calendar days of receipt of the Petition of Review. The President's decision is final.
- d) The President or his/her designee may extend the scheduling timelines described above for good cause.
- e) If the grievance is against the President's designee, Vice President of Instruction or other person designated by the President shall perform the duties of the President's designee.

CAMPUS POLICIES AND SAFETY ISSUES

Bomb Threats

If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT!

Clear the area and notify (in person) an MCC administrator.

If a call should come into any office on the campus or the downtown facilities, attempt to obtain the following:

- The exact location of the bomb.
- The time set for detonation.
- What does the device look like?
- What type of explosive is being used?
- Why was the device placed?
- Exact language used
- Type of suspect (male, female, child)
- Approximate age of suspect.
- Speech type: (slow, fast, excited, normal, confident, broken, disguised).
- Note any background noise.
- Attempt to keep the suspect on the line as long as possible.

DO NOT USE RADIO OR CELL PHONE EQUIPMENT WITHIN A 100 YARD RADIUS OF THE ALLEGED OR SUSPECTED LOCATION OF THE BOMB DEVICE.

DO NOT TURN LIGHTS ON OR OFF

DO NOT SOUND THE FIRE ALARM

DO NOT TURN COMPUTERS OFF

DO NOT USE ANY RADIO TRANSMITTING DEVICE

DO NOT PICK UP PACKAGES OR ANY OTHER ITEMS

Whichever administrator is notified should immediately contact the appointed emergency team personnel in order to use the fire alarm loud speaker system to clear all building occupants. All occupants need to clear an area at least 500 feet from the building.

ALL persons are to evacuate the building immediately.

Under no circumstances should ANYTHING be touched.

Campus Cleanliness

The state of cleanliness of the College buildings and grounds is a reflection on the people who work or are in attendance at the institution. It is thus essential that all administrators, faculty, classified personnel and students share the task of keeping our campus and its buildings neat, clean and safe.

Tasks that each member of the College should do by choice, and not because it is published, are listed below:

- Place trash in containers.
- Smoking is prohibited in campus buildings. Some entrances are designated as smoke free areas. Smokers should use only approved smoking areas and utilize ashtrays and urns provided. See Smoking section below for details.
- Be responsible for neatness of areas used, whether office, desk, carrel or classroom seat.
- Report unsafe conditions to the Maintenance and Operations (M&O) and broken furniture or equipment to the person in charge of the area.
- Consume food and drink only in designated areas.
- Avoid "doodling" or other writing on table surfaces.
- Inform violators of the above rules.
- Post advertisements or events only on approved bulletin boards or surfaces. No scotch tape or tape of any kind is to be used on painted wall surfaces.
- Repair or maintenance work is to be done by Maintenance and Operations (M&O) personnel.
- Animals are not permitted in any College facility unless directly associated with class instruction, approved programs or guide dogs.

Smoking

The new Colorado Clean Indoor Air Act 2006, states that "smoking will not be allowed within 15 feet of an establishment's main entryway unless defined differently by a local law." Educational institutions are included in the new law and there are established fines if a business does not comply with the law.

MCC has defined "main entrances" on the Ft Morgan campus to include the following list and has designated them as "smoke free" areas (meaning we ask that no smoking occur around these areas).

Campus Policies and Safety Issues

The designated non-smoking entrances include:

- Cottonwood East Entrance (double doors under the canopy)
- Aspen East Entrance (double doors by Student Center)
- Elm West Entrance (double doors under the canopy)
- Spruce North West Entrance (double doors under the canopy)
- Spruce North East Entrance (single door)
- Aspen West Entrance (top of stairs)
- 300 Main Street (west building entrance)
- 117 Main Street (east building entrance)

Smoking is permitted near the other exterior entrances around campus and ash trays will be provided. Trash cans and benches will be placed in areas where smoking is permitted and students/staff are asked to use only these designated areas.

Center Directors have designated a main entrance at each of their facilities.

For more information you can visit the www.SmokeFreeColorado.org Web site. If you have any MCC related questions or concerns, please contact the Vice President for Administration and Finance.

Campus Law Enforcement

Campus law enforcement is the responsibility of the City of Fort Morgan Police Department.

Campus Security Report

The report is for the Department of Education, and is to be available along with the campus security policy information, to all students and employees, as well as for all requests from potential employees and students. A Campus Security Report is to be completed September 1 of each year and left on file with the President's office of Morgan Community College.

Communicable Diseases

On the basis of current information from the American College Health Association, the National Centers for Disease Control, and the Colorado Department of Health, there are numerous reportable communicable diseases which can infect individuals through various methods of contact and can represent a public health threat to the campus community. When causes of reportable

communicable diseases are known to exist on the Morgan Community College campus, the President of the College will appoint a committee to review matters on a case-by-case basis.

The committee will include the following:

- attending physician of infected individual
- representative from Student Services
- representative from faculty
- representative from administration

The committee will review the issues, consider the guidelines from the above-listed agencies, and provide recommendations to the College President for resolution.

Crime Awareness and Campus Security Act of 1990

In compliance with the Campus Security Act: Title II of Public Law 101-542, Morgan Community College has adopted the following policy for reporting criminal activities:

Morgan Community College policy is that all criminal actions or other emergencies are to be reported to the Vice President for Administration and Finance, or his/her designee, whether in person or by telephone.

- The Vice President for Administration and Finance will respond to all calls; medical assistance will be administered by the Morgan County Ambulance Services.
- Law Enforcement assistance will be provided upon request by the City of Fort Morgan Police Department.
- Motor vehicle accident, investigation assistance will be requested from the same.

Crime Categories to be Reported

Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arrests for Liquor Law Violations (not including drunkenness or driving under the influence of alcohol), Drug Abuse Violations, and Weapons Violations.

Crime Records

The College will provide a record of violent crimes committed on the Morgan Community College campus and make those records available each September to the students and employees of Morgan Community College and available on request to those seeking employment or enrollment.

Drug and Alcohol Abuse Prevention Program

Morgan Community College (College) is a state system community college governed by the State Board for Community Colleges and Occupational Education (Board). The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law).

The College adopts the following Drug and Alcohol Abuse Prevention Program:

1. **Standard of Conduct.** Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or abuse of alcohol and/or illicit drugs on College property or as a part of College activities.
2. **Legal Sanctions for Violation of the Standards of Conduct.** The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to discipline, termination, dismissal, arrest, or citation as applicable. Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$8,000.00. The exact penalty assessed depends upon the nature and severity of the individual offense.
3. **Penalties which may be imposed by the College:** students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment; and/or referral to authorities for prosecution.
4. **Health Risks Associated with use of illicit drugs and alcohol abuse.** Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatic disease, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.
5. **Available Counseling, Treatment, Rehabilitation or Reentry Program:** Counseling, treatment, rehabilitation or re-entry program information can be procured from the Guidance and Placement Director or the Vice President of Student Success (1-800-622-0216) or the Colorado Department of Health.

Emergency Fire/Explosion Evacuation Procedures

The College, in order to preserve life and property and as required by statute, provides alarm systems to notify all persons in Morgan Community College buildings of a potential or actual fire emergency. Disregard of an alarm places the College and/or persons in serious jeopardy, especially if a personal injury occurs.

FIRE ALARM SYSTEM

When a fire alarm is generated in any Morgan Community College building, all personnel will evacuate to an outside area 500 feet away from the building.

RED-FIRE BOX

When a fire is discovered in any part of a building, proceed to the nearest red-fire box and pull down the bar or lever until it breaks the glass rod. This will activate the fire alarm system. Follow the prescribed exit route to exit the building immediately.

NOTIFICATION

The appointed emergency team personnel will be notified immediately of any alarm being generated in the Main Campus or Downtown location buildings. The Fort Morgan Fire Department will be notified immediately by automatic dialer of all fire alarms. An automatic dialer is in place which rings the monitoring agency - 1-800-757-0397 and 867-2461 but a follow-up call should be made from outside the building. In the event of a false alarm, the fire department should also be notified - 867-2815.

The Fort Morgan Fire Department will respond immediately. Fire equipment will arrive as the building is being evacuated. **DO NOT HAMPER THEIR EFFORTS.** Upon arrival at the scene, the appointed emergency team personnel may request assistance from the Fort Morgan Police Department and/or help of persons on the scene for crowd control, response of emergency vehicles, and other emergency personnel.

The Fort Morgan Fire Department will be the authoritative personnel to allow re-entry to the building and notify the appropriate emergency personnel team to reset alarms based on their evaluation of the situation.

Campus Policies and Safety Issues

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT OR THE APPOINTED EMERGENCY PERSONNEL TEAM GIVES CLEAR INDICATION THAT IT IS SAFE TO DO SO.

EXITS, FIRE BOXES, AND SAFE ZONES

All Persons have responsibility to become familiar with the exit patterns from their area. In addition, they should know where the nearest red-fire box is located. An over-all floor plan is posted in each room, by every building exterior door and other appropriate areas. Exit patterns and weather safe zones are clearly indicated.

EMERGENCY EVACUATION PROCEDURES

The Emergency Evacuation procedures are on the MCC Web site. Copies will be available to students and the general public as requested. All faculty members should inform their students at the beginning of each term of the exit patterns from that particular room or area in which they are teaching. In advance of an emergency, persons with disabilities, who may need assistance during an emergency, should seek a volunteer from their course(s.) In any MCC building, persons with disabilities, and those temporarily disabled may need assistance from volunteers to the nearest exit. Visible fire alarms are located in the main corridors of the building, therefore; in classrooms, laboratories and offices, hearing impaired individuals may need to be made aware personally that the fire alarm is sounding.

Visibility-impaired persons and persons with physical limitations may need assistance to the most accessible exit. Volunteers should ask the person how they might provide assistance prior to reacting.

PERSONS WITH DISABILITIES AND TEMPORARILY DISABLED PERSONS

During a fire evacuation, all persons in wheelchairs and those with disabilities should proceed to any outside doors. In advance of an emergency situation, persons with disabilities and those temporarily disabled are asked to help themselves as much as possible and to be prepared for an emergency.

RE-ENTRY

Do not re-enter the building until the fire department or the appointed emergency team personnel gives clear indication that it is safe to do so.

Hazardous Material or Radiation Spill Procedures

1. Report any Hazardous Material or Radioactive material spill immediately to the MCC switchboard operator AND Dial 911 and give them description of spill.
2. Report type of material, quantity, location of incident and any other pertinent information you may have. DO NOT return to the area of the incident to gather more information.
3. Building evacuation alarm should be sounded and the emergency response team member should ensure the affected building is evacuated and no one is allowed to enter the building.
4. Emergency response team will work with emergency responders as needed and only allow building reentry once they have cleared the building.
5. Any one contaminated by the spill should be kept away from others and should be treated by trained emergency responders. (Victims might need to be decontaminated before they are treated).
6. Once evacuated from the building ensure that everyone stays at least 500 feet upwind from the building. Allow emergency responders room to work and keep everyone out of their way. Keep roadways and parking areas clear to allow room for emergency vehicles.

Off-Campus Activities of Student Organizations

It is the policy of Morgan Community College to request reports from appropriate law enforcement jurisdiction of any unlawful off-campus activity of any student organizations recognized by the college.

Possession, Use and Sale of Alcohol and Drugs

It is the policy of Morgan Community College that there will be no sales and no unauthorized or unlawful use of alcohol or illegal drugs on campus.

Reporting of Criminal Activities

In the event of a crime of murder, rape (or attempted rape), robbery, aggravated assault, burglary (or attempted burglary), or motor vehicle theft (or attempted theft) occurring on the Morgan Community College campus, witnesses or victims are advised to contact one of the following people immediately:

- Vice President for Administration and Finance
Ext. 3127
- Vice President of Student Success Ext. 3111
- Morgan County Police Department Emergency 911

If the police department is contacted directly, the information should also be reported to the Vice President for Administration and Finance. The above college personnel will work directly with the individual(s) reporting the incident and in conjunction with the appropriate personnel outside of the college as necessary.

Safety Warnings

Students are encouraged to travel in pairs or groups when walking to and from the parking lot, particularly in the evenings and at night. As the college becomes aware of potential threats to the college community, students and other members of the college community will be given timely notice regarding violent crimes reported on campus.

Security and Access to Campus Facilities

The Vice President for Administration and Finance is charged with the security of the institution and the campus population. Access to the campus is open to the public during normal business hours (8:00 a.m. - 5:00 p.m. Monday-Friday). Security procedures are described in CP 19-30.

Security for Campus Buildings

DOORS

The campus buildings will be open:

Monday-Friday	7:00 a.m. - 10:30 p.m.*
Saturday	7:00 a.m. - 5:00 p.m.*
Sundays	Closed*

(**Unless special arrangements have been made.)

Anyone who is within the building at closing hours are able to exit the building at various locations due to the type of exterior door latching system in use. Once you have exited, please check that the doors locked behind you.

During periods of inactivity, school closings, and on all major holidays, the buildings will remain locked. Only staff with approved exterior door access and codes may enter the building. MCC utilizes a 24-hour security monitoring system to prevent unauthorized entry. If an unauthorized person gains entry, the security monitoring company automatically notifies the Fort Morgan Police Department to respond and take appropriate action.

IDENTIFICATION

The administrative staff can ask for proof of identification from campus occupants unknown to them.

NOTIFICATION OF SUSPICIOUS ACTIVITIES

The administrative staff solicits your involvement as to reporting all suspicious or criminal activities which occur on campus.

Severe Weather/Tornado Alert Procedures

The College, in order to preserve life and property, provides alarm systems to notify all persons in Morgan Community College buildings of a potential or actual tornado emergency. Disregard of an alarm places the College and/or persons in serious jeopardy, especially if a personal injury occurs.

ALARM SYSTEM

When a tornado alarm is generated in any Morgan Community College building, all personnel will seek shelter in designated safe zones.

NOTIFICATION

The Information Desk will be notified immediately of any warning generated by the Denver or National Weather Service Agency via the Morgan County Emergency Agency pager. A watch notification will activate a calling tree to emergency response team members for awareness of watch. A warning notification will activate the tornado procedure. The Information Desk will notify the downtown locations and the physical plant staff of such alert. An emergency response team member will activate the loud speaker alarm system and give a scripted notification of the tornado warning.

Campus Policies and Safety Issues

RESPONSIBILITY

ALL PERSONS have responsibility to become familiar with the safe zone areas. An over-all floor plan is posted at each entry area (exit patterns and weather safe zones are clearly indicated). All persons are required to take shelter in a safe zone until an all-clear signal is given. Copies of Emergency Alert procedures will be available to students and the general public upon request and any other division, or department upon request.

- All faculty should inform their students at the beginning of each term of the safe zones closest to that particular room or area in which they are teaching.
- In advance of an emergency, persons with disabilities, who may need assistance during an emergency, should seek a volunteer from their class(es).

PERSONS WITH DISABILITIES AND TEMPORARILY DISABLED PERSONS

In any MCC building, persons with disabilities, and those temporarily disabled may need assistance from volunteers to the nearest exit. Visible fire alarms are located in the main corridors of the building, therefore; in classrooms, laboratories and offices, hearing impaired individuals may need to be made aware personally that the fire alarm is sounding. Visibility-impaired persons and persons with physical limitations may need assistance to the most accessible exit. Volunteers should ask the person how they might provide assistance prior to reacting. In advance of an emergency situation, persons with disabilities and those temporarily disabled are asked to help themselves as much as possible and to be prepared for an emergency.

Sex Offender Registry Information

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed or volunteering at Morgan Community College, may be obtained from your local police department or county sheriff's department. The Colorado Convicted Sex Offender Web site is <http://sor.state.co.us> .

Sexual Harassment Procedure Statement

Morgan Community College defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is, either explicitly or implicitly, a term or condition of an individual's employment, submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with the individual's' working environment." MCC prohibits sexual harassment. This policy applies to all faculty, staff and students while on MCC premise or grounds. Complaints regarding alleged sexual harassment must be reported to the Affirmative Action Officer.

Related Sexual Conduct Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at Morgan Community College may be obtained from local police or sheriff's departments. The Colorado Convicted Sex Offender Web site is <http://sor.state.co.us> .

Use of College Facilities by College Groups

College facilities may be scheduled for use by administration, faculty, staff, and college groups such as Student Government, faculty groups, and student clubs, as long as such use of facilities will be without charge except for out-of-pocket expenses to the College (such as for custodians, grounds crew, damages, security costs, etc.)

PRIORITY USE OF FACILITIES BY COLLEGE GROUPS

1. The first priority for use of facilities is assigned to the individual departments which carry out instructional programs for the benefit of the College.
2. The second priority is assigned to the College students, faculty, and staff for educational, cultural, recreational, and organizational activities which are provided for members of the College.
3. The third priority is assigned to non-profit groups for educational programs, providing the group is affiliated with the College.

4. The fourth priority is assigned to educational institutions; city, state, or federal agencies; political organizations which have appeared on the ballot in the State of Colorado; and community sectarian or religious groups, if activities are compatible with the overall educational mission of the College.
5. The fifth priority includes commercial enterprises including advertisers and/or fund-raisers to use to which it is lawfully dedicated.
 - A. The College reserves the right to restrict vendors as to the specific time, locations and the manner in which contact may be made with students or staff and/or in which items may be sold.
 - B. The College reserves the right to preserve the property under its control and for the use to which it is lawfully dedicated.

APPROVAL OF USE OF FACILITIES BY COLLEGE GROUPS

Permission to use College facilities may be requested by contacting the college scheduler to determine if a room is available. If approval for use of facilities is granted, the group or individual must abide by the following conditions:

1. Individual requesting College facilities is responsible for the supervision of the group at all times, for insuring that the group remains in the designated area and for leaving the facilities in good order.
2. Individual requesting College facilities is responsible for reimbursing the College for any damages and/or additional charges for excessive cleanup cost that might occur in the use of scheduled activity.
3. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect persons attending and seeking attendance and to protect College property involved. The College shall determine the minimum number of security personnel or additional personnel, which will be needed to accommodate the function. The group will be responsible for paying the officer, at the prevailing rate, at the end of the event.
4. The event sponsor will insure that all promotion and advertising of events involving the use of the College facilities shall identify the individual or group sponsoring the event.
5. Comply with local, state, and federal laws and College policies and regulations. Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the President and/or Vice President for Administration and Finance.

Use of College Facilities by Non-College Groups

Morgan Community College, as a community institution, is dedicated to the education, cultural and recreational needs of its service area, welcomes the use of the College's facilities by outside organizations when such use does not interfere with the College's primary educational mission. There are two categories into which organizations wishing to use the College facilities may fall. (NOTE: There will be no fee for any college related function, including student organizations)

Group I. FOR PROFIT entity; use not related to college activity

Group II. NON PROFIT entity; use not related to college activity

The College reserves the right to restrict vendors as to the specific time, locations and the manner in which contact may be made with students or staff and/or in which items may be sold. The College reserves the right to preserve the property under its control and for the use to which it is lawfully dedicated. In granting use of facilities to commercial advertisers and/or fund raisers the College shall take into consideration the contracts and agreements in effect with vendors who presently provide services to the College, its students, faculty and staff.

APPROVAL OF USE OF FACILITIES BY NON-COLLEGE GROUPS

Application to use the College facilities may be requested by an individual or group through the College Scheduler. An "Application for Use of Facilities" must be filled out and returned to the College Scheduler. The rental of College facilities is subject to approval by the Vice President for Administration and Finance.

The College's Facilities may be scheduled by non-college organizations and groups when those facilities are not scheduled for college activities. All requests shall be directed to the College Scheduler. Requests for future terms will not be approved until the term begins and the instructional commitment is identified. Requests received during the term shall be given consideration, subject to the availability of the time requested. If approval for use of College facilities is granted, the group or individual must abide by the following conditions:

Campus Policies and Safety Issues

1. Provide an event supervisor or sponsor who will be responsible for the supervision of the group at all times; for insuring that the group remains in the designated area; and for leaving the facilities in reasonable order.
2. Accept responsibility for reimbursing the College for regular fees, damages and/or additional charges for excessive cleanup costs that might occur in the use of the scheduled activity.
3. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect persons attending and seeking admittance and to protect College property involved. The College shall determine the minimum number of security personnel or additional personnel, which will be needed to accommodate the function. The group will be responsible for paying the officer, at the prevailing rate, at the end of the event.
4. The event sponsor will insure that all promotion and advertising of events involving the use of College facilities shall identify the individual or group sponsoring the event.
5. Comply with Local, State, and Federal laws and College policies and regulations.
6. Protect the rights of speakers to be heard, the rights of the community to hear speakers and the reputation of the College as a center of free speech.
7. No vehicles of any kind will be permitted to park on lawns, paved walks (concrete or blacktop), ramps or any areas not specifically designated for vehicles.
8. College facilities may not be used in any manner to involve the College as endorsing a partisan, political, sectarian or religious position or commercial product or services.
9. No one is authorized to go to the roof of any building.
10. The College is not responsible for any theft, accident or injury which may occur at any event sponsored by a non-college group or organization. Liability insurance of \$500,000 naming Morgan Community College as additionally insured may be required.

LIMITATIONS ON USE OF COLLEGE FACILITIES BY NON-COLLEGE GROUPS

1. The following are not permitted to operate on the College Campus or in any of its buildings or facilities without specific approval of the Vice President for Administration and Finance and/or the Vice President of Student Success
 - a. Solicitors
 - b. Sales Persons
 - c. Peddlers
 - d. Canvassers
2. Facilities may not be used in ways which interfere with the College's teaching, administrative and service activities. Illustrations of such kinds of interference are the following: violence, property damage, persistent noise at a level clearly disruptive, extension of protests into buildings, petitioning, etc.
3. Anyone using facilities without proper authorization or in an unauthorized manner will not only be subject to regular fees plus a damage charge, but may also be denied further use of College facilities.
4. Violation of any part of this procedure or irresponsible conduct by members of the group will be grounds for cancellation of the activity by either the sponsor of the group or a College Official without waiving the costs incurred and due the College.
5. Animals are not permitted in any College facility unless directly associated with class instruction, approved programs, or guide dogs for the blind.
6. The College reserves the right to amend this procedure as need arises for the safety, care and cleanliness of the premises and for preservation of good order therein.
7. Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the President and/or Vice President for Administration and Finance.

FEE POLICY FOR FACILITIES USE BY NON-COLLEGE GROUPS

Total estimate of charges will be made and collected from the user prior to the date of event. Actual charges will be made after the function, cleanup, and restoration of area or areas to their original condition. Payment is due upon receipt of invoice. Fees, unless waived by the College President or Vice President for Administration and Finance, will be charged as follows:

Group I. FOR PROFIT entity; use not related to college activity

Group II. NON PROFIT entity; use not related to college activity

Use of a Classroom or Bloedorn Hall

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
- Group I: Up to 4 hours-\$50/day/room; 4 hours or more-\$100/day/room
 - Group II: Up to 4 hours-\$40/day/room; 4 hours or more-\$80/day/room
 - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour/room
- B. Sunday: Charges are on an hourly basis
- Group I and Group II: \$50/hour

Use of Founders Room

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
- Group I: Up to 4 hours-\$80/day; 4 hours or more\$150/day
 - Group II: Up to 4 hours-\$60/day; 4 hours or more\$120/day
 - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour
- B. Sunday: Charges are on an hourly basis
- Group I and Group II: \$50/hour

Use of Conference Room or Seminar Rooms

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
- Group I: Up to 4 hours-\$25/day; 4 hours or more\$50/day
 - Group II: Up to 4 hours-\$20/day; 4 hours or more\$40/day
 - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour
- B. Sunday: Charges are on an hourly basis
- Group I and Group II: \$50/hour

Payments are to be made in advance of the event; no deposits will be accepted. If the event runs beyond scheduled time, additional costs based on above fees will be invoiced. If event is canceled at least 48 hours prior to scheduled date, a full refund will be given. Use of technology equipment requires additional fees and arrangements.

The College Scheduler will schedule rooms, complete Application for Use of Facilities Form, notify M&O of scheduled events and in conjunction with Accounting Services collect fees for room usage.

Violence/Firearms on Campus

VIOLENT BEHAVIOR

Violent behavior or the threat of violence toward employees, students, the general public, college property or college operated facilities will not be tolerated. Violent behavior is defined as any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

FIREARMS

No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by Morgan Community College.

“Weapon” means any of the following which in the manner it is used or intended to be used is capable of producing death or serious bodily injury:

- a firearm, whether loaded or unloaded;
- a knife;
- a bludgeon;
- or any other weapon, device, instrument, material, or substance, whether animate or inanimate.

Persons authorized to carry firearms and other equipment defined in the policy are:

- those persons conducting and participating in an approved program of instruction in the college’s curriculum which requires access to such equipment as an integral part of the instructional program;
- those persons authorized by law to carry firearms;
- and
- those persons granted permission at the discretion of the college president for specific purposes from time to time.

Any person(s) in violation of this regulation shall be subject to College disciplinary action, as well as being charged with violation of existing criminal statutes. In the event of a violent behavior of firearm occurrence, notify the Vice President of Student Success (ext. 3111). If that Vice President is unavailable, notify the office of the President (ext. 3105), Vice President for Administration and Finance (ext. 3127), or the Vice President of Instruction (ext. 3208) who will then designate the call of 9-911.

Course Descriptions

COURSE DESCRIPTIONS

The credit courses offered by the College are listed in alphabetical order by discipline/program area. A general description of the content of each course is included.

Guaranteed Transfer Courses (GT)

Colorado has developed a statewide guaranteed transfer (GT) program (gtPATHWAYS Planning Guide)* and a statewide transfer policy. gtPATHWAYS applies to all Colorado public institutions of higher education, and there are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GT-xxx designation. Courses without the GT designation are not guaranteed to transfer, however some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer. Also, see the Guaranteed Transfer Program for General Education Courses in Colorado (gtPathways) section in this catalog for additional information.

Course Numbering

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 100 sequence and sophomore level courses are designated in the 200 sequence. Courses numbered less than 100 are considered developmental and do not apply to certificate and degree requirements.

Special Topics (175-178 and 275-278)

Special Topics are courses that are numbered 175-178 and 275-278 and provide students with a vehicle

to pursue in-depth exploration of special topics of interest. The credits and grade scheme will vary depending on course content. The description and outline is approved by the Vice President of Instruction or Division Chair and filed with the Registrar.

Credit Hours

Listed in parentheses are the credit hours and the total number of contact hours per week, by activity, that the student attends the class assuming a 15-week semester. For instance, a 4-credit hour course that is listed for 45 lecture and 30 lab means there are 45 hours of lecture plus 30 hours of lab during a 15-week semester or an average of 5 hours contact hours per week. In this example, a student attends a total of 75 contact hours. The 75 hours can be adjusted to any length term.

Course Prerequisites

A prerequisite is an enforceable entry requirement for a particular course. The student must satisfy prerequisites, or their equivalent, PRIOR to registering for a course. A course prerequisite requires a "C" grade or better.

Course Corequisites

A corequisite is an enforceable entry requirement for a particular class. The student is required to enroll in a corequisite course at the same time of registering into other course. In most cases, registration into the other course will be permitted if the corequisite has been previously taken and the student received the minimum grade required.

Prefix	Discipline/Program Area:	Prefix	Discipline/Program Area:	Prefix	Discipline/Program Area:
AAA	ACADEMIC ACHIEVEMENT STRATEGIES	EDU	EDUCATION	MGD	MULTIMEDIA
ACC	ACCOUNTING	EIC	ELECTRICITY INDUSTRIAL/COMMERCIAL	MUS	MUSIC
ABM	AGRICULTURE/BUSINESS MANAGEMENT	EMS	EMERGENCY MEDICAL SERVICES	NUR	NURSING
ANT	ANTHROPOLOGY	ENG	ENGLISH	NUA	NURSING ASSISTANT
ART	ART	ESL	ENGLISH AS A SECOND LANGUAGE	PHI	PHILOSOPHY
AST	ASTRONOMY	***	FOREIGN LANGUAGE	PED	PHYSICAL EDUCATION
ACT	AUTOMOTIVE COLLISION TECHNOLOGY		(Prefix indicates language, i.e.: FRE; SPA; etc.)	PER	PHYSICAL EDUCATION RECREATION
ASE	AUTOMOTIVE SERVICE TECHNOLOGY	GEO	GEOGRAPHY	PTA	PHYSICAL THERAPIST ASSISTANT
BIO	BIOLOGY	GEY	GEOLOGY	PHY	PHYSICS
BUS	BUSINESS	HWE	HEALTH AND WELLNESS	POS	POLITICAL SCIENCE
BTE	BUSINESS TECHNOLOGIES	HPR	HEALTH PROFESSIONAL	PSY	PSYCHOLOGY
CAR	CARPENTRY	HIS	HISTORY	RTE	RADIOLOGIC TECHNOLOGY
CHE	CHEMISTRY	HUM	HUMANITIES	REA	READING
CYF	COLORADO YOUNG FARMERS	JOU	JOURNALISM	REE	REAL ESTATE
COM	COMMUNICATIONS	LIT	LITERATURE	SCI	SCIENCE
CAD	COMPUTER AIDED DRAFTING	MAN	MANAGEMENT	SOC	SOCIOLOGY
CIS	COMPUTER INFORMATION SYSTEMS	MAR	MARKETING	SVT	SPORT VEHICLE TECHNOLOGY
CSC	COMPUTER SCIENCE	MST	MASSAGE THERAPY	THE	THEATRE
ECE	EARLY CHILDHOOD EDUCATION	MAT	MATHEMATICS	WEL	WELDING
ECO	ECONOMICS	MOT	MEDICAL OFFICE TECHNOLOGY		

AAA-Academic Achievement Strategies

AAA 090 Academic Achievement Strategies

(45 lecture hours, 3 credits)

Develops personalized approaches to learn and succeed for easier transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success.

Added Spring 2002.

(Previously STS 060-Learning Success Strategies Summer 1994-Fall 2001; DES 019-Study Skills Fall 1992-Spring 1994.)

ACC-Accounting

ACC 101 Fundamentals of Accounting

(45 lecture hours, 3 credits)

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

Added Fall 2001.

ACC 115 Payroll Accounting

(30 lecture hours 23 lab hours, 3 credits)

Prerequisite: ACC 101 or ACC 121 with a "C" grade or better or instructor permission

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

Added Fall 2003.

ACC 121 Accounting Principles I

(60 lecture hours, 4 credits)

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

Added Spring 2001.

ACC 122 Accounting Principles II

(60 lecture hours, 4 credits)

Prerequisite: ACC 121 with a "C" grade or better

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

Added Spring 2001

ACC 125 Computerized Accounting

(68 lab hours, 3 credits)

Prerequisite: ACC 101 or ACC 121 with a "C" grade or better

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

Added Fall 2000.

ACC 131 Income Tax

(45 lecture hours, 3 credits)

This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on taxation of individuals and sole proprietorships.

Added Spring 2000.

ACC 132 Tax Help Colorado

(30 lecture hours, 2 credits)

This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

Added Fall 2008.

ACC 133 Tax Help Colorado Site Lab

(23 lab hours, 1 credit) Jaylene is checking w/Laurie

This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment.

Added Fall 2008.

ACC 216 Governmental & Not-for-Profit Accounting

(60 lecture hours, 3 credits)

Prerequisite: ACC 101 or ACC 121 with a "C" grade or better

Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

Added Fall 2001.

(Previously ACC 206-Governmental Accounting Summer 1990-Summer 2001)

ABM-Agriculture and Business Management

ABM 111 Records & Business Planning I

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Guides the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports, and business plan components.

ABM 112 Records & Business Planning II

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Focuses on implementing a computerized record keeping system. Emphasis is placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan.

Course Descriptions

ABM 121 Financial Analysis I

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Prerequisite: Complete set of cash records or instructor consent

Covers calculating actual enterprise cost analysis to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives.

ABM 122 Financial Analysis II

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Prerequisite: Complete set of cash records or instructor consent

Presents business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these financial statements.

ABM 131 Commodity Marketing I

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Prerequisite: Cost of production records for one enterprise or instructor consent

Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan. Continued maintenance of an established record keeping system is a must to provide cost of production data for enterprises. Cost of production figures for all enterprises will be determined. These enterprise calculations will result in the initial establishment of a cost of production trend for all enterprises.

ABM 132 Commodity Marketing II

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Prerequisite: ABM 131 or instructor consent

Marketing alternatives are explored in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculated. Includes the initial steps toward developing an enterprise trend analysis.

ABM 135 Marketing & Risk Management I

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Teaches students to conduct marketing research and analysis for the initial steps for developing of a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

ABM 136 Marketing & Risk Management II

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Prerequisite: ABM 135 or instructor consent

Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e-commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented.

ABM 137 Web Productivity/Utilization I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Internet Connection

Improved understanding and use of the Internet for business productivity. Emphasis will be on understanding and utilizing the tools available and the technical capabilities of the present in order to develop a web use plan for the business.

Added Spring 2007.

ABM 138 Web Productivity/Utilization II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Internet Connection

Focus is on the business web use plan. Emphasis will be placed on the improved utilization of the Internet and Implementation and refinement of the web use relating to business operations and industry.

Added Spring 2007.

ABM 141 Advanced Business Management I

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

Prerequisite: Accurate accrual financial records or instructor consent

Explores further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

ABM 142 Advanced Business Management II

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)
Prerequisite: Completed business plan or instructor consent
Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. The maintenance of accurate accrual records and historical data provides the foundation needs for analysis.

ABM 143 Integrated Management I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

This course focuses on the research and identification of data and software technology used in the business and industry. In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks.
Added Spring 2007.

ABM 144 Integrated Management II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

This course focuses on the analysis and evaluation of data and software currently used in the business. The primary focus will be the development of a management plan that incorporates improved use of software and data through the integration of current and/or new software applications.
Added Spring 2007.

ABM 151 Rural Business Entrepreneurship I

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)
Guides the student in collection of data necessary for a new venture business plan. Focuses on identifying the components of a business plan, defining the business and markets, identifying customer wants and needs, and analyzing the competition. A technological emphasis in the development of a plan is used.

ABM 152 Rural Business Entrepreneurship II

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)
Focuses on the financial component of the business plan. Emphasizes the development of financial statements, making financial projections with support documentation, and identification of finance issues. A technological approach is used.

ABM 153 Leadership/Human Resource Management I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)
This course explores concepts and skills associated with effective leadership and ethics in the business environment. Focus is on concepts relating to leadership management, characteristics of functional teams, stress management, and identification of human resource tools.
Added Spring 2007.

ABM 154 Leadership/Human Resource Management II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)
The focus of this course is the evaluation and analysis of management practices in the current business environment. Concepts in the development of a leadership and evaluation
Added Spring 2007.

ANT-Anthropology

ANT 101 Cultural Anthropology: SS3

(45 lecture hours, 3 credits)
Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.
This is a Statewide Guaranteed Transfer course GT-SS3 Approved 10-Jan-03, Effective Spring 2003.
(Replaces ANT 101 Fall 1988-Fall 2000)

ANT 107 Introduction to Archaeology: SS3

(45 lecture hours, 3 credits)
Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories.
This is a Transfer course. GT-SS3 Approved-9-Feb-07 for A.A. & A.S., Effective Summer 2007.
(Replaces ANT 107 Spring 2000-Spring 2006)

ANT 111 Physical Anthropology: SS3

(45 lecture hours, 3 credits)
Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.
This is a Statewide Guaranteed Transfer course GT-SS3 Approved 10-Jan-03, Effective Spring 2003.
(Replaces ANT 111 Fall 1988-Fall 2002)

ART-Art

ART 110 Art Appreciation: AH1

(45 lecture hours, 3 credits)
Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.
This is a Statewide Guaranteed Transfer course GT-AH1 Approved 09-Jan-04, Effective Spring 2004.
(Replaces ART 110 Spring 1991-Fall 2003)

ART 111 Art History I: AH1

(45 lecture hours, 3 credits)
Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods.
This is a Statewide Guaranteed Transfer course GT-AH1 Approved-10-Jan-03., Eff. Spring 2003.
(Replaces ART 111 Summer 1987-Fall 2002)

Course Descriptions

ART 112 Art History II: AH1

(45 lecture hours, 3 credits)

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods.

This is a Statewide Guaranteed Transfer course GT-AH1

Approved 10-Jan-03., Effective Spring 2003.

(Replaces ART 112 Summer 87-Fall 2002)

ART 121 Drawing I

(15 lecture hours 60 lab hours, 3 credits)

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

Added Spring 1990.

ART 122 Drawing II

(15 lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 121 with a "C" grade or better

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

Added Fall 1990.

ART 123 Watercolor I

(15 lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 121 with a "C" grade or better or instructor permission

Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

Added Fall 2002.

(Replaces ART 231- Fall 1991-Summer 2002)

ART 124 Watercolor II

(15 lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 123 with a "C" grade or better or instructor permission

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

Added Spring 2003.

(Replaces ART 232- Fall 1991-Summer 2003)

ART 127 Drawing Animals

(15 lecture hours 60 lab hours, 3 credits)

Emphasizes the drawing of bird, reptile and mammal species. Students use a variety of materials—inks, pencils, pastels, washes, watercolor—in order to represent special characteristics of, for instance, fur, scales, feathers.

Added Fall 2003.

ART 128 Drawing from the Imagination

(45 lecture hours, 3 credits)

Emphasizes illustration using various media including inks, pencils, paints, etc. Elements of fantasy are accompanied by exercises designed to provoke the imagination. The generation of ideas and the invention of corresponding images are explored along with technique and experimentation.

Added Fall 2003.

ART 156 Figure Drawing I

(45 lecture hours, 3 credits)

Introduces the basic techniques of drawing the human figure.

Added Fall 2003.

ART 157 Figure Painting I

(45 lecture hours, 3 credits)

Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions.

Added Fall 2003.

ART 211 Painting I

(15 lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 121 with a "C" grade or better or instructor permission

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

Added Fall 1991.

ART 212 Painting II

(15 lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 211 with a "C" grade or better

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

Added Fall 1991.

ART 213 Painting III

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 212 with a "C" grade or better or instructor permission

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

Added Fall 2003.

ART 214 Painting IV

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 213 with a "C" grade or better or instructor permission

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

Added Fall 2003.

ART 221 Drawing III

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 121, 122 with a "C" grade or better or instructor permission

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

Added Fall 2003.

ART 222 Drawing IV

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 221 with a "C" grade or better or instructor permission

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

Added Fall 2003.

ART 223 Watercolor III

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 124 with a "C" grade or better or instructor permission

Concentrates on the advanced study of subject development, form, color, and theme in watercolor.

Added Fall 2003.

ART 224 Watercolor IV

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 223 with a "C" grade or better, its equivalency, or instructor permission

Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.

Added Fall 2003.

AST-Astronomy

AST 101 Astronomy I: SC1

(45 lecture hours 30 lab hours, 4 credits)

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids.

Incorporates laboratory experience.

This is a Statewide Guaranteed Transfer course GT-SC1

Approved 10-Jan-03, Effective Spring 2003.

(Replaces AST 101 Fall 1988-Fall 2002)

AST 102 Astronomy II: SC1

(45 lecture hours 30 lab hours, 4 credits)

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

This is a Statewide Guaranteed Transfer course GT-SC1

Approved-10-Jan-03, Effective Spring 2003.

(Replaces AST 101 Fall 1988-Fall 2002)

ACT-Automotive Collision Technology

ACT 110 Safety in Collision Repair

(23 lecture hours 11 lab hours, 2 credits)

Introduces the student to safety techniques and operation as it relates to shop safety and industry standards. The student is exposed to regulations and collision shop operations. In addition, the student becomes involved with SkillsUSA, developing writing and speaking skills.

Added Fall 2001.

(Replaces CRT 110 Fall 1994-Summer 2001)

ACT 111 Metal Welding & Cutting I

(30 lecture hours 23 lab hours, 3 credits)

Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures are presented.

Added Fall 2001.

ACT 121 Non-Structural Repair Preparation

(30 lecture hours 23 lab hours, 3 credits)

Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.

Added Fall 2001.

ACT 122 Panel Repair & Replacements

(15 lecture hours 45 lab hours, 3 credits)

Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs.

Added Fall 2001.

ACT 123 Metal Finishing & Body Filling

(15 lecture hours 45 lab hours, 3 credits)

Covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection, and safety procedures for tools and equipment selected.

Added Fall 2001.

ACT 131 Structural Damage Diagnosis

(30 lecture hours 23 lab hours, 3 credits)

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis are covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making corrective pulls.

Added Fall 2001.

ACT 132 Structural Damage Repair

(30 lecture hours 23 lab hours, 3 credits)

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations.

Added Fall 2001.

Course Descriptions

ACT 141 Refinishing Safety

(15 lecture hours, 1 credit)

Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials.

Added Fall 2001.

ACT 142 Surface Preparation I

(15 lecture hours 23 lab hours, 2 credits)

Covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use is covered. In addition the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels.

Added Fall 2001.

ACT 143 Spray Equipment Operation

(15 lecture hours 23 lab hours, 2 credits)

Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting up and testing spray gun operations.

Added Fall 2001.

ACT 144 Refinishing I

(15 lecture hours 23 lab hours, 2 credits)

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

Added Fall 2001.

ACT 151 Plastics & Adhesives I

(15 lecture hours, 1 credit)

Designed to teach the state-of-the-art repair for both rigid and flexible plastic components and choosing adhesives using the latest manufacturer's repair techniques.

Added Fall 2001.

ACT 180 ACT Internship Level I

(Variable lecture hours, 1-9 credits)

Prerequisite: Completion of coursework in specialized area

Designed to meet the needs of the student in selected specialized area in a work-based environment.

Individualized instruction at the job site is coordinated based on student's interest and instructor approval.

Added Summer 2002.

ACT 181 ACT Internship Level II

(Variable lecture hours, 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area

Course is a continuation of Level I Internship. Student uses the knowledge and skills acquired throughout the ACT program in a job site placement.

Added Summer 2002.

ACT 205 Estimating & Shop Management

(45 lecture hours, 3 credits)

Initiates written estimates on damaged vehicles. Students learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues.

Added Fall 2001.

(Replaces CRT 205 Fall 1994-Summer 2001)

ACT 211 Metal Welding and Cutting II

(23 lecture hours 11 lab hours, 2 credits)

Prerequisite: ACT 101 with a "C" grade or better or instructor permission.

Corequisite: ACT 111, 122.

Covers MIG welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.

Added Fall 2001.

ACT 231 Advanced Structural Damage Diagnosis & Repair

(30 lecture hours 23 lab hours, 3 credits)

Covers major automotive body repair in vehicles with major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. Liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized.

Added Spring 2002.

ACT 232 Fixed Glass Repair

(15 lecture hours 23 lab hours, 2 credits)

Covers the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures.

Added Fall 2001.

ACT 241 Paint Defects

(30 lecture hours 23 lab hours, 3 credits)

Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.

Added Fall 2001.

ACT 242 Surface Preparation II

(15 lecture hours 23 lab hours, 2 credits)

Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered.

Added Fall 2001.

ACT 243 Refinishing II

(15 lecture hours 23 lab hours, 2 credits)

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.

Added Fall 2001

ACT 244 Final Detail

(15 lecture hours 23 lab hours, 2 credits)

Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated.

Added Fall 2001

ACT 251 Plastics & Adhesives II

(23 lab hours, 1 credit)

Emphasizes advanced plastic and adhesives. The current state-of-the-art repair for both rigid and flexible plastic components using the latest manufacturer's repair techniques is presented. Sheet Molded Compound procedures and the use of proper adhesives are covered.

Added Fall 2001

ACT 280 ACT internship Level III

(Variable lecture hours, 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area.

Individualized instruction at job site continues in this final internship. The student is encouraged to develop skills needed to enter employment in the automotive collision repair field.

Added Spring 2003.

ASE-Automotive Service Technology

ASE 102 Introduction to the Automotive Shop

(15 lecture hours 22.5 lab hours, 2 credits)

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

Added Fall 2002.

(Replaces ASE 101 Spring 2000-Summer 2002)

ASE 110 Brakes I

(15 lecture hours 45 lab hours, 3 credits)

Prerequisite: ASE 102 with a "C" grade or better

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

Added Fall 2002.

ASE 120 Basic Automotive Electricity

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

Added Fall 2002.

(Replaces ASE 141 Spring 2000-Summer 2002)

ASE 123 Automotive Battery, Starting, & Charging Systems

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 120 with a "C" grade or better

Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

Added Fall 2002.

(Replaces ASE 144 Spring 2001-Summer 2002)

ASE 130 General Engine Diagnosis

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

Added Fall 2002.

ASE 132 Ignition System Diagnosis & Repair

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

Added Fall 2002.

ASE 134 Automotive Emissions

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 130 with a "C" grade or better

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

Added Fall 2002.

(Replaces ASE 166 Summer 1994-Summer 2002)

ASE 140 Suspension & Steering I

(15 lecture hours 45 lab hours, 3 credits)

Prerequisite: ASE 102 with a "C" grade or better

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

Added Fall 2002.

ASE 150 Automotive U-Joint & Axle Shaft Service

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better

Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

ASE 151 Automotive Manual Transmission/ Transaxles & Clutches

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 150 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

Added Fall 2002.

(Replaces ASE 151 Spring 2000-Summer 2002)

Course Descriptions

ASE 152 Differentials & 4WD/AWD Service

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 151 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units.

Added Fall 2002.

ASE 160 Automotive Engine Removal & Installation

(22.5 lab hours, 1 credits)

Prerequisite: ASE 102 with a "C" grade or better

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles.

Added Fall 2002.

ASE 161 Engine, Disassembly, Diagnosis, & Assembly

(15 lecture hours 90 lab hours, 5 credits)

Prerequisite: ASE 102 with a "C" grade or better

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

Added Fall 2002.

ASE 210 Brakes II

(15 lecture hours 45 lab hours, 3 credits)

Prerequisite: ASE 110 with a "C" grade or better

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile.

Added Fall 2002.

(Replaces ASE 232 Spring 2001S-Summer 2002; ASE 236 Summer 1994-Fall 2000)

ASE 220 Specialized Electronics Training

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 120 with a "C" grade or better

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

Added Fall 2002.

(Replaces ASE 142 Fall 2000-Summer 2002)

ASE 221 Automotive Body Electrical

(15 lecture hours 67.5 lab hours, 4 credits)

Prerequisite: ASE 120 with a "C" grade or better

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

Added Fall 2002.

ASE 231 Automotive Computers

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 130 with a "C" grade or better

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

Added Fall 2002.

(Replaces ASE 163 Fall 2000-Summer 2002)

ASE 233 Fuel Injection & Exhaust Systems

(15 lecture hours 67.5 lab hours, 4 credits)

Prerequisite: ASE 130 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

Added Fall 2002.

ASE 235 Drivability Diagnosis

(22.5 lab hours, 1 credits)

Prerequisite: ASE 130 with a "C" grade or better

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drive ability problems.

Added Fall 2002.

ASE 240 Suspension & Steering II

(15 lecture hours 45 lab hours, 3 credits)

Prerequisite: ASE 140 with a "C" grade or better

Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components.

Added Fall 2002.

(Replaces ASE 273 Spring 2001-Summer 2002)

ASE 250 Automatic Transmission/Transaxle Service

(7.5 lecture hours 12 lab hours, 1 credit)

Prerequisite: ASE 152 with a "C" grade or better

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

Added Fall 2002.

ASE 251 Automatic Transmission/Transaxle Diagnosis & Assemblies

(15 lecture hours 90 lab hours, 5 credits)

Prerequisite: ASE 250 with a "C" grade or better

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/ transaxle.

Added Fall 2002.

ASE 265 Automotive Heating & Air Conditioning

(30 lecture hours 67.5 lab hours, 5 credits)

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.

Added Fall 2003.

BIO-Biology

BIO 090 Basic Biology Concepts

(45 lecture hours, 30 lab hours, 4 credits)

Examines the molecular, cellular, genetic, and laboratory concepts necessary to succeed in a 200-level Biology course. This course includes a study of chemistry, cell structure and function, cellular metabolism, and basic concepts of molecular biology. This course includes laboratory experience.

Added Fall 2007

BIO 105 Science of Biology: SC1

(45 lecture hours 30 lab hours, 4 credits)

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences.

Designed for non-science majors.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2004. (Replaces BIO 105 Spring 1991-Fall 2003)

BIO 106 Basic Anatomy & Physiology

(60 lecture hours, 4 credits)

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

Added Fall 2002.

BIO 111 General College Biology I/Lab: SC1

(60 lecture hours 30 lab hours, 5 credits)

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03, Effective Spring 2003. (Replaces BIO 111 Fall 1988-Fall 2002)

BIO 112 General College Biology II/Lab: SC1

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: BIO 111 with a "C" grade or better

A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03, Effective Spring 2003. (Replaces BIO 112 Fall 1988-Fall 2002)

BIO 201 Human Anatomy & Physiology I: SC1

(45 lecture hours 30 lab hours, 4 credits)

Prerequisite: Before taking BIO 201 – students must have ONE of the following

- Score of 35 or better on the Science Placement Test
- BIO 090 or BIO 111 with a "C" grade or better
- Instructor or Department Chair permission

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence.

This is a Statewide Guaranteed Transfer course GT-SC1

Approved 2-Jun-05, Effective August 2005.

(Replaces BIO 201 Fall 1991-Summer 2005)

BIO 202 Human Anatomy & Physiology II: SC1

(45 lecture hours 30 lab hours, 4 credits)

Prerequisite: Before taking BIO 202 – students must have ONE of the following:

- BIO 201 with "C" grade or better
- Score of 35 or better on the Science Placement Test
- Instructor/Department Chair permission

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence.

This is a Statewide Guaranteed Transfer course GT-SC1

Approved 2-Jun-05, Effective August 2005.

(Replaces BIO 202 Summer 1993-Summer 2005; BIO 203 Fall 1991-Spring 1993)

BIO 204 Microbiology: SC1

(45 lecture hours 30 lab hours, 4 credits)

Prerequisite: Before taking BIO 204 – students must have ONE of the following

- Score of 35 or better on the Science Placement Test
- BIO 090 or BIO 111 with a "C" grade or better
- Instructor/Department Chair permission

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

This is a Statewide Guaranteed Transfer course GT-SC1

Approved 2-Jun-05, Effective Fall 2005.

(Replaces BIO 204 03F-Summer 2005; BIO 205 Fall 1991-Summer 2002)

Course Descriptions

BIO 211 Cell Biology

(45 lecture hours 30 lab hours, 4 credits)

This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

Added Summer 2005.

BIO 216 Human Pathophysiology

(60 lecture hours, 4 credits)

Prerequisite: BIO 201, 202 with a "C" grade or better or instructor permission

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

Added Fall 2005.

(Replaces HPR 216 Fall 2003-Summer 2005; BIO 216 Summer 1994-Spring 2003)

BUS-Business

BUS 115 Introduction to Business

(45 lecture hours, 3 credits)

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

Added Fall 1987.

BUS 187 Cooperative Education/Internship

(Variable hours, 1-6 credits)

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

Added Fall 2003.

BUS 216 Legal Environment of Business

(45 lecture hours, 3 credits)

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

Added Fall 1991.

BUS 217 Business Communications & Report Writing

(45 lecture hours, 3 credits)

Prerequisite: ENG 113 with a "C" grade or better or instructor permission

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

Added Fall 1991.

BUS 226 Business Statistics

(45 lecture hours, 3 credits)

Prerequisite: MAT 106 with a "C" grade or better or equivalent

Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major

Added Spring 1998.

BTE-Business Technologies

BTE 100 Computer Keyboarding

(30 lab hours, 1 credit)

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

Added Fall 1991.

(Previously BTE 102 Summer 1994-Summer 2001; OFT 105 Summer 1989-Spring 1994)

BTE 102 Keyboarding Applications I

(46 lab hours, 2 credits)

Prerequisite: BTE 100 with a "C" grade or better or instructor permission

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

Added Fall 2001.

(Previously BTE 102 Summer 1994-Summer 2001)

BTE 103 Keyboarding Applications II

(68 lab hours, 3 credits)

Prerequisite: BTE 102 with a "C" grade or better or instructor permission

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

Added Fall 2001.

(Previously BTE 112-Formatting Summer 1994-Summer 2001; OFT 112-Formatting Summer 1989-Spring 1994)

BTE 108 Ten-Key by Touch

(23 lab hours, 1 credit)

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.
Added Summer 1994.

(Previously BUS 108 Summer 1993-Spring 1994)

BTE 156 Business Mathematics with Calculators

(60 lecture hours, 4 credits)

Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

Added Fall 2006.

BTE 225 Office Management

(45 lecture hours, 3 credits)

Presents new developments, technology, procedures, organization, and contemporary terminology used in ineffective office management. Emphasizes decision making and application of administrative skills.

Added Fall 2003.

CAR-Carpentry

CAR 100 Introduction to Carpentry

(15 lecture hours, 1 credit)

Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites.
Added Fall 2003.

(Previously CTE 100-Carpentry Orientation & Material Fall 2003-Summer 2001)

CAR 101 Basic Safety

(15 lecture hours, 1 credit)

An overview of safety concerns and procedures in the construction field.

Added Fall 2003.

(Previously CTE 101 Spring 2001-Summer 2003)

CAR 102 Hand and Power Tools

(23 lab hours, 1 credit)

Focuses on basic hand and power tools including stationary tools. Emphasizes a hands-on approach to proper and safe use of these tools as it applies to the construction environment and is taught in conjunction with a lab or framing class.

Added Fall 2003.

(Previously CTE 103-Intro to Hand & Power Tools Spring 2001-Summer 2003)

CAR 105 Job Site Layout and Blueprint Reading

(15 lecture hours, 1 credit)

Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

Added Fall 2003.

(Previously CTE 105 Blueprints Fall 2001-Summer 2003)

CAR 115 Form & Foundation Systems

(23 lab hours, 1 credit)

Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

Added Fall 2003.

CAR 120 General Construction Framing

(8 lecture hours 12 lab hours, 1 credit)

Instructs students in basic framing methods and materials utilizing a hands-on framing lab. Covers floor, wall, and roof framing.

Added Fall 2003.

(Previously CTE 106-Basic Rigging Fall 2001-Summer 2003)

CAR 121 Floor Framing

(15 lecture hours, 1 credit)

Covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building materials.

Added Fall 2003.

CAR 122 Wall Framing

(23 lab hours, 1 credit)

Focuses on the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, construction corners and partition Ts bracing walls and ceilings, and applying sheathing.

Added Fall 2003.

(Previously CTE 115 Wall & Ceiling Framing Fall 2001-Summer 2003)

CAR 123 Roof Framing

(23 lab hours, 1 credit)

Describes the various kinds of roofs and contains instructions for laying out rafters for gable roofs, hip roofs and valley intersections. Coverage includes both stick-built and truss-built roofs.

Added Spring 2005.

CAR 125 Roofing Materials & Methods

(15 lecture hours, 1 credit)

Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing.

Added Fall 2003.

CAR 126 Framing with Metal Studs

(5 lecture hours 15 lab hours, 1 credit)

Includes instructions for selecting and installing metal framing for interior walls, exterior non-load bearing walls, and partitions.

Added Fall 2003.

Course Descriptions

CAR 130 Windows & Exterior Doors

(15 lecture hours, 1 credit)

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

Added Fall 2003.

(Previously CTE 117 Fall 2001-Summer 2003)

CAR 131 Exterior Trim

(23 lab hours, 1 credit)

Teaches cornice and rake construction, corner, window and door trim, installation of soffit, frieze, fascia and similar trim items and includes estimation and proper selection.

Added Fall 2003.

CAR 135 Thermal & Moisture Methods & Materials

(5 lecture hours 15 lab hours, 1 credit)

Focuses on selection and installation of various types of insulating materials in walls, floors, and attics. Covers the uses and installation practices for vapor barriers and waterproofing materials

Added Fall 2003.

(Previously CTE 204 Fall 2002-Summer 2003)

CAR 140 Stair Construction Layout

(7 lecture hours 12 lab hours, 1 credit)

Covers the various types of wooden stairs used in residential and commercial construction, along with procedures for laying out stairs, cutting out stringers and installing and finishing stairs.

Added Fall 2003.

(Previously CTE 203 Stairs Fall 2002-Summer 2003)

CAR 145 Interior Finishes-General

(23 lab hours, 1 credit)

Presents an overview of interior finishes. Covers installation and finishing of drywall, suspended ceilings, and general painting and other wall covering.

Added Fall 2003.

(Previously CTE 213 Spring 2003-Summer 2003)

CAR 146 Interior Finishes - Drywall Construction

(5 lecture hours 15 lab hours, 1 credit)

Covers the use of gypsum wall board and the techniques of concealing joints and fasteners, construction methods, estimation and a variety of texture finishes

Added Fall 2003.

(Previously CTE 231 Spring 2003-Summer 2003)

CAR 150 Interior Trim-General

(23 lab hours, 1 credit)

Covers material choices and installation techniques of various interior trim, including interior doors, baseboard and casement. Includes an overview of additional interior trim choices.

Added Fall 2003.

CAR 151 Interior Trim-Doors & Trim

(23 lab hours, 1 credit)

Covers interior doors and trim with focus on material choices, methods of work, and estimation. Teaches in conjunction with a construction lab experience to provide application of techniques covered in classroom environment.

Added Fall 2003.

(Previously CAR 151 Basic Exterior Finish Summer 1987-Summer 1990)

CAR 153 Interior Trim-Cabinetry/Countertops

(23 lab hours, 1 credit)

Covers the selection/installation/terminology of factory built cabinets and countertops. Includes various types and design and examines estimation of cost.

Added Fall 2005.

CAR 170 Clinical: Construction Lab I

(Variable lab hours, 1-6 credits)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

Added Fall 2003.

CAR 171 Clinical: Construction Lab I

(Variable lab hours, 1-6 credits)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

Added Fall 2003.

CAR 172 Clinical: Construction Lab I

(Variable lab hours, 1-6 credits)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

Added Fall 2003.

CAR 205 Advanced Site Layout

(7 lecture hours 33 lab hours, 2 credits)

Expands upon CAR 105 and gives students a chance to explore more complex plot plans and multi-unit site layouts. Includes a more in-depth look at the blueprints and how they apply to the job-site.

Added Fall 2003.

CAR 215 Form and Foundation Systems II

(7 lecture hours 12 lab hours, 1 credit)

Builds on course CAR 115 and expands on theories and concepts from the first year class. Offers opportunities to explore more complex systems and form requirements.

Added Fall 2003.

(Previously CTE 232 Drywall Two: Finishing Spring 2003-Summer 2003)

CAR 220 Advanced Framing-General

(23 lab hours, 1 credit)

Expands upon abilities learned in CAR 120. Utilizes a hands-on approach to allow students to study floor, wall, and roof framing.

Added Fall 2003.

CAR 250 Advanced Interior Trim-General

(15 lecture hours 23 lab hours, 2 credits)
Expands upon the material covered in CAR 150 and includes more advanced techniques and in-depth discussion of various material choices. Covers estimating and efficiency studies.

Added Fall 2003.

CAR 251 Advanced Interior Trim-Doors

(7 lecture hours 33 lab hours, 2 credits)
Expands upon material covered in CAR151. Includes in depth study of premium interior doors and trim, including full mortise lock sets, furniture grade trim, and techniques for matching existing high-end and antique woodworking.

Added Fall 2003.

CAR 270 Clinical: Construction Lab I

(Variable lab hours, .25-6 credits)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

Added Fall 2003.

CAR 271 Clinical Construction Lab II

(Variable lab hours, .25-6 credits)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

Added Fall 2003.

CAR 272 Clinical Construction Lab I

(Variable lab hours, .25-6 credits)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

Added Fall 2003.

CAR 273 Clinical: Construction Lab II

(Variable lab hours, .25-6 credits)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

Added Fall 2003.

CAR 280 Internship

(Variable lecture hours, 1-6 credits)
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added Fall 2003.

CAR 281 Internship

(Variable lecture hours, 1-6 credits)
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added Spring 2006.

CHE-Chemistry

CHE 101 Introduction to Chemistry I: SC1

(60 lecture hours 30 lab hours, 5 credits)
Prerequisite: MAT 090 with a "C" grade or better
Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003. (Replaces CHE 101 Added Summer 1991)

CHE 102 Introduction to Chemistry II: SC1

(60 lecture hours 30 lab hours, 5 credits)
Prerequisite: CHE 101 with a "C" grade or better or instructor permission

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003 (Replaces CHE 102 Added Fall 1991.)

CHE 111 General College Chemistry I: SC1

(60 lecture hours 30 lab hours, 5 credits)
Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. (Replaces CHE 111 Added Fall 198.)

CHE 112 General College Chemistry II: SC1

(60 lecture hours 30 lab hours, 5 credits)
Prerequisite: CHE 111 with a "C" grade or better
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. (Previously CHE 112 Added Spring 1989)

Course Descriptions

CHE 205 Introduction Organic Chemistry

(45 lecture hours 30 lab hours, 5 credits)

Prerequisite: CHE 112 with a "C" grade or better

Focuses on compounds associated with the element carbon, their reactions, and synthesis. Includes structure, physical properties, reactivities, synthesis and reactions of aliphatic hydrocarbons and selected functional group families including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Covers nomenclature, stereochemistry, and reaction mechanisms. Includes reactions and reaction mechanisms of aromatic compounds. Designed for students needing one semester of organic chemistry.

Added Fall 1991.

CYF-Colorado Young Farmers

CYF 101 Young Farmer Leadership

(45 lecture hours, 45 co-op hours, 4 credits)

Gives students the opportunity to build communication and leadership skills, upgrade agricultural production practices, and to improve their farm, ranch or agriculturally related businesses.

Added Fall 2003.

CYF 102 Business Planning

(45 lecture hours, 45 co-op hours, 4 credits)

Focuses on the analysis of the costs associated with producing food, fiber or other products and the development of new enterprises for increased business profitability. Covers planning farm, ranch or agribusiness construction projects, and investigation of basic marketing practices.

Added Fall 2003.

CYF 103 Agricultural Technology

(45 lecture hours, 45 co-op hours, 4 credits)

Enables students to investigate current agricultural technologies, develop skills necessary for managing farms, ranches or agribusinesses, and participate in leadership-training opportunities.

Added Fall 2003.

CYF 110 Building Leadership Skills

(30 lecture hours 22.5 co-op hours, 3 credits)

Focuses on building communication and leadership skills while participating in Young Farmer chapter leadership roles. Enables the student to learn to assess the business and environmental costs and benefits of applying best management practices, and to develop business opportunities through new enterprises and alternative marketing.

Added Fall 2003.

CYF 111 Construction Technology

(45 lecture hours, 45 co-op hours, 4 credits)

Allows the student to apply skills in the area of concrete, carpentry, and electricity, to develop long term plans for utilizing business resources, and to investigate marketing methods that add value to commodities or provide other outlets for sales of agricultural products.

Added Fall 2003.

CYF 112 Technology in Agriculture

(45 lecture hours, 45 co-op hours, 4 credits)

Investigates the use of new technologies such as field mapping, precision farming, customized weather reporting and integrated data collection and accounting software in this course. Enables the student to enhance leadership skills through community involvement and to learn improved production and management skills.

Added Fall 2003.

CYF 120 Advanced Business Management

(45 lecture hours, 45 co-op hours, 4 credits)

Covers leadership development through participation in Young Farmer state and national activities, improved best management practices for production and environmental enhancement, and continued development of farm, ranch, and agribusiness management practices.

Added Fall 2003.

CYF 121 Agricultural Marketing

(45 lecture hours, 45 co-op hours, 4 credits)

Focuses on advanced business planning and development techniques, utilization of modern materials to fabricate construction projects, marketing products using video auctions, the Internet and other new technology to maximize sales prices.

Added Fall 2003.

CYF 122 Professional Development

(45 lecture hours, 45 co-op hours, 4 credits)

Covers advanced community development studies, using new technologies to increase production while lowering input costs, and developing the professional skill necessary for operating a successful farm, ranch or agribusiness operation.

Added Fall 2003.

COM-Communications

COM 100 Workplace Communications

(15 lecture hours, 1 credit)

Covers topics that teach students how to communicate effectively in the workplace. Includes listening, speaking, reading, and writing and emphasizes the importance of these four modes of communication in the workplace.

Added Fall 2003.

COM 105 Career Communications

(45 lecture hours, 3 credits)

Develops skills needed in obtaining and keeping a job. Includes job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world.

Added Summer 1989.

COM 115 Public Speaking

(45 lecture hours, 3 credits)

Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis.

Added Summer 2008.

(Previously SPE 115 Fall 2003-Spring 2008)

COM 125 Interpersonal Communication

(45 lecture hours, 3 credits)

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

Added Summer 2008.

(Previously SPE 125. Fall 2003-Spring 2008)

COM 226 Oral Interpretation

(45 lecture hours, 3 credits)

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

CAD-Computer Aided Drafting

CAD 101 Computer Aided Drafting I

(45 lecture hours, 3 credits)

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

Added Spring 2005.

CAD 102 Computer Aided Drafting II

(45 lecture hours, 3 credits)

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

Added Fall 2005.

CIS-Computer Information Systems

CIS 115 Introduction to Computer Information Systems

(30 lecture hours 30 lab hours, 3 credits)

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

Added Fall 1991.

CIS 118 Introduction to PC Applications

(30 lecture hours 30 lab hours, 3 credits)

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages

Added Fall 1996.

CIS 131 Word Processing I

(23 lab hours, 1 credit)

Prerequisite: Ability to keyboard by touch

Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change margins and use the find and replace feature as well as create envelopes and labels.

Added Fall 2003.

CIS 132 Word Processing II

(23 lab hours, 1 credit)

Prerequisite: Keyboarding skills recommended, CIS 131 with a "C" grade or better, or instructor permission

Increases the student's working knowledge of word processing. In this module, the student will learn to use the merge function. The student will create multiple page reports using headers, footers, footnotes, endnotes, and page numbers. The student will create and format documents using columns and tables.

Added Fall 2003.

CIS 133 Word Processing III

(23 lab hours, 1 credit)

Prerequisite: CIS 131 & 132 with a "C" grade or better or instructor permission

Increases the student's working knowledge of word processing. In this module, the student will learn to use borders, drawing, word art, and graphics. The student will create macros, charts, outlines, styles, and fill-in forms. The student will also sort and select records. This course is the third in a series of modules.

Added Fall 2003.

CIS 135 Complete PC Word Processing: MS Word

(69 lab hours, 3 credits)

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

Added Spring 2005.

Course Descriptions

CIS 141 PC Database I: MS Access

(23 lab hours, 1 credit)

Introduces the student to the functions of a database using selected software. It includes skills such as file creation, searches, sorts, simple editing and indexes.

Added Fall 2003.

CIS 142 PC Database II: MS Access

(23 lab hours, 1 credit)

Prerequisite: CIS 141 with a "C" grade or better

Continues to build on database skills using appropriate software.

Added Fall 2003.

CIS 143 PC Database III: MS Access

(23 lab hours, 1 credit)

Prerequisite: CIS 142 with a "C" grade or better

Continues to build database skills using the selected software.

Added Fall 2004.

CIS 145 Complete PC Database

(45 lecture hours, 3 credits)

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

Added Summer 2002.

(Previously CIS 145 Database Concepts Fall 1999-Spring 2002)

CIS 151 PC Spreadsheets I: MS Excel

(23 lab hours, 1 credit)

Introduces the student to concepts and applications of an electronic spreadsheet. Topics include creating a worksheet, developing a professional looking worksheet and creating charts.

Added Fall 2003.

CIS 152 PC Spreadsheets II: MS Excel

(23 lab hours, 1 credit)

Prerequisite: CIS 151 with a "C" grade or better

Continues the concepts and applications of an electronic spreadsheet learned in the introduction class. Topics include working with lists, integrating appropriate software with other Windows programs, and working with multiple worksheets and workbooks.

Added Fall 2003.

CIS 153 Advanced Spreadsheets: MS Excel

(23 lab hours, 1 credit)

Prerequisite: CIS 152 with a "C" grade or better

Continues to build electronic spreadsheet skills. This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros.

Added Fall 2004.

CIS 155 PC Spreadsheet Concepts: MS Excel

(68 lab hours, 3 credits)

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

Added Spring 1999.

CIS 161 Presentation Graphics I

(23 lab hours, 1 credit)

Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.

Added Fall 2006.

CIS 162 Advanced Presentation Graphics

(23 lab hours, 1 credit)

Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify and deliver their presentations. This course will emphasize the integration features of the software as students learn how to share presentations, work together on development of presentations and to integrate their presentations with other programs.

Added Spring 2004.

CIS 167 Desktop Publishing

(68 lab hours, 3 credits)

Prerequisite: Knowledge of word processing

Introduces the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

Added Fall 2003.

CIS 218 Advanced PC Applications

(30 lecture/30 lab hours, 3 credits)

Prerequisite: BTE 103 with a "C" grade or better or concurrent enrollment

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

Added Summer 2002.

(Previously CIS 225 Integrated Software Applications Fall 1997-Spring 2002)

CSC-Computer Science

CSC 160 Computer Science I (C++)

(60 lecture hours, 4 credits)

Prerequisite: MAT 121 with a "C" grade or better

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

Added Summer 2000.

CSC 161 Computer Science II (C++)

(60 lecture hours, 4 credits)

Prerequisite: CSC 160 with a "C" grade or better

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

Added Spring 2000.

CSC 165 Discrete Structures

(60 lecture hours, 4 credits)

Prerequisite: MAT 121 or CSC 160 with a "C" grade or better or math faculty permission

Prepares students for a fundamental understanding of computing and computer science. Includes set theory, boolean algebra, relations, functions, graph theory and techniques for formal reasoning.

Added Fall 2003.

CSC 225 Computer Architecture/Assembly Language Programming

(60 lecture hours, 4 credits)

Prerequisite: CSC 160 with a "C" grade or better or equivalent, or instructor permission

Introduces concepts of computer architecture, functional logic, design, and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process.

Added Spring 2001.

ECE-Early Childhood Education

ECE 101 Introduction to Early Childhood Education

(45 lecture hours, 3 credits)

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

Added Summer 2003.

(Previously ECP 101 Intro to Early Childhood Profession Fall 2001-Spring 2003)

ECE 102 Introduction to Early Childhood Lab Techniques

(45 lecture hours, 3 credits)

Corequisite: ECE 101

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8.

Added Fall 2003.

(Previously ECP 102 Fall 2001-Summer 2003)

ECE 103 Guidance Strategies for Children

(45 lecture hours, 3 credits)

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses ages birth through age 8.

Added Fall 2003.

(Previously ECP 148 Fall 2001-Spring 2003)

ECE 111 Infant & Toddler Theory & Practice

(45 lecture hours, 3 credits)

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

Added Summer 2003.

(Previously ECP 111 Fall 2001-Spring 2003)

ECE 112 Introduction to Infant/Toddler Lab Techniques

(45 lecture hours, 3 credits)

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers.

Addresses ages prenatal through age 2.

Added Fall 2003.

(Previously ECP 112 Fall 2002-Summer 2003)

ECE 126 Art & the Young Child

(30 lecture hours, 2 credits)

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

Added Summer 2003.

ECE 175 Special Topics

(Variable lecture hours, .05-6 credits)

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

Added Summer 2004.

Course Descriptions

ECE 205 Nutrition, Health & Safety

(45 lecture hours, 3 credits)

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

Added Summer 2003.

(Previously ECP 205 Nutrition and the Young Child Fall 2001-Spring 2003)

ECE 220 Curriculum Development: Methods & Techniques

(45 lecture hours, 3 credits)

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

Added Summer 2003.

(Previously ECP 227 Fall 2001-Spring 2003)

ECE 225 Language & Cognition for the Young Child

(45 lecture hours, 3 credits)

Prerequisite: PSY 238 with a "C" grade or better or instructor permission

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

Added Summer 2003.

(Previously ECP 214 Summer 2002-Spring 2003)

ECE 226 Creativity and the Young Child

(45 lecture hours, 3 credits)

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

Added Summer 2003.

(Previously ECP 215 Summer 2002-Spring 2003)

ECE 238 Child Growth & Development

(60 lecture hours, 4 credits)

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

Added Summer 2005.

ECE 240 Administration of Early Childhood Care & Education Programs

(45 lecture hours, 3 credits)

Prerequisite: ECE 101 with a "C" grade or better or instructor permission

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

Added Summer 2003.

(Previously ECP 226 Fall 2001-Spring 2003)

ECE 241 Administration: Human Relations for Early Childhood Education

(45 lecture hours, 3 credits)

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

Added Summer 2003.

(Previously ECP 216 Fall 2001-Spring 2003)

ECE 289 Capstone: Early Childhood Education

(Variable hours, 1-6 credits)

Incorporates a demonstrated culmination of learning within a given program of study.

Added Spring 2005.

ECO-Economics

ECO 105 Introduction to Economics

(45 lecture hours, 3 credits)

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

Added Fall 2004.

ECO 201 Principles of Macroeconomics: SS1

(45 lecture hours, 3 credits)

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

This is a Statewide Guaranteed Transfer course GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004.

Added Spring 2004.

(Replaces ECO 201-Fall 1988-Fall 2003)

ECO 202 Principles of Microeconomics: SS1

(45 lecture hours, 3 credits)

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

This is a Statewide Guaranteed Transfer course GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added Spring 2004.

(Replaces ECO 202 Fall 1988-Fall 2003)

EDU-Education

EDU 131 Introduction to Adult Education

(45 lecture hours, 3 credits)

Introduces the student to the basic concepts in the instruction of adults. Emphases will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally, the course will cover applicable federal and state legislation which affects adult learning programs and will offer information on additional resources and associations in the field of Adult Education.

Added Spring 2008.

EDU 132 Planning, Organizing and Delivering Adult Education

(45 lecture hours, 3 credits)

Covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education. This course was designed to meet Colorado Literacy Instruction Authorization requirements

Added Spring 2008.

EDU 133 Adult Basic Education (ABE)/Adult Secondary Education (ASE)

(45 lecture hours, 3 credits)

Specifically address the different levels within an Adult Education program. Each level will be addressed in terms of appropriate assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education instructor can encourage the development of cognitive skills at each level, as a springboard to the next higher level. This course was designed to meet Colorado Literacy Instruction Authorization requirements

Added Spring 2008.

EDU 134 Teaching English as a Second Language to Adult Learners

(45 lecture hours, 3 credits)

Introduces the development and implementation of a program to teach English to adults whose first language is not English. Topics will range widely from assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills, necessary to successfully function in the United States.

This course was designed to meet Colorado Literacy Instruction Authorization requirements.

Added Spring 2008.

EDU 188 Practicum I

(Variable hours, 0-12 credits)

Corequisite: EDU 122

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

Added Fall 2007.

EDU 221 Introduction to Education

Corequisite: EDU 188

(45 lecture hours, 3 credits)

Prerequisite: College level reading and writing as demonstrated on college level placement scores
Corequisite: Field-Experience component, if not embedded in the class

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

Added Fall 2004.

EDU 231 Introduction to Bilingual Education

(60 lecture hours, 4 credits)

Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues which impact bilingual educational programs.

Added Spring 2008.

EDU 232 Literacy in the Multicultural/Multilingual Classroom

(45 lecture hours, 3 credits)

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

Added Spring 2008.

Course Descriptions

EDU 233 English Language Learning (K-6)

(45 lecture hours, 3 credits)

Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners' (ELLs') social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with preservice teachers.

Added Spring 2008.

EDU 234 Multicultural Education

(45 lecture hours, 3 credits)

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

Added Spring 2008.

EDU 260 Adult Learning & Teaching

(45 lecture hours, 3 credits)

Introduces the basic instructional theory focusing on the adult learner. Includes developing a syllabus, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse participant body, classroom management, learning theory, learning styles, teaching styles, and using technology in the classroom.

EDU 261 Teaching, Learning & Technology

(45 lecture hours, 3 credits)

Prerequisite: EDU 221 or EDU 260 with a "C" grade or better

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

Added Spring 2004.

EIC-Electricity Industrial/Commercial

EIC 104 Basics of Industrial Electricity

(15 lecture hours 11.5 lab hours, 1.5 credits)

Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment.

Added Summer 2003.

EIC 124 Electrical Safety Requirements

(10 lecture hours 7.5 lab hours, 1 credit)

Focuses on training that is 100% practical and deals with every important aspect of OSHA's electrical safety-related work practices and how they apply. Teaches the safe installation and maintenance of electrical equipment. Covers the use of personal protective equipment.

Added summer 2003.

EIC 144 Grounding & Bonding

(15 lecture hours 11.5 lab hours, 1.5 credits)

Prepares the student in the latest technology and techniques available for code and standards-compliant grounding and bonding systems. Focuses on grounding and bonding requirements as they relate to Article 250 and other articles of the NEC. Covers installation, testing and inspection procedures for II power systems. Includes rules to minimize the risk of electricity as a source of electric shock, and as an ignition source for fires.

Added Fall 2003.

EMS-Emergency Medical Services

EMS 112 Emergency Medical Dispatch

(30 lecture hours 11 lab hours, 2.5 credits)

Prerequisite: Current CPR card

Provides technical and practical information, skill practice and written examination for the current or potential emergency dispatcher.

Added Fall 2003.

EMS 115 First Responder

(45 lecture hours, 3 credits)

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

Added Summer 2003.

EMS 125 EMT Basic

(115 lecture hours 60 lab hours, 9 credits)

Corequisite: EMS 170

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

Added Fall 2003.

EMS 126 EMT Basic Refresher

(30 lecture hours 23 lab hours, 3 credits)

Prerequisite: Current CPR card, Current or less than 36 months expired EMT Basic certification

Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the reentry EMT student.

Added Fall 2003.

EMS 130 EMT Intravenous Therapy

(20 lecture hours 15 lab hours, 2 credits)

Prerequisite: Current EMT Basic certification, or proper licensure

Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

Added Fall 2003.

EMS 170 EMT Basic Clinical

(7.5 private instruction hours, 1 credit)

Corequisite: EMS 125 or EMS 126, depending on student status

Provides the EMT student with the clinical experience required of initial and some renewal processes.

Added Fall 2003.

EMS 178 EMS Seminar

(Variable hours, .05-6 credits)

Provides the student with the opportunity to explore local interests and needs in a less formal setting.

Added Summer 2003.

EMS 203 EMT Intermediate I

(75 lecture hours 30 lab hours, 6 credits)

Prerequisite: Valid EMT-Basic, HEP B vaccination, Current CPR cards, high school grad or GED

Provides preparatory information and is the first part of the EMT Intermediate program.

Added Fall 2003.

EMS 205 EMT Intermediate II

(75 lecture hours 30 lab hours, 6 credits)

Prerequisite: EMT Intermediate I - EMS 203

Serves as the second course for EMT Intermediate certification.

Added Fall 2003.

EMS 206 EMT Intermediate Refresher

(30 lecture hours 23 lab hours, 3 credits)

Prerequisite: Current EMT I certificate, or less than 36 months expired

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

Added Fall 2003.

EMS 214 Basic Trauma Life Support

(15 lecture hours 5 lab hours, 1 credit)

Prerequisite: EMT Basic or higher

Provides students with information and skill practice to treat trauma patients in the pre-hospital environment.

*Added Fall 2004.
(Previously EMS 151 Spring 1999-Summer 2003)*

EMS 270 Clinical: EMS Intermediate

(45 lab hours, 3 credits)

Prerequisite: EMS 203-205 with a "C" grade or better

Corequisite: EMS 205 as needed

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

Added Fall 2003.

ENG-English

ENG 030 Basic Language Skills

(30 lecture hours, 2 credits)

Prerequisite: ACCUPLACER Sentence Skills score of 25-49

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

Added Summer 2004.

(Previously DEE 011 English Skills I Summer 1990-Spring 1994)

ENG 060 Writing Fundamentals

(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER Sentence Skills score of 50-69 or ENG 030 with "C" grade or higher

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

Added Spring 2002.

(Previously ENG 060 Fall Language Fundamentals Summer 1994-2001; DEE 012 English Skills II Summer 1993-Spring 1994)

ENG 090 Basic Composition

(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER Sentence Skills score of 70-94 or ENG 060 with "C" grade or higher

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

Added Spring 2002.

(Previously ENG 100 Composition Style & Technique Summer 1994-Fall 2001; ENG 105 Fund of Composition Summer 1987-Spring 1994)

ENG 113 Business English

(45 lecture hours, 3 credits)

Introduces business English skills that are applicable to business correspondence. This course will review basic principles of grammar, punctuation, capitalization, spelling, and word usage.

Added Fall 2003.

(Previously ENG 115 Technical Eng & Communications Fall 2002-Summer 2003; BUS 117 Business English Fall 1991-Summer 2002; BUS 111 Business English Summer 1987-Summer 1991)

Course Descriptions

ENG 121 English Composition I: CO1

(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER Sentence Skills score of 95 or higher or ENG 090 with "C" grade or higher

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

This is a Statewide Guaranteed Transfer course GT-CO1 Approved 10-Jan-03, Effective Spring 2003.

Added Spring 2003.

(Replaces ENG 121 Summer 1988-Fall 2002)

ENG 122 English Composition II: CO2

(45 lecture hours, 3 credits)

Prerequisite: ENG 121 with a "C" grade or better

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

This is a Statewide Guaranteed Transfer course GT-CO2 Approved 10-Jan-03, Effective Spring 2003.

Added Spring 2003.

(Replaces ENG 122 Summer 1988-Fall 2002)

ENG 221 Creative Writing I

(45 lecture hours, 3 credits)

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

Added Summer 2002.

ENG 222 Creative Writing II

(45 lecture hours, 3 credits)

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

Added Fall 2003.

ENG 226 Fiction Writing

(45 lecture hours, 3 credits)

Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

Added Fall 1991.

ENG 227 Poetry Writing

(45 lecture hours, 3 credits)

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

Added Fall 1991.

ESL-English as a Second Language

ESL 011 Basic Pronunciation

(Variable hours, 1-5 credits)

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

Added Summer 2004.

ESL 012 Intermediate Pronunciation

(Variable hours, 1-5 credits)

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps students to produce problematic English sounds.

Added Summer 2004.

ESL 021 Basic Grammar

(Variable hours, 1-5 lecture credits)

Assists the student in mastering basic structures in English grammar through oral and written practice.

Added Summer 2004.

ESL 022 Intermediate Grammar

(Variable hours, 3-5 credits)

Prerequisite: ESL 021 with a "C" grade or better or placement test scores

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

Added Fall 1996-Summer 2003

ESL 023 Advanced Grammar

(Variable hours, 3-5 credits)

Prerequisite: ESL 022 with a "C" grade or better or placement test scores

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

Added Fall 1996.

ESL 031 Basic Conversation

(Variable hours, 1-5 credits)

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

Added Summer 2004.

ESL 032 Intermediate Conversation

(Variable hours, 3-5 credits)

Prerequisite: ESL 031 with a "C" grade or better or placement test scores

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

Added Summer 2004.

ESL 033 Advanced Communication

(Variable hours, 2-4 credits)

Prerequisite: ESL 032 with a "C" grade or better or placement test scores

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and note taking strategies, as well as questioning, discussion, and presentation skills.

Added Summer 2004.

ESL 041 Basic Reading

(Variable hours, 1-5 credits)

Improves comprehension of simple written texts through vocabulary building and reading strategies.

Added Summer 2004.

ESL 042 Intermediate Reading

(Variable hours, 2-4 credits)

Prerequisite: ESL 041 with a "C" grade or better or placement test scores

Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

Added Summer 2004.

Foreign Language*

NOTE:

Foreign Language prefix * * * is determined by language being taught, i.e.:

SPA for Spanish

FRE for French

GER for German

RUS for Russian, etc.

*** * * 101 Conversational Foreign Language I:**

French, Russian, Spanish

(45 lecture hours, 3 credits)

This is the first course in a sequence for beginning students who wish to understand and speak (FOL). The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

Added Spring 2004.

*** * * 102 Conversational Foreign Language II:**

French, German, Russian, Spanish

(45 lecture hours, 3 credits)

Prerequisite: * * * 101 with a "C" grade or better

This is the second course in a sequence for beginning students who wish to understand and speak (FOL). The material will continue to cover basic conversational patterns, expressions, and grammar.

Added Spring 2004

*** * * 111 Foreign Language I: French, Spanish**

(75 lecture hours, 5 credits)

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

Added Spring 2004.

*** * * 112 Foreign Language II: French, Spanish**

(75 lecture hours, 5 credits)

Prerequisite: * * * 111 with a "C" grade or better or instructor permission

Continues * * * 111 in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

Added Spring 2004.

*** * * 115 Foreign Language for the Professional I**

(45 lecture hours, 3 credits)

Prerequisite: College level reading

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

Added Fall 2004.

*** * * 211 Foreign Language III: French, Spanish: AH4**

(45 lecture hours, 3 credits)

Prerequisite: * * * 112 with a "C" grade or better or instructor permission

Continues * * * 111 and * * * 112 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

This course is a Statewide Guaranteed Transfer course.

FRE 211 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.

SPA 211 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.

Added Spring 2004.

(Replaces SPA 211 Fall 2001-Fall 2003)

*** * * 212 Foreign Language IV: French, Spanish: AH4**

(45 lecture hours, 3 credits)

Prerequisite: * * * 211 with a "C" grade or better or instructor permission

Continues * * * 111, * * * 112, and * * * 211 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

This course is a Statewide Guaranteed Transfer course.

FRE 211 AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.

SPA 212 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.

Added Spring 2004.

(Replaces SPA 212 Fall 2000-Fall-2003)

Course Descriptions

*** * * 215 Foreign Language for the Professional II**

(45 lecture hours, 3 credits)

Prerequisite: SPA 115 with a "C" grade or better or Equivalent Placement Scores

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

Added Fall 2003.

GEO-Geography

GEO 105 World Regional Geography: SS2

(45 lecture hours, 3 credits)

An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of/and interrelationships between developed and developing regions.

This is a Statewide Guaranteed Transfer course GT-SS2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces GEO 105 Spring 1990-Fall 2002)

GEY-Geology

GEY 111 Physical Geology: SC1

(45 lecture hours 30 lab hours, 4 credits)

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces Fall 1989-Fall 2002)

GEY 121 Historical Geology: SC1

(45 lecture hours 30 lab hours, 4 credits)

Prerequisite: GEY 111 with a "C" grade or better or instructor permission

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces GEY 121 Spring 1991-Fall 2002)

HWE-Health and Wellness

HWE 100 Human Nutrition

(45 lecture hours, 3 credits)

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

Added Fall 2002.

(Previously NUT 100 Nutrition Fall 2000-Summer 2002; HWE 100 Human Nutrition Fall 2000)

HWE 101 Cardio-Pulmonary Resuscitation (CPR)

(15 lecture hours, 1 credit)

Teaches emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets certification requirements of the American Red Cross and the American Heart Association.

Added Summer 2003.

(Previously PED 105 CPR-Basic Life Support Fall 1991-Summer 2003)

HWE 102 Cardio-Pulmonary Resuscitation (CPR) Recertification

(7.5 lecture hours, .5 credits)

Reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child and Infant CPR.

Added Fall 2003.

(Previously HEA 106 Summer 1992-Summer 2003)

HWE 103 Community First Aid and CPR

(15 lecture hours, 1 credit)

Uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.

Added Fall 2003.

(Previously HEA 126 Spring 1992-Summer 2003)

HWE 122 Responding to Emergencies

(30 lecture hours, 2 credits)

Provides standard first aid and CPR, with a more in depth look at sudden illness, specific disease, and emergencies.

Added Fall 2003.

HWE 245 Physiology of Exercise

(30 lecture hours 22.5 lab hours, 3 credits)

Introduces the student to the physiological responses and adaptations of individuals to exercise as well as the application to sports medicine, rehabilitation and general fitness. The laboratory provides experiences that demonstrate the underlying theoretical constructs that govern physiological responses and adaptations to exercise.

Added Spring 2008.

HPR-Health Professional

HPR 100 Introduction to Health

(45 lecture hours, 3 credits)

Provides an exploratory course for students interested in a health career. Basic health skills such as vital signs and CPR will be included.

Added Fall 2003.

HPR 102 CPR for Professionals

(7.5 lecture hours, .50 credit)

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas.

Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

Added Fall 2008.

(Replaces HPR 102 1 credit course Summer 2006-Summer 2008. Not equivalent)

HPR 106 Law & Ethics for Health Professions

(30 lecture hours, 2 credits)

Advances student knowledge in the study and application of medico-legal concepts in medical careers, establishes a foundation for ethical behavior and decision making.

HPR 108 Dietary Nutrition

(18 lecture hours 5 lab hours, 1 credit)

Prerequisite: HWE 100 with a "C" grade or better or Instructor permission.

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

Added Fall 2003.

HPR 112 Phlebotomy

45 lecture hours 22.5 lab hours, 4 credits)

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

Added Fall 2007.

HPR 117 Anatomical Kinesiology

(30 lecture 22.5 lab, 3 credits)

Prerequisite: BIO 106

Studies the Anatomical Bases of Human Movement.

Added Spring 2007.

HPR 113 Advanced Phlebotomy

(15 lecture hours 67.5 lab hours, 4 credits)

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills.

Added Spring 2007.

HPR 120 Advanced Cardiac Life Support

(10 lecture hours 5 lab hours, 1 credit)

Prerequisite: Current basic life support health care provider "C" certification

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

Added Fall 2003.

HPR 130 Pediatric Advanced Life Support

(10 lecture hours 5 lab hours, 1 credit)

Prerequisite: Current CPR card -must include child and infant CPR

Provides students the needed information and skills as required be health care agencies for pediatric emergencies.

Added Fall 2003.

HPR 171 Clinical I

(0-12 variable credit hours)

Offers the clinical practicum to apply the related health theory.

Added Spring 2007

HPR 178 Seminar: Medical Terminology

(30 lecture hours, 2 credits)

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 180 Internship

Prerequisite: NUR 112

Corequisite: NUR 113

(0-12 variable credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added Spring 2007.

Course Descriptions

HPR 190 Basic EKG Interpretation

(22 lecture hours 11 lab hours, 2 credits)

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed. Added Fall 2003.

HPR 216 Pathophysiology

See BIO 216-Human Pathophysiology

HPR 217 Kinesiology

(45 lecture hours 22.5 lab hours, 4 credits)

Prerequisite: BIO 201 or instructor permission

Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application is a main focus.

Deleted Fall 2006. Re-added Spring 2008.

HIS-History

HIS 101 History of Western Civilization I: HI1

(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003] Added Spring 2003.

(Replaces HIS 101 Summer 1988-Fall 2002)

HIS 102 History of Western Civilization II: HI1

(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003] Added Spring 2003.

(Replaces HIS 102 Summer 1988-Fall 2002)

HIS 111 World Civilization I: HI1

(45 lecture hours, 3 credits)

Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures.

This is a Statewide Guaranteed Transfer course GT-HI1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006] Added Fall 2006.

(Replaces HIS 111 Fall 2003-Summer 2006)

HIS 112 World Civilization II: HI1

(45 lecture hours, 3 credits)

Enables students to view history post 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures.

This is a Statewide Guaranteed Transfer course GT-HI1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006.

Added Fall 2006.

(Replaces HIS 112 Fall 2003-Summer 2006)

HIS 201 U.S. History I: HI1

(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces HIS 201 Summer 1988-Fall 2002)

HIS 202 U.S. History II: HI1

(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces HIS 202 Summer 1988-Fall 2002)

HIS 225 Colorado History

(45 lecture hours, 3 credits)

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. Added Fall 1991.

HIS 235 History of the American West

(45 lecture hours, 3 credits)

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. Added Fall 2003.

HUM-Humanities

HUM 121 Humanities: Early Civ: AH2

(45 lecture hours, 3 credits)

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

This is a Statewide Guaranteed Transfer course GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added Spring 2004.

(Replaces HUM 121 Survey of Humanities I Summer 1988-Fall 2003. Title changed Summer 2007- from "Survey of Humanities I")

HUM 122 Humanities: Medieval-Mod: AH2

(45 lecture hours, 3 credits)

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence.

This is a Statewide Guaranteed Transfer course GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added Spring 2004.

(Replaces HUM 122 Survey of Humanities II Fall 1988-Fall 2003. Title changed Summer 2007 from "Survey of Humanities II")

HUM 123 Humanities: Modern World: AH2

(45 lecture hours, 3 credits)

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples.

This is a Statewide Guaranteed Transfer course GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added Spring 2004.

(Previously HUM 123 Survey of Humanities III Fall 1988-Fall 2003. Title changed Summer 07- from "Survey of Humanities III")

JOU-Journalism

JOU 105 Introduction to Mass Media

(45 lecture hours, 3 credits)

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

Added Fall 1997.

JOU 106 Fundamentals of Reporting

(45 lecture hours, 3 credits)

Prerequisite: Typing 25 wpm.

Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

Added Fall 1991.

LIT-Literature

LIT 115 Introduction to Literature: AH2

(45 lecture hours, 3 credits)

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

This is a Statewide Guaranteed Transfer course GT-AH2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003. Previously LIT 115 Fall 1988-Fall 2002.

LIT 125 Study of the Short Story

(45 lecture hours, 3 credits)

Focuses on careful reading and interpretation of the short story as a distinct genre. It examines formal as well as thematic elements of short fiction. Critical thinking, discussion, and writing about short stories will enhance perceptive reading skills and heighten awareness of the human condition.

Added Fall 2003.

LIT 126 Study of Poetry

(45 lecture hours, 3 credits)

Focuses on careful reading and interpretation of various poems representing types and periods of poetry. It examines formal as well as thematic elements of poetry. Critical thinking, discussion, and writing about poetry will enhance perceptive reading skills and heighten awareness of the human condition.

LIT 201 Masterpieces of Literature I: AH2

(45 lecture hours, 3 credits)

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds.

This is a Statewide Guaranteed Transfer course GT-AH2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces LIT 201Spring 1988-Fall 2002)

LIT 202 Masterpieces of Literature II: AH2

(45 lecture hours, 3 credits)

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

This course is a Statewide Guaranteed Transfer course GT-AH2 Approved 10-Jan-03 for A.A. & A.S., Eff. Spring 2003. Added Spring 2003.

(Replaces LIT 202 Summer 1988-Fall 2002)

LIT 211 Survey of American Literature I: AH2

(45 lecture hours, 3 credits)

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

This course is a Statewide Guaranteed Transfer course GT-AH2 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005. Added Fall 2005.

(Replaces LIT 211 Fall 1991-Summer 2005)

Course Descriptions

LIT 212 Survey of American Literature II: AH2

(45 lecture hours, 3 credits)

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

This is a Statewide Guaranteed Transfer course GT-AH2

Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.

Added Fall 2005.

(Replaces LIT 212 Fall 1991-Summer 2005)

LIT 255 Children's Literature

(45 lecture hours, 3 credits)

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

Added Spring 1995.

MAN-Management

MAN 116 Principles of Supervision

(45 lecture hours, 3 credits)

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

Added Fall 2003.

Previously MAN 215 Summer 1997-Summer 2003.

MAN 117 Time Management

(15 lecture hours, 1 credit)

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

Added Fall 2001.

MAN 125 Teambuilding

(15 lecture hours, 1 credit)

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

Added Fall 2001.

Previously BUS 126 Spring 1997-Summer 2001

MAN 200 Human Resource Management I

(45 lecture hours, 3 credits)

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issue

Added Spring 2003.

Previously BUS 158 Spring 1998-fall 2002.

MAN 215 Organizational Behavior

(45 lecture hours, 3 credits)

Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness.

Added Spring 2006.

MAN 224 Leadership

(45 lecture hours, 3 credits)

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

Added Fall 2003.

MAN 226 Principles of Management

(45 lecture hours, 3 credits)

Presents a survey of the principles of management.

Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

Added Fall 1991.

MAR-Marketing

MAR 111 Principles of Sales

(45 lecture hours, 3 credits)

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 160 Customer Service

(45 lecture hours, 3 credits)

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

Added Summer 2003.

MAR 216 Principles of Marketing

(45 lecture hours, 3 credits)

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

Added Fall 1991.

(Previously MAR 215 Summer 1987-Summer 1991)

MST-Massage Therapy

MST 105 Lifestyle Wellness

(8 lecture hours 45 lab hours, 2 credits)

Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

Added Fall 2003.

MST 111 Basic Massage Therapy

(30 lecture hours 45 lab hours, 4 credits)

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

Added Spring 2003.

MST 113 Professional Massage

(23 lecture hours 45 lab hours, 3 credits)

Prerequisite: MST 111 with a "C" grade or better

Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinical, applying appropriate therapeutic intervention.

Added Spring 2002.

(Previously HEA 206 Spring 1997-Fall 2002)

MST 184 Clinical Massage

(25 lecture hours 50 lab hours, 3 credits)

Prerequisite: MST 111 with a "C" grade or better

Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

Added Spring 2003.

(Previously HEA 207 Fall 1998-Fall 2002)

MST 204 MST Business Practices

(30 lecture hours, 2 credits)

Assists the practitioner of massage therapy to envision market, establish and maintain a professional massage therapy practice.

Added Spring 2003.

Mathematics Entrance Scores

ACCUPLACER Arithmetic Exam (AE)

(effective Fall 2004)

AR Score	Math Course #	Course Title
24-56	MAT 030	Fundamentals of Mathematics
57-120	MAT 060	Pre-Algebra

Elementary Algebra Exam (EA)

(effective Fall 2004)

EA Score	Math Course #	Course Title
45-60	MAT 090	Introductory Algebra
	MAT 107	Career Math
61-84	MAT 106	Survey of Algebra
	MAT 111	Technology Lab for Algebra
	MAT 103	Math for Clinical Calculations
85-120	MAT 120	Mathematics for Liberal Arts
	MAT 121	College Algebra: MA1
	MAT 123	Finite Mathematics
	MAT 135	Introductory Statistics: MA1
	MAT 155/156	Integrated Mathematics I & II

Students scoring above the Elementary Algebra Exam will need to schedule an appointment with the Lead Mathematics Faculty member for proper placement.

ACT

(effective Summer 2008)

ACT Score	Math Course #	Course Title
19	MAT 120	Mathematics for Liberal Arts
	MAT 155/156	Integrated Mathematics I & II
21	MAT 135	Introduction to Statistics
23	MAT 121	College Algebra: MA1
	MAT 123	Finite Mathematics
24	MAT 122	Trigonometry
25	MAT 125	Survey of Calculus
	MAT 166	Pre-Calculus
28	MAT 201	Calculus I

Course Descriptions

Which Math Course is Right for You?

Mathematics for Liberal Arts (MAT 120)

Focusing on problem solving and number theory, this math course includes a wide variety of mathematical topics and connects them to the society we live in. This course is ideal for a student majoring in Liberal Arts.

Integrated Mathematics I and II (MAT 155, MAT 156)

If you are an Early Childhood and Elementary Education major you will learn a wide variety of mathematical concepts that take you beyond the mathematics you will be teaching. A hands-on course investigating the theories behind numbers, probability and geometry are only a few of the exciting topics awaiting a student to discover.

Introduction to Statistics (MAT 135)

Are you a student pursuing one of these exciting fields of study: medical, business, or one of the social sciences? Statistics will further your knowledge in these areas as well as make you a better consumer. The majority of students are unaware of the amount of statistics that appear in our everyday lives, but by the end of this course the student becomes accurately aware of the statistics that surrounds us and is able to think critically about the information provided.

College Algebra (MAT 121)

A Science, Mathematics, or Business major will enjoy this course as it takes you further into the world of mathematics and how the scientific world works. In preparation for the calculus sequence, College Algebra contains many of the rules and applications that make the higher mathematics courses come alive with fascinating graphics and interesting theories that explains how our bodies, physical surrounding, and our economy works.

MAT-Mathematics

MAT 030 Fundamentals of Mathematics

(30 lecture hours, 2 credits)

Prerequisite: Appropriate math entrance score (see page XX)

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.
Added Summer 2004.

MAT 060 Pre-Algebra

(45 lecture hours, 3 credits)

Prerequisite: MAT 030 ("C" grade or better) or appropriate math entrance score.

Further the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.
Added Spring 2002.

(Previously MAT 036 General Skills in Math. Summer 1994-Fall 2001; DEM 012 Math Skills II Summer 1993-Spring 1994)

MAT 090 Introductory Algebra

(60 lecture hours, 4 credits)

Prerequisite: MAT 060 ("C" grade or better) or appropriate math entrance score

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included.

Added Spring 2002.

(Previously MAT 100 Elementary Algebra Summer 1994-Fall 2001; DEM 015 Introductory Algebra Summer 1990-Spring 1994)

MAT 103 Math for Clinical Calculations

(45 lecture hours, 3 credits)

Prerequisite: MAT 090 ("C" grade or better) or appropriate math entrance score

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

MAT 106 Survey of Algebra

Prerequisite: MAT 090 ("C" grade or better) or appropriate math entrance score

(60 lecture hours, 4 credits)

Emphasizes problem solving with further study of equations, slope, inequalities, system of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

Added Fall 2002.

(Previously MAT 109 Spring 2002-Summer 2002; MAT 105 Intermediate Algebra Summer 1994-Fall 2001)

MAT 107 Career Math

(45 lecture hours, 3 credits)

Prerequisite: MAT 060 ("C" grade or better) or appropriate math entrance score

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.
Added Summer 2003.

(Previously MAT 115 College Mathematics Summer 1987-Spring 2003)

Course Descriptions

MAT 110 Turbo Algebra

(45 lecture hours, 3 credits)

Meets the needs of students not prepared for college level math but with a background in algebra. This course is an intensive review of algebra prerequisite to college level classes MAT 121, 135. Topics covered include: single variable equation solving linear and non-linear equations in two variables and their graphs.

Added Summer 2006.

MAT 111 Technology Lab for Algebra

(15 lecture hours, 1 credit)

Explores and applies algebraic topics in a laboratory course using graphing calculators. are presented on an introductory level and the emphasis is on applications.

Added Spring 2006.

MAT 120 Mathematics for Liberal Arts: MA1

(60 lecture hours, 4 credits)

Prerequisite: MAT 106 ("C" grade or better) or appropriate math entrance score

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003.

Added Fall 2003.

MAT 121 College Algebra: MA1

(60 lecture hours, 4 credits)

Prerequisite: MAT 106 ("C" grade or better) or appropriate math entrance score

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Eff. Spring 03.

Added Spring 2003.

(Replaces MAT 121 Summer 1987-Fall 2002)

MAT 122 College Trigonometry: MA1

(45 lecture hours, 3 credits)

Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 2-Jun-05 for A.A. & A.S., Eff. Fall 05.

Added Fall 2005.

(Replaces MAT 122 Summer 1987-Summer 2005)

MAT 123 Finite Mathematics: MA1

(60 lecture hours, 4 credits)

Prerequisite: MAT 106 ("C" grade or better) or appropriate math entrance score

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 2-Jun-05 for A.A. only, Effective Fall 2005.

Added Fall 2005.

(Replaces MAT 123 Summer 2003-Summer 2004)

MAT 125 Survey of Calculus: MA1

(60 lecture hours, 4 credits)

Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.

Added Spring 2003.

(Previously MAT 125 Fall 1989-Fall 2002)

MAT 135 Introduction to Statistics: MA1

(45 lecture hours, 3 credits)

Prerequisite: MAT 106 ("C" grade or better) or appropriate math entrance score

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference —estimation, hypothesis testing, comparison of populations, correlation and regression.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003.

Added Spring 2003.

(Replaces MAT 135 Summer 1988-Fall 2002)

Course Descriptions

MAT 155 Integrated Math I: MA1

(45 lecture hours, 3 credits)

Prerequisite: MAT 106 ("C" grade or better) or appropriate math entrance score

The Integrated Math sequence will be offered every year starting fall semester. Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence which provides a survey of Mathematical concepts from arithmetic, statistics, and algebra. Concepts are taught through modern techniques including application exercises.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 2-Feb-06 for A.A. only – Must also complete MAT 156 to meet the total MA1 requirement for the A.A. degree, Effective Fall 2006.

Added Fall 2006.

(Replaces MAT 155 Fall 2002-Summer 2006)

MAT 156 Integrated Math II: MA1

(45 lecture hours, 3 credits)

Prerequisite: MAT 155 ("C" grade or better) or appropriate math entrance score

The Integrated Math sequence will be offered every year starting fall semester. Continuation of MAT 155, covering the topics of fundamentals of probability, statistics, and Euclidean geometry. When applicable laboratory techniques are employed.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 2-Feb-06 for A.A. only – Must also complete MAT 155 to meet the total MA1 requirement for the A.A. degree. Effective Fall 2006.

Added Fall 2006.

(Replaces MAT 156 Fall 2002-Summer 2006)

MAT 178 Math for Industrial Trades

(10 lecture hours 7.5 lab hours, 1 credit)

Presents math concepts as they are utilized in the workplace. The specific topics are selected to meet the needs of the specific occupation as it relates to industry.
Added Fall 2003.

MAT 201 Calculus I: MA1

(75 lecture hours, 5 credits)

Prerequisite: MAT 121 & 122 ("C" grade or better) or instructor permission or appropriate math entrance score

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces MAT 201 Fall 1988-Fall 2002)

MAT 202 Calculus II: MA1

(75 lecture hours, 5 credits)

Prerequisite: MAT 201 ("C" grade or better) or instructor permission or appropriate math entrance score

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces MAT 202 Fall 1988-Fall 2002)

MAT 204 Calculus III w/Engineering Applications: MA1

(75 lecture hours, 5 credits)

Prerequisite: MAT 202 with "C" grade or better

Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 9-Feb-07 for A.A. & A.S., Eff. Fall 2007.

Added Fall 2007.

MAT 215 Discrete Mathematics: MA1

(60 lecture hours, 4 credits)

Prerequisite: MAT 201 ("C" grade or better)

Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. This course is designed for mathematics and computer science students.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 9-FEB-07 for A.A. & A.S., Eff. Fall 2007.

Added Fall 2007.

MAT 255 Linear Algebra: MA1

(45 lecture hours, 3 credits)

Prerequisite: MAT 201 with "C" grade or better

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 9-Feb-07 for A.A. & A.S., Eff. Fall 2007.

Added Fall 2007.

MAT 261 Differential Equations w/Engineering Applications: MA1

(60 lecture hours, 4 credits)

Prerequisite: MAT 202 with "C" grade or better

Introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course.

This is a Statewide Guaranteed Transfer course GT-MA1 Approved 9-Feb-07 for A.A. & A.S., Eff. Fall 2007.

Added Fall 2007.

MOT-Medical Office Technology

MOT 120 Medical Office Financial Management

(45 lecture hours, 3 credits)

Corequisite: As determined by individual college program guidelines

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

Added Fall 2003.

MOT 130 Insurance Billing and Coding

(45 lecture hours, 3 credits)

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

Added Fall 2007.

MOT 132 Medical Transcription I

(15 lecture hours 45 lab hours, 4 credits)

Prerequisite: BTE 103 with a "C" grade or better or concurrent enrollment

Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

Added Fall 2003.

MOT 140 Medical Assisting Clinical Skills

(45 lecture hours 22.5 lab hours, 4 credits)

Prerequisite: Determined by individual program guides

Corequisite: Determined by individual program guides.

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

Added Spring 2004.

MOT 150 Pharmacology for Medical Assistants

(30 lecture hours, 22.5 lab hours, 3 credits)

Prerequisite: HPR 178; MAT 090 or appropriate Math entrance score

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

Added Spring 2007.

MOT 182 Clinical Internship

(60 clinical hours, 3 credits)

Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

Added Spring 2004.

MOT 188 Practicum

(Various hours, .5-6 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added Fall 2007.

MOT 280 Internship

(45 lab hours, 3 credits)

Prerequisite: To be determined by the instructor

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added Fall 2003.

MGD-Multimedia Graphic Design

MGD 102 Intro to Multimedia

(15 lecture hours 46 lab hours, 3 credits)

Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Over view of software and basic design principles will be explored.

Added Fall 2003.

(Previously CWB 140 Fall 2001-Summer 2003)

MGD 133 Graphic Design I

(15 lecture hours 46 lab hours, 3 credits)

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures

Added Fall 2003.

(Previously MMA 201 Multimedia Design & Graphics Fall 1998-Summer 2003)

Course Descriptions

MGD 141 Web Design I

(15 lecture hours 46 lab hours, 3 credits)
Introduces Web site planning, design and creation using industry-standards-based Web site development tools. Screen-based color theory, Web aesthetics, use of graphics editors and intuitive interface design are explored.

Added Fall 2003.

(Previously CWB 135 Complete Web Editing Fall 2001-Summer 2003; CIS 231 Web Programming I: HTML Fall 1998-Summer 2001)

MGD 175-177 Multimedia: Special Topics

(Variable lecture hours, 1-6 credits)
Prerequisite: To be determined by instructor.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Added Summer 2003.

MGD 178 Seminar/Workshop

(Variable lecture hours, 1-6 credits)
Prerequisite: To be determined by the instructor.
Provides students with an experiential learning experience.

Added Fall 2003.

MGD 180 Multimedia: Internship

(Variable hours, 1-6 credits)
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added Fall 2003.

MGD 233 Graphic Design II

(15 lecture hours 46 lab hours, 3 credits)
Prerequisite: MGD 133 with a "C" grade or better or instructor permission.
Continues instruction in idea development for advanced graphic design.

Added Fall 2003.

MGD 241 Web Design II

(69 lab hours, 3 credits)
Prerequisite: MGD 141 with a "C" grade or better
Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

Added Fall 2003.

(Previously CWB 205 Complete Web Scripting Fall 2001-Summer 2003; MMA 204 Web Programming I Fall 2000-Summer 2001)

MGD 251 Multimedia Motion & Sound

(69 lab hours, 3 credits)
Prerequisites: MGD 102, MGD 133, MGD 233, MGD 141 with a "C" grade or better
Develops student competency in modifying, designing, and creating 2-D and 3-D animations and recording and editing sound clips, narration, and music. Students will also work with video capture and editing software and hardware.

Added Fall 2003.

(Previously MMA 126 Fall 2000-Summer 2003; MMA 202 Multimedia Production Fall 1998-Summer 2000)

MGD 259 Management and Production

(30 lecture hours 23 lab hours, 3 credits)
Examines development of multimedia from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. Teamwork is emphasized throughout the course.

Added Fall 2003.

MGD 278 Multimedia: Seminar/Workshop

(Variable hours, 1-6 credits)
Prerequisite: To be determined by the instructor
Provides students with an experiential learning opportunity.

Added Fall 2003.

MGD 280 Multimedia: Internship

(Variable hours, 1-6 credits; 8 hours lecture/22.5 lab per credit)

Prerequisite: To be determined by the instructor
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added Fall 2003.

MUS-Music

MUS 120 Music Appreciation: AH1

(45 lecture hours, 3 credits)
Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.

Added Spring 2003.
(Replaces MUS 120 Summer 1992-Fall 2002)

MUS 121 Music History I: AH1

(45 lecture hours, 3 credits)

This course studies the various periods of music history with regard to the composers' aesthetics, forms, and genres of each period. Considers music from Middle Ages through Classical period.

This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces MUS 121 Fall 1991-Fall 2002)

MUS 122 Music History II: AH1

(45 lecture hours, 3 credits)

Prerequisite: MUS 120 or MUS 121 with a "C" grade or better

Continues Introduction to Music History I with a study of music from the early Romantic period to the present.

This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces MUS 122 Fall 1991-Fall 2002)

NUR-Nursing

NUR 101 Pharmacology Calculations

(15 lecture hours, 1 credit)

Prerequisite: EA of 61 or completion of MAT 090 or higher with a minimum of C.

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications.

Effective Fall 2006.

(Previously NUR 101 Fall 2003-Summer 2005)

NUR 103 Health Assessment for the PN

(22.5 lab hours, 1 credit hour)

Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented.

Added Fall 2007.

(Replaces NUR 103-Health Assessment Deleted Summer 2007)

NUR 106 Medical-Surgical Concepts

(52.5 lecture hours 15 lab hours, 150 other hours, 9 credits)

Prerequisite: Admission into professional nursing program; Successful completion of NUR 109 and NUR 112.

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients. T: 3.5 cr./52.5 contact hrs; L: .5 cr./15 contact hrs; C: 5 cr./150 contact hrs.

Added Spring 2007.

NUR 109 Fundamentals in Nursing

(30 lecture hours 90 lab hours 90 other hours, 8 credits)

Prerequisite: Admission into professional nursing program.

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

Added Fall 2006.

NUR 112 Basic Concepts of Pharmacology

(30 lecture hours, 2 credits)

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan.

Added Fall 2003.

NUR 118 Nursing Care of Children

(34 lecture hours, 34 lab hours, 3 credits)

Prerequisite: Acceptance into a professional nursing program.

Introduces the role of the nurse in meeting the individual needs of the child from infancy through adolescence in health and illness. Beginning assessment and use of the nursing process, basic growth and development, pathophysiology, nutrition, and relevant emotional, cultural and family concepts are integrated throughout.

Course Descriptions

NUR 150 Obstetric and Pediatric Nursing

(45 lecture hours 30 lab hours 90 other hours 7 credits)
Prerequisite: Admission into professional nursing program.
Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.
Added Spring 2007.

NUR 169 Transition into Practical Nursing

(30 lecture hours, 90 other hours, 5 credits)
Prerequisite: Successful completion of all first year course work.
Provides the student with a transition into the role of the practical nurse. Emphasis will be placed on clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student will practice in the role of the practical nurse in the required clinical experience.
Added Summer 2006.

NUR 189 Transition from LPN to ADN

(30 lecture hours, 30 lab hours, 30 other hours, 4 credits)
Prerequisite: Admission into professional nursing program.
Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.
Added Fall 2007.

NUR 206 Advanced Concepts of Medical-Surgical Nursing I

(45 lecture hours, 15 lab hours, 135 other hours, 8 credits)
Prerequisite: Completion of first year course work and admission into second year of nursing program.
Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. T: 3 cr/45 contact hrs; L: .5 cr/15 contact hrs; C: 4.5 cr/135 contact hrs.
Added Fall 2006.

NUR 211 Nursing of Psychiatric Clients

(15 lecture hours, 30 lab hours, 60 other hours, 4 credits)
Prerequisite: Completion of first year course work and admission into second year of nursing program.
Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and

families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders. T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs
Added Fall 2007.

(Replaces NUR 211 Fall 2007-Spring 2007, not equivalent)

NUR 212 Pharmacology II

(30 lecture hours, 2 credits)
Prerequisite: Completion of first year course work and admission into second year of nursing.
Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates.
Added Fall 2006.

NUR 216 Advanced Concepts of Medical-Surgical Nursing II

(30 lecture hours 120 other hours, 6 credits)
Prerequisite: Successful completion of all first year course work and admission into second year of nursing program.
Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. T: 2 cr/30 contact hrs; C: 4 cr/120 contact hrs
Added Fall 2006.
(Replaces NUR 216 Fall 2006-Summer 2006, not equivalent)

NUR 230 Leadership Management Trends

(22.5 theory hours, 105 other hours, 5 credits)
Prerequisite: Completion of first year course work; admission into second year of nursing program.
Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse. T: 1.5 cr/22.5 contact hrs; C: 3.5 cr/105 contact hrs
Added Spring 2008.
(Replaces NUR 289-Capstone: Comprehensive Nursing Internship Fall 2003-Fall 2007, not equivalent)

NUR 278 Nursing: Seminar

(Variable lecture hours, 1-6 credits)

Prerequisite: To be determined by the instructor.

Prerequisite: Acceptance into a professional nursing program

Provides students with an experiential learning experience.

Added Fall 2003.

NUA-Nursing Assistant

NUA 101 Nurse Aide Health Care Skills

(45 lecture hours 22.5 lab hours, 4 credits)

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA 170 Nurse Aide Clinical Experience

(30 clinical lab hours, 1 credit)

Applies knowledge and skill gained in NUA 101 to patient care.

NUA 171 Advanced Nurse Aide Clinical

(23 lab hours, 1 credit)

Prerequisite: Current CPR card, and health records required by clinical site.

Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.

Added Spring 2003.

PHI-Philosophy

PHI 111 Introduction to Philosophy: AH3

(45 lecture hours, 3 credits)

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.

This is a Statewide Guaranteed Transfer course GT-AH3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.

Added Spring 2003.

(Replaces PHI 111 Summer 1987-Fall 2002)

PHI 112 Ethics: AH3

(45 lecture hours, 3 credits)

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

This is a Statewide Guaranteed Transfer course GT-AH3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.

Added Spring 2003.

(Replaces PHI 112 Fall 1989-Fall 2002)

PHI 113 Logic: AH3

(45 lecture hours, 3 credits)

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving.

This is a Statewide Guaranteed Transfer course GT-AH3 Approved 9-Jan 04 for A.A. & A.S., Effective Spring 2004

Added Spring 2004.

(Replaces PHI 113 Fall 1991-Fall 2003)

PHI 115 World Religions - West

(45 lecture hours, 3 credits)

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

Added Summer 2002.

PHI 116 World Religions - East

(45 lecture hours, 3 credits)

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

Added Summer 2002.

PED-Physical Education

PED 100 Beginning Golf

(30 lab hours, 1 credit)

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

Added Summer 2003.

PED 106 Tennis

(30 lab hours, 1 credit)

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies.

Added Fall 2003.

PED 110 Fitness Center Activity I

(30 lab hours, 1 credit)

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

Added Summer 2002.

Add - PHT 111, 112, 113, 114, 115, 116, 1127, 118, 119, 120, 170, 171 (Pharmacy Technician) SEE ADDENDUM

Course Descriptions

PED 111 Fitness Center Activity II

(30 lab hours, 1 credit)

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

Added Summer 2003.

PED 113 Fitness Concepts

(30 lab hours, 1 credit)

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

Added Fall 2003.

PED 116 Weight Training

(30 lab hours, 1 credit)

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

Added Summer 2003.

PED 117 Cross Training

(30 lab hours, 1 credit)

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology.

Added Fall 2003.

PED 119 Fitness Circuit Training

(30 lab hours, 1 credit)

Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs.

Added Summer 2003.

PED 121 Step Aerobics

(30 lab hours, 1 credit)

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

Added Fall 2003.

PED 126 Water Aerobics

(30 lab hours, 1 credit)

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

Added Summer 2003.

PED 147 Yoga

(30 lab hours, 1 credit)

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and wellbeing through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

Added Summer 2003.

PED 148 Yoga II

(30 lab hours, 1 credit)

Prerequisite: PED 147 or permission of instructor.

Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

Added Fall 2003.

PER-Physical Education Recreation

PER 150 Water Safety Instructor

(30 lecture hours, 2 credits)

Prerequisite: 17+ years old. Pass the pre-course ARC written test and skills test.

Prepares students to become certified by the American Red Cross (ARC) as a Water Safety Instructor (WSI). Enables students to develop skills for teaching infant and preschool aquatics, Levels 1-7 in the Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide. Focuses on teaching people with special needs and planning and conducting safe and effective swim lessons.

Added Spring 2004.

PTA-Physical Therapist Assistant

PTA 110 Basic Patient Care in Physical Therapy

(30 lecture hours, 67.5 lab hours, 5 credits)

Prerequisite: Admission to the PTA Program

Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers, and gait training.

Added Spring 2002.

(Previously PTA 210 Physical Therapy Procedures I Spring 1990-Fall 2001)

PTA 115 Principles & Practice of Physical Therapy

(30 lecture hours, 2 credits)

Prerequisite: Admission to the PTA Program

Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

Added fall 1992.

PTA 120 Modalities in Physical Therapy

(30 lecture hours, 67.5 lab hours, 5 credits)

Prerequisite: PTA 110 with a "C" grade or better

Corequisite: PTA 135

Examines the theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy.

Added Spring 2002.

(Previously PTA 220 Physical Therapy Procedures II Spring 1990-Fall 2001)

PTA 135 Principles of Electrical Stimulation

(15 lecture hours 30 lab hours, 2 credits)

Prerequisite: PTA 110 with a "C" grade or better

Corequisite: PTA 120

Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES.

Added Spring 2002.

(Previously PTA 235 Spring 1992-Fall 2001)

PTA 140 Clinical Kinesiology

(lecture hours, 67.5 lab hours, 5 credits)

Focuses on the science of human motion, theories of biomechanics and muscle/joint structure and function. Emphasizes basic principles of therapeutic exercise and their application to specific body regions. A laboratory experience that includes the application of kinesiology and exercise principles is integrated in the learning experience.

Added Spring 2008.

PTA 175 Special Topics: PTA

(Variable hours, 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Added Spring 2003.

PTA 230 Orthopedic Assessment & Management Techniques

(30 lecture hours 68 lab hours, 5 credits)

Prerequisite: PTA 280 with a "C" grade or better

Corequisite: PTA 240

Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis.

Added Fall 2003.

(Previously PTA 230 Fall 1990-Summer 2003)

PTA 240 Neurologic Assessment & Management Techniques

(30 lecture hours 68 lab hours, 5 credits)

Prerequisite: PTA 280 with a "C" grade or better

Corequisite: PTA 230

Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions.

Added Fall 2003.

(Previously PTA 240 Fall 1990-Summer 2003)

PTA 278 PTA Seminar

(30 lecture hours, 2 credits)

Corequisites: PTA 281 and PTA 282

Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service.

Added Spring 2003.

PTA 280 PTA Internship I

(160 Internship hours, 4 credits)

Prerequisite: PTA 110, 115, 120, and 135 with a "C" grade or better

Focuses on an initial clinical exposure providing hands on patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, geriatric, or outpatient setting provides supervision.

Added Fall 2003.

(Previously PTA 232 Summer 2001-Summer 2003)

PTA 281 PTA Internship II

(240 Internship hours, 5 credits)

Prerequisite: PTA 280 with a "C" grade or better

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of

Course Descriptions

Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing, and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, rehabilitation, outpatient, geriatric, or home health setting provides supervision. During the internship, the student presents an in-service on a physical therapy related topic.
Added Fall 2003.

(Previously PTA 242 Summer 2001-Summer 2003; PTA 223 PTA Clinic Internship III Fall 1990-Spring 2001)

PTA 282 PTA Internship III

(240 Internship hours, 5 credits)

Prerequisite: PTA 281 with a "C" grade or better

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student presents an in service on a physical therapy related topic.

Added Fall 2003. Previously PTA 252 summer 2001-Summer 2003; PTA 224 PTA Clinic Internship IV Spring 1991-Spring 2001

PHY-Physics

PHY 105 Conceptual Physics: SC1

(45 lecture hours, 22.5 lab hours, 4 credits)

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Jun-05 for A.A. only, Effective Fall 2005. Added Fall 2005.

(Replaces PHY 105 Spring 1991-Summer 2005)

PHY 111 Physics: Algebra-Based I/Lab: SC1

(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: ACCUPLACER (EA) Elementary Algebra score of 85 or higher, or equivalent

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces PHY 111 Fall 1988-Fall 2002)

PHY 112 Physics: Algebra-Based II/Lab: SC1

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: PHY 111 with a "C" grade or better

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces PHY 112 Spring 1989-Fall 2002)

PHY 211 Physics: Calculus-Based I/Lab: SC1

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: MAT 121 & MAT 122 with a "C" grade or better

Studies include mechanics and heat. This course includes laboratory experience. Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03]

Added Spring 2003.

(Replaces PHY 211 Spring 1989-Fall 2002)

PHY 212 Physics: Calculus-Based II/Lab: SC1

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: PHY 211 with a "C" grade or better

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces PHI 212 Spring 1989-Fall 2002)

POS-Political Science Courses

POS 105 Introduction to Political Science: SS1

(45 lecture hours, 3 credits)

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

This is a Statewide Guaranteed Transfer course GT-SS1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces POS 105 Fall 1991-Fall 2002)

POS 111 American Government: SS1

(45 lecture hours, 3 credits)

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

This is a Statewide Guaranteed Transfer course GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added Spring 2004.

(Replaces POS 111 Summer 1988-Fall 2003)

POS 205 International Relations: SS1

(45 lecture hours, 3 credits)

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.

This is a Statewide Guaranteed Transfer course GT-SS1 Approved 1-Jun-05 for A.A. & A.S., Effective Fall 2006. Added Fall 2006.

PSY-Psychology

PSY 101 General Psychology I: SS3

(45 lecture hours, 3 credits)

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

This is a Statewide Guaranteed Transfer course GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added Spring 2004.

(Replaces PSY 101 Fall 1988-Fall 2003)

PSY 102 General Psychology II: SS3

(45 lecture hours, 3 credits)

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

This is a Statewide Guaranteed Transfer course GT-SS3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces PSY 102 Fall 1988-Fall 2002)

PSY 112 Psychology of Adjustment

(45 lecture hours, 3 credits)

Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

Added Summer 2008.

(Previously PSY 215)

PSY 116 Stress Management

(45 lecture hours, 3 credits)

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

Added Summer 1995.

PSY 205 Psychology of Gender: SS3

(45 lecture hours, 3 credits)

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span.

This is a Statewide Guaranteed Transfer course. GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006. Added Fall 2006.

(Replaces PSY 205 Fall 2003-Summer 2006)

PSY 215-Psychology of Adjustment

Deleted Summer 2008.

(See PSY 112 Psychology of Adjustment)

PSY 226 Social Psychology: SS3

(45 lecture hours, 3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102 with a "C" grade or better

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

This is a Statewide Guaranteed Transfer course GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006. Added Fall 2006.

(Replaces PSY 226 Fall 1991-Summer 2006)

PSY 235 Human Growth & Development: SS3

(45 lecture hours, 3 credits)

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

This is a Statewide Guaranteed Transfer course GT-SS3 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005. Added Fall 2005.

(Replaces PSY 235 Fall 1991-Summer 2005)

PSY 237 Child & Adolescent Psychology

(45 lecture hours, 3 credits)

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

Added Spring 2003.

(Previously PSY 248 Fall 1991-Fall 2002)

Course Descriptions

PSY 238 Child Development: SS3

(45 lecture hours, 3 credits)

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

This is a Statewide Guaranteed Transfer course GT-SS3

Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006.

Added Fall 2006.

(Replaces PSY 238 Fall 1999-Summer 2006)

PSY 245 Educational Psychology

(45 lecture hours, 3 credits)

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

Added Fall 2001.

PSY 247 Child Abuse & Neglect

(45 lecture hours, 3 credits)

Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

Added Fall 1991.

PSY 249 Abnormal Psychology: SS3

(45 lecture hours, 3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102 with a "C" grade or better

Examines abnormal behavior and its classification, causes, treatment, and prevention.

This is a Statewide Guaranteed Transfer course GT-SS3

Approved 9-Feb-07 for A.A. & A.S., Effective Summer 2007.

Added Summer 2007.

(Replaces PSY 249 Fall 1991-Spring 2007)

RTE-Radiologic Technology

RTE 101 Introduction to Radiography

(30 lecture hours, 2 credits)

Prerequisite: Taken after completed program application to Program Director

ACCUPACER Requirements: EA-60, RC-60, SS-95

Offers an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession

Added: Summer 2007

REA-Reading

REA 060 Foundations of Reading

(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER Reading Score of 40-61

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

Added Spring 2003.

REA 090 College Preparatory Reading

(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER Reading score of 62-79

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

Added Summer 1994.

(Previously DER 012 Reading Skills II Summer 1993-Spring 1994)

REE-Real Estate

REE 115 Introduction to Real Estate

(45 lecture hours, 3 credits)

Focuses on the function of the real estate broker, sales techniques, and ethics. Course is intended for students that want to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

Added Fall 2002.

(Previously BUS 209 Colorado Real Estate Practical Applications Summer 1997-Summer 2002)

REE 189 Capstone

(15 lecture hours, 1 credit)

Provides a demonstrated culmination of learning within a given program of study.

Added Fall 2002.

REE 201 Real Estate Brokers I

(90 lecture hours, 6 credits)

Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

Added Fall 2008.

(Replaces REE 103 Fall 2002-Spring 2008)

REE 202 Real Estate Brokers II

(90 lecture hours, 6 credits)

Enables the student, in conjunction with REE 201 - Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

Added Fall 2008

(Replaces REE 104 Fall 2002-Spring 2008)

SCI-Science

SCI 155 Integrated Science I: SC1

(45 lecture hours, 30 lab hours, 4 credits)
Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. *This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Feb-06 for A.A. only – Students must also complete SCI 156 to meet the total SC1 requirement for the A.A. degree, Effective Fall 2006. Added Fall 2006. (Replaces SCI 155 Fall 2005-Summer 2006)*

SCI 156 Integrated Science II

(45 lecture hours, 30 lab hours, 4 credits)
Examines earth and biological systems, living and nonliving environments, through the application and refinement of fundamental energy and matter concepts. *This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Feb-06 for A.A. only – Students must also complete SCI 155 to meet the total SC1 requirement for the A.A. degree, Effective Fall 2006. Added Fall 2006. (Replaces SCI 156 Spring 2006-Summer 2006)*

SOC-Sociology

SOC 101 Introduction to Sociology I: SS3

(45 lecture hours, 3 credits)
Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. *This is a Statewide Guaranteed Transfer course GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added Spring 2004. (Replaces SOC 101 Fall 1988-Fall 2003)*

SOC 102 Introduction to Sociology II: SS3

(45 lecture hours, 3 credits)
Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. *This is a Statewide Guaranteed Transfer course GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Fall 2004. Added Fall 2004. (Replaces SOC 102 Fall 1988-Summer 2004)*

SOC 215 Contemporary Social Problems: SS3

(45 lecture hours, 3 credits)
Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. *This is a Statewide Guaranteed Transfer course GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006. Added Fall 2006. (Replaces SOC 215 Summer 1994-Summer 2006)*

SPA-Spanish Language

(see FOREIGN LANGUAGE)

SPE-Speech

(see COMMUNICATIONS – COM)

SPE 115 Public Speaking

Deleted Summer 2008
(see COM 115 Public Speaking)

SPE 125 Interpersonal Communication

Deleted Summer 2008
(see COM 125 Interpersonal Communication)

SVT-Sport Vehicle Technology

SVT 160 Basic Motorcycle Repair I

(7.5 lecture hours, 12 lab hours, 1 credit)
Designed to expose current and prospective entry-level motorcycle technicians to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance and producing. This class is the first in a series of classes (SVT160-SVT180&SVT299) designed to produce a "novice" or "apprentice-level" mechanic. Topics covered in the class include basic safety, hand tool and shop procedure. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest. *Added Spring 2007.*

SVT 165 Basic Motorcycle Repair II

(7.6 lecture hours, 12 lab hours, 1 credit)
Designed to build upon concepts and practices learned in SVT160 and expose current and prospective motorcycle mechanics to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance. Topics covered will study of motorcycle frame, suspension, tire and wheels. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest. *Added Spring 2007.*

THE-Theatre

THE 105 Introduction to the Theatre Arts: AH1

(45 lecture hours, 3 credits)
Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory. *This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003. (Replaces THE 105 Fall 1998-Fall 2002)*

Course Descriptions

THE 111 Acting I

(45 lecture hours, 3 credits)

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

Added Fall 1999.

THE 112 Acting II

(45 lecture hours, 3 credits)

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

Added Fall 1999.

THE 211 Development of Theatre I: AH1

(45 lecture hours, 3 credits)

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces THE 211 Fall 1991-Fall 2002)

THE 212 Development of Theatre II: AH1

(45 lecture hours, 3 credits)

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance.

This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added Spring 2003.

(Replaces THE 212 Fall 1991-Fall 2002)

WEL-Welding

WEL 100 Safety for Welders

(15 lecture hours, 1 credit)

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

Added Spring 2003.

WEL 103 Basic Shielded Metal Arc I

(30 lecture hours 45 lab hours, 4 credits)

Prerequisite: WEL 102 with a "C" grade or better or instructor permission

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

Added Summer 2003.

WEL 104 Basic Shielded Metal Arc II

(30 lecture hours 45 lab hours, 4 credits)

Prerequisite: WEL 103 with a "C" grade or better or instructor permission

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

Added Summer 2003.

WEL 106 Blueprint Reading for Welders & Fitters

(45 lecture hours 22.5 lab hours, 4 credits)

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

Added Summer 2003.

WEL 110 Advanced Shielded Metal Arc I

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

Added Spring 2003.

WEL 111 Advanced Shielded Metal Arc II

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

Added Summer 2003.

WEL 113 Oxyfuel and Plasma Cutting

(10 lecture hours 30 lab hours, 2 credits)

Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxy acetylene and plasma arc cutting processes.

Added Spring 2003.

WEL 114 Oxyacetylene Welding

(10 lecture hours 30 lab hours, 2 credits)

Teaches the skills necessary to perform safety inspections, make minor repairs, adjust operating parameters, operate oxyacetylene welding equipment, and perform oxyacetylene welding, brazing, and soldering operations.

Added Summer 2003.

WEL 130 Maintenance Welding

(10 lecture hours 30 lab hours, 2 credits)

Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, shielded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course.

Added Summer 2003.

WEL 180 Internship

(Variable lecture/lab hours, .5-6 credits)

Meets the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

Added Summer 2003.

WEL 201 Gas Metal Arc Welding I

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

Added Summer 2003.

WEL 203 Flux Cored Arc Welding I

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.

Added Summer 2003.

WEL 224 Advanced Gas Tungsten Arc Welding

(15 lecture hours 67.5 lab hours, 4 credits)

Prerequisite: WEL 124 or instructor approval

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

Added Summer 2003.

WEL 225 Advanced Gas Metal Arc Welding

(15 lecture hours 67.5 lab hours, 4 credits)

Prerequisite: WEL 125 with a "C" grade or better or Instructor's approval

Covers welding in all positions on carbon steel plate with the GMAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

Added Summer 2003.

WEL 230 Pipe Welding I

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

Added Summer 2003.

WEL 231 Pipe Welding II

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

Added Summer 2003.

WEL 250 Layout and Fabrication

(15 lecture hours 67.5 lab hours, 4 credits)

Prerequisite: WEL 106 with a "C" grade or better

Develops welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

Added Spring 2003.

WEL 263 Applied Metal Properties

(30 lecture hours 45 lab hours, 4 credits)

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.

Added Summer 2003.

WEL 275-277 Welding: Special Topics

(Variable lecture/lab hours, 1-6 credits)

Prerequisite: instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Added Summer 2003.

WEL 278 Workshop: Welding

(Variable lecture/lab hours, 1-6 credits)

Prerequisite: To be determined by instructor

Provides students with an exceptional learning experience.

Added Summer 2003.

WEL 280 Internship: Welding

(Variable lecture/lab hours, .5-6 credits)

Prerequisite: Completion of all courses in WEL specialization area

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

Added Summer 2004.

CYF-Young Farmers

see *Colorado Young Farmers (CYF)*

PERSONNEL DIRECTORY

Amack, April – Assistant to Associate Dean of Learning Resources
A.A. & A.S., Morgan Community College;
B.S., University of Northern Colorado;
M.L.S., Emporia State University

Andersen, Mary – Director of Limon Center
B.A., Northern Illinois University

Annand, Kelly – Agriculture and Business Management Faculty
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~~Bailey, Bobby – Coordinator of Physical Facilities, Maintenance & Operations~~

Barden, Nancy – Director of Bennett Center
B.A., University of Northern Colorado

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~~Koester, Dave – Multimedia Faculty
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Weimer, Mike – General Laborer I, Maintenance &
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Zorn, Mary – Director of College Communications and
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PERSONNEL BY DEPARTMENTS/OFFICES/DIVISIONS

President's Office

- Clough, Susan – ~~Interim Chief Administrative Officer~~; Vice President for Administration and Finance; Affirmative Action Officer
- Diana Morgan, President's Assistant and Marketing Specialist

Vice Presidents

- Bauer, Kent – Vice President of Student Success, Registrar
- Clough, Susan – Vice President for Administration and Finance; Affirmative Action Officer
- McKie, Betty – Vice President for Instruction

Communications and Marketing

- Zorn, Mary – Director of College Communications and Marketing
- Cullop, Barb – Information Technology Web Specialist

Development

- Pearson, Joan – Director of Development

Institutional Research Department

- Hubbell, Janie – Associate Dean, Institutional Research

Administration and Finance

- Clough, Susan – Vice President for Administration and Finance; Affirmative Action Officer
- Crone, Loretta – Administrative Services and Purchasing Coordinator, Office of Administration and Finance

Auxiliary Services Department

- Wiener, Melody – Director of Purchasing & Auxiliary Services
- Castaneda, Debbie – Coordinator of Auxiliary Services

Fiscal Services Department

- Schneider, Tracy – Controller
- Overturf, Kellie – Accounting Technician II, Accounts Payable
- Uhrick, Michelle – Assistant Controller
- Trusty, Jessica – Accounting Technician II, Accounts Receivable
- Weitzel, Sherry – Accounting Technician II

Human Resources Department

- Brinkman, Janet – Director of Human Resources
- Garcia, Jan – Human Resources Coordinator
- Reyez, Jackie – Human Resources Analyst

Information Technology (IT) Department

- Shriver, Michael – Coordinator of Information Technology
- Frasco, Mark – Information Technology Specialist for Instructional Services
- Hartless, Dan – Information Technology Specialist for Administrative Support

Maintenance and Operations/Physical Facilities

- ~~Bailey, Bobby – Coordinator of Physical Facilities~~
- Brinkman, Paul – Structural Trades II, Maintenance & Operations
- Lopez, Lisa – Custodian II, Maintenance & Operations
- Rhoades, Joe – Custodian I, Maintenance & Operations – Burlington Center
- Schehrer, Greg – Structural Trades II, Maintenance & Operations
- Torrez, Helen – Custodian I, Maintenance & Operations
- Weimer, Mike – General Laborer I, Maintenance & Operations
- Julianne Cummings – Custodian

Personnel by Departments / Offices / Divisions

Instructional Office

- McKie, Betty – Vice President of Instruction
- Nix, Cathie – Instructional Office Coordinator

Adult Basic Education (ABE) Program

- Waters, Julie – Director, Adult Basic Education Program
- Hernandez, Pam – Assistant Director, Adult Basic Education

Applied Technologies Division

- Evans, Jaylene – Business Faculty; Business and Applied Technologies Division Chair

Agriculture and Business Management Department

- Frihauf, Barb – Agriculture and Business Management Faculty/Coordinator
- Annand, Kelly – Agriculture and Business Management Faculty
- Duell, Charles – Agriculture and Business Management Faculty
- Stretcher, Jay – Agriculture and Business Management Faculty

Automotive Service Technology Department

- Parker, Brad – Auto Service Technology Faculty
- Harrell, Ken – Automotive Service Tech. and Collision Repair Technology Faculty

Business Department

- Evans, Jaylene – Business Faculty
- Huber, Robert J. – Business Faculty
- Morris, Laurie – Business Faculty; Agriculture and Business Management Faculty

Collision Repair Technology Department

- Grauberger, Tim – Collision Repair Technology Faculty/Coordinator
- Harrell, Ken – Automotive Service Tech. and Collision Repair Technology Faculty

Construction Technologies Department

- Schure, Kym – Construction Technologies Faculty

Welding Technology Department

- Cruse, Kevin – Welding Technology Faculty

Career Ladder Program

- Rocha, John – Director, Career Ladder Program
- Doane, Darlene – Assistant to the Director of the Career Ladder Grant Project

Health Occupations Division

- Frisbie, Kathy – Nursing Faculty; Director of Nursing Education; Health Occupations Division Chair
- Steffen, Gwen – Student Success Advisor for Health Occupations

EMT/EMS Department

- Enninga, Don – EMT/EMS Faculty

Health Occupations Department

- Ewertz, Kim – Health Occupations Faculty; Health Occupations Program Coordinator

Health Science Technology Department

- Boudreaux, Jennifer – Health Science Technology Faculty

Nursing Department

- Frisbie, Kathy – Director of Nursing Education; Health Occupations Division Chair
- Bryant, Joy – Nursing Faculty, Nursing Program Coordinator
- Buhring, Anissa – Nursing Faculty
- Kembel, Sheri – Nursing Faculty
- Larson, Kathryn – Nursing Faculty
- Meschke, Rachel -Nursing Faculty
- ~~Spaulding, Lyman -Nursing Faculty~~
- Stute, Debra -Associate Nursing Instructional Personnel

Physical Therapist Assistant (PTA) Department

- Leach, Carol – Physical Therapist Assistant Program Coordinator/Faculty

Humanities and Social Sciences Division

- Maldonado, Armando – Foreign Language Faculty; Humanities and Social Science Division Chair

English Department

- Kellum, Rachel -English Faculty
- Thomas, Gregory – English/Speech Faculty

Developmental Education Department

- Kral, Evelyn – Developmental Education Faculty
- Tryon, Ruth – Developmental Education Faculty; Teacher Education Faculty (ECE & Elementary Ed)

Foreign Language Department

- Maldonado, Armando – Foreign Language Faculty; Humanities and Social Science Division Chair

Psychology Department

- Eakley-Trout, Barbara – Psychology/Social Science Faculty

Personnel by Departments / Offices / Divisions

Social Sciences Department

- Eakley-Troudt, Barbara – Psychology/Social Science Faculty
- ~~Howe, Michael – Social Sciences Faculty~~

Speech Department

- Thomas, Gregory – English/Speech Faculty

Learning Resource Center (LRC)

- Kruglet, Jo Ann – Associate Dean of Learning Resources
- Amack, April – Assistant to Associate Dean of Learning Resources
- Ertle, Anita – Learning Resources Specialist
- Estes, Donald – Telelearning Coordinator
- Pfeifer, Dianna – Testing Center Coordinator
- Robinson, Ed – Electronics Specialist II

Math, Science, and Technology Division

- Schneider, Todd – Math, Science, and Technology Division Chair; Physical Sciences Faculty

Math Department

- Kuper, Carol – Math Faculty

Multimedia Department

- ~~Koester, Dave – Multimedia Faculty~~

Science Department

- Schneider, Todd – Physical Sciences Faculty; Math, Science, and Technology Division Chair
- Smith, Luther (Luke) – Biology Faculty Math, Science, and Technology Division

Student Success Center

OneMorgan County

- OneMorgan County Program Coordinator

Small Business Development Center (SBDC)

- Director of Small Business Development
- Olsen, Linda – Counselor, Small Business Development Center
- Rorabaugh, Kristi – Small Business Development Center Office Coordinator

~~**Workforce Training and Continuing Education**~~

- ~~Watson, Randy – Director of Community Workforce Training and Continuing Education~~
- ~~Rorabaugh, Kristi – Small Business Development Center Coordinator~~

Workplace Education

- Penn, Shirley – Coordinator of Cargill/MCC Workplace Education Program

Bennett Center

- Barden, Nancy – Director of Bennett Center
- Meyer, Vickie – Administrative Assistant II, Bennett Center

Burlington Center

- Rhoades, Valerie – Director of Burlington Center
- Gurley, Jolene – Assistant Director of Burlington Center

Limon Center

- Andersen, Mary – Director of Limon Center
- Johnson, Kelly – Assistant Director of Limon Center

Wray Center

- Salmon, Paula – Director of MCC Wray Center
- ~~Hibbert, Valerie – Assistant Director, MCC Wray Center~~

Student Services

- Bauer, Kent – Vice President of Student Success, Registrar
- Cardenas, Maria – Administrative Assistant II, Student Services
- Mendez, Gisela – Administrative Assistant II
- Wacker, Deb – Enrollment Specialist

Admissions Office

- Nestor, Sally – Director of Admissions
- Maxwell, Kim – Admissions Recruiter/Advisor

Guidance and Placement Office

- Marler, Dan – Director of Guidance and Placement; ADA Coordinator

Financial Aid Department

- Gutierrez, Trina – Director of Financial Aid
- Steward, Carol – Student Financial Aid Advisor

Registrar's Office

- Bauer, Kent – Vice President of Student Success, Registrar
- Mese, Connie – Assistant to the Registrar

Student Life Office

- Watson, Judy – Student Life Coordinator

INDEX

Symbols

1/2 time: 120
 10-Week Classes: 18, 19
 117 Main Street: 1, 74, 76, 148
 15% of a course: 114
 3/4 time: 120
 60+60 Transfer: 20, 135
 8-Week Classes: 18, 19
 80% of the course: 114

A

Ability to Benefit: 105
 About Morgan Community College: 70, 71, 72, 73
 Academic Advising: 122
 Academic Alert: 116, 117
 academic assessment: 117
 Academic Calendar: 18, 19, 129
 Academic Competitiveness Grant (ACG): 110
 Academic Course Fees: 69
 academic difficulties: 116
 Academic Difficulty: 122
 Academic Good Standing: 116
 Academic Honors: 121
 academic performance: 104, 118, 140, 144
 Academic Probation: 116, 117, 118
 Academic Probation (continuing): 116, 117
 Academic Probation (initial): 116, 117
 Academic Progress: 105, 107, 116, 117, 118
 Academic Progress Policy: 105, 107, 116
 Academic Progress Procedure: 116, 117, 118
 academic record: 106, 113, 114, 119, 120, 132
 Academic Renewal: 116, 117, 118
 Academic standing: 116, 117, 133
 Academic Suspension: 116, 117, 118
 Academic Suspension (initial): 116, 117
 Academic Suspension (second): 117, 118
 Academic Suspension (third): 117, 118
 Academic Withdrawal: 114
 Academic Year: 119
 Academic Year Classification: 119
 Acceleration Challenge Examination: 126
 Accounting Services: 74, 155
 Accounts Payable: 74, 204, 206
 Accounts Receivable: 74, 205, 206
 Accreditation: 4, 33, 38, 48, 52, 66, 67
 ACCUPLACER: 5, 22, 25, 26, 28, 44, 46, 50, 52, 53, 54, 94, 95, 125, 177, 178, 185, 196, 198
 ACCUPLACER Assessment Scores: 95
 ACCUPLACER Fees: 94
 Active Duty Military: 91
 Activities: 128, 150, 151, 184
 ADA: 17, 141, 204, 52
 ADA Coordinator: 17, 204, 52
 Adams State College at MCC: 134
 Adams State College Elementary Education Teacher Preparation Program (EETPP): 134

Adams State Extended Studies At Mcc: 134
 ADA Statement: 52
 Addendum: 134
 Adding Courses: 100
 Adding Courses after Courses Begin: 100
 Additional Financial Aid Information: 105
 Additional Student Information: 75, 126
 Address, Phone, and E-mail Changes: 119
 Administration and Finance: 74, 102, 114, 148, 151, 153, 154, 155, 202, 206
 Administrative Withdrawal (AW): 114
 Admission and Registration Checklist: 5
 Admission of High School Students (Age 17 and older): 88
 Admission of International Students: 90
 Admission of Transfer Students: 88
 Admissions Office: 109
 Admission Status Classification: 119
 Admission to Specific Programs: 88
 Adult Basic Education (ABE): 1, 74, 76, 84, 175, 207
 Advanced Agriculture/Business Management: 32
 Advanced Placement (LPN to ADN): 51
 Advanced Placement Option (LPN to ADN): 48
 Advanced Young Farmers Specialist Certificate: 6
 advertising: 126, 153, 154, 158
 Advising: 18, 19, 96, 122, 132
 Advising for Continuing Students: 96
 Advising for New Students: 96
 Advisory Council: 3, 70
 Affirmative Action: 17, 52, 141, 152, 202, 206
 Affirmative Action Officer: 17, 52, 152, 202, 206
 Agate: 81, 97
 Agriculture and Business Management Department: 207
 Agriculture and Business Management Faculty: 202, 204, 205, 207
 Agriculture And Business Management Scholarship: 107
 Alarm System: 149, 151
 Alcoholic beverage: 153
 American College Health Association: 148
 American Registry of Radiology Technologists (ARRT): 54
 American Society for Clinical Pathology (ASCP): 44
 Americans with Disabilities Act (ADA): 17
 AmeriCorps: 111
 Anna C. Petteys Student Lounge: 74, 128
 Appeal: 67, 112, 144
 Application for Admission: 88, 90, 92, 96, 120, 133
 Application to Graduate: 130, 131, 132
 Applied Technologies Division: 202, 207
 Apply for Financial Aid: 104
 Arickaree: 84, 97
 Arriba-Flagler: 84, 97
 Arrival-Departure Record (I-94): 89
 Aspen Hall: 74, 75, 77, 78, 79, 122, 127
 Assessment: 5, 22, 25, 26, 28, 44, 48, 52, 53, 54, 94, 95, 191, 195
 Assessment and Placement: 5, 22, 25, 26, 28, 44, 48, 52, 53, 54, 94, 95, 191, 195
 Assessment Exemptions: 5, 22, 25, 26, 28, 44, 48, 52, 53, 54, 94, 95, 191, 195
 Assistant Controller: 205, 206
 Assistant Director, Adult Basic Education: 203, 207
 Assistant Director of Burlington Center: 203, 208
 Assistant Director of Limon Center: 203, 208
 Assistant to Associate Dean of Learning Resources: 202, 208
 Assistant to the Registrar: 204
 Associate Dean, Institutional Research: 203, 206

Index

Associate Dean of Learning Resources: 202, 203, 208
Associate Degree (Associate of Applied Science): 48
Associate Degree in Nursing (ADN): 49
Associate of Applied Science (A.A.S.)
 Collision Repair Technology: 38
Associate of Applied Science - Applied Technology: 59
Associate of Applied Science - Nursing (ADN): 50
Associate of Applied Science - Nursing Courses: 50
Associate of Arts (A.A.) Degree Statewide Business Articulation Agreement: 60
Associate of General Studies (A.G.S.) Degree: 28, 29, 43
Associate of Science (A.S.): 6, 20, 25, 26, 76, 81, 82, 86, 130, 131, 132, 135
Associate of Science (A.S.) Pre-Engineering: 6, 25
Associate of Science Degree (A.S.) Statewide Engineering Articulation Agreement: 66
ATM machine: 122
Attempted Hours: 112, 113
Audit (AU): 112, 113
Auditing a course: 113
Automotive Service Technology: 4, 6, 33, 75, 77, 128, 163, 203, 207
Automotive Service Technology Certificate: 6, 33
Automotive Service Technology Degree: 33
Automotive Service Technology Department: 207
Automotive Service Technology program: 33
Automotive Service Technology Shop: 75
Auto Service Technology Faculty: 204, 207
Auxiliary aids: 123
Auxiliary Services Department: 206
AWS Skills Welding Certificate: 57

B

Backpacks: 122
Bad Checks: 102
Basic Skills courses: 112
Basic skills proficiency: 104
Batteries: 122
Bennett: 1, 81, 97, 134, 202, 204, 208
Bennett Center: 1, 81, 202, 204, 208
Bennett Center Guided Study: 81
Bennett Center in the High Schools: 81
Bethune: 82, 97
Beverage Machines: 127
Bike Racks: 122
Binding Services: 122
Biology Faculty: 205, 208
Bloedorn Center for Community & Economic Development: 74, 75
Bloedorn Lecture Hall: 74, 75, 78
Bomb Threats: 147
Books: 101, 106, 124, 125
Bookstore: 5, 42, 43, 44, 45, 48, 53, 74, 75, 94, 122, 126, 127, 128, 132
BOOKSTORE ONLINE: 122
BRAD AMACK MEMORIAL SCHOLARSHIP: 107
Breaks: 128, 149
Brush: 3, 76, 78, 97, 129
Bulletin Boards: 122
Burlington: 1, 70, 76, 82, 97, 109, 134, 203, 204, 206, 208
Burlington Center: 1, 70, 82, 109, 203, 204, 206, 208
Burlington Center Computer Learning Center (CLC): 82
Burlington Center Degrees and Certificates: 82

Burlington Center Scholarships: 109
Burlington Greater Gifts Scholarship: 109
Business: 6, 20, 24, 31, 33, 34, 35, 36, 37, 46, 47, 56, 58, 60, 61, 70, 74, 75, 76, 77, 79, 81, 82, 85, 86, 107, 110, 113, 124, 128, 134, 135, 157, 158, 159, 166, 167, 170, 177, 185, 186, 203, 204, 205, 207, 208
Business Administration: 6, 34, 35, 36, 37, 56, 60, 61, 79, 82, 134
Business and Applied Technologies Division Chair: 202, 207
Business Articulation Agreement: 60
Business Courses & Electives List: 6, 35, 36, 37
Business Department: 207
Business Faculty: 202, 203, 204, 207
Business Human Resources Management Certificate: 6, 34
Business Learning Center (BLC): 75, 76
Business Supervision Certificate: 6, 34
Byers: 81, 97

C

Calculation of GPA: 112
Calculators: 34, 35, 36, 37, 56, 167
Campus Cleanliness: 147
Campus Hours: 122
Campus Law Enforcement: 148
Campus Policies and Safety Issues: 147, 148, 149, 150, 151, 152, 153, 154, 155
Campus Security Report: 148
Cancelled Courses: 103
Cardio-Pulmonary Resuscitation (CPR) and First Aid Training: 42
Career & Technical Education Degrees and Certificates: 6
career exploration: 122
Career Ladder Program: 204, 207
Cargill Meat Solutions: 80, 108
Cargill Meat Solutions Scholarship: 108
Cashier: 75, 122
Catalog Updates: 4
CCOnline: 18, 68, 97, 98
Center for Teaching: 97
Center for Teaching, Learning and Technology (CTLT): 97
Certified Nurse Aide (CNA) exam: 48
Chadron State College Community College Scholarship: 109
Challenge Tests: 125
Changing a Major: 96
Cheating: 141
Cheyenne Wells: 97
Child Abuse Or Child Neglect: 142
Children Unattended: 142
Choosing Majors: 92, 96
Choosing Majors/Programs: 96
Christmas Break: 129
City of Burlington Community & Education Center: 82
City of Fort Morgan Police Department: 148
Civil Rights: 17, 52
Class Attendance: 133
Closed: 18, 19, 129, 151
Clothing: 122
CNG = Conversion No Grade: 115
Code of Conduct: 141, 143, 144, 145
Coffee: 128
cofweb.cslp.org: 5
collections: 101, 102
College Access Network Scholarship: 108
College Closures: 129

- College Fees: 68
 College Level Examination Program (Clep): 125
 College Opportunity Fund (Cof): 68, 69, 88, 113
 College Opportunity Fund (Cof)/stipend: 69
 College suspension: 142, 144
 Collision Repair Shop: 75
 Collision Repair Technology: 4, 6, 38, 77, 128, 203, 207
 Collision Repair Technology Certificate: 38
 Collision Repair Technology Department: 207
 Collision Repair Technology Faculty/Coordinator: 207
 Colorado Centennial Scholarship: 106
 Colorado Child Protection Act of 1975: 142
 Colorado Clean Indoor Air Act 2006: 147
 Colorado Commission on Higher Education (CCHE): 4, 104, 112, 121
 Colorado Community College Numbering System (CCCNS): 120, 134
 Colorado Community College System (CCCS): 3, 17, 50, 70, 98, 116, 120, 121, 132, 134, 145
 Colorado Department of Education (CDE): 126
 Colorado Department of Education (CDE) age waiver: 126
 Colorado Department of Health: 148, 149, 176, 177
 Colorado Funded Aid for Remedial Courses: 104
 Colorado Need-based Work-study: 111
 Colorado No-need Work-study: 111
 Colorado Office of Economic Development & International Trade (OED & IT): 79
 Colorado Plains Medical Center Auxiliary Scholarship: 107
 Colorado State Board of Nursing: 4, 44, 48
 Colorado State Open Records Act: 140
 Colorado Student Grant (Csg): 110
 Colorado Trust: 77
 Colorado Tuition Classification: 90, 120
 Commencement Ceremony: 131
 commencement photograph: 126
 Commodity Marketing Certificate: 31
 Communicable Diseases: 148
 Communications and Marketing Department: 17
 Community Workforce Training: 75, 205, 208
 Computer Access: 75, 123
 Computer Labs: 75
 computer supplies: 122
 computer with internet access: 128
 Concurrent Enrollment: 88
 concurrent enrollment options: 88
 Conduct of Hearings: 144
 conference room: 128
 Conference Rooms: 75
 Construction Technologies: 6, 39, 75, 128, 204, 207
 Construction Technologies-Level I Certificate: 39
 Construction Technologies-Level II Certificate: 39
 Construction Technologies Department: 207
 Construction Technologies Faculty: 204, 207
 Construction Technologies Program: 39
 Continued Probation: 117
 Continuing Education: 42, 75, 98, 205, 208
 Continuing Student: 119
 contractual obligations: 142
 Controller: 74, 114, 204, 205, 206
 Cooperative Education: 35, 36, 37, 56, 98, 166
 Coordinator of Auxiliary Services: 202, 206
 Coordinator of Cargill/MCC Workplace Education Program: 204, 208
 Coordinator of Information Technology: 204, 206
 Coordinator of Physical Facilities: 202, 206
 Coordinator of Student Life: 122
 Cope: 82
 Copy Center: 122
 Copyright Restrictions: 123
 Core course: 140
 Corequisites: 156, 195
 Cost of Attendance (COA): 104
 Cottonwood Hall: 74, 75, 76, 79, 122, 124, 127
 Counselor: 204, 208
 counselor: 88
 Counselor, Small Business Development Center: 204
 Course Changes: 100
 Course Changes & Cancellations: 100
 Course Corequisites: 156
 Course Descriptions: 98, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201
 Course Numbering: 156
 Course Outline: 140
 Course Prerequisites: 156
 Course Wait List: 99
 Cover Letters: 122
 Cpl = Credit for Prior Learning: 115
 Credit for Prior Learning: 97, 112, 115, 121, 125
 Credit for Prior Learning Handbook: 97, 125
 Credit Hours: 61, 64, 66, 120, 156
 Crime Awareness: 148
 Crime Categories to be Reported: 148
 Crime Records: 148
 CTE: 18, 19, 30, 32, 94, 120, 167, 168
 Cum Laude: 131
 Cumulative GPA: 112, 113, 130, 131
 Cumulative Grade Point Average (CGPA): 116, 117

D

- DD214: 133
 Death: 139
 Deer Trail: 81, 97
 Defense Activity for Nontraditional Education Support (Dantes): 125
 Deferred Payment Plan: 74, 101
 Deferred Payment Plan (FACTS): 101
 Degrees and Certificates: 6, 30, 32, 76, 82, 92, 96
 Delinquent Accounts: 102
 Developmental Course Grades: 112, 113
 Developmental courses: 113
 Developmental Courses: 94, 105, 112, 113, 130
 Developmental Course Work: 104
 Developmental Education Department: 207
 Developmental Education Faculty: 203, 205, 207
 Director Career Ladder Program: 204
 Director of Admissions: 88, 91, 96, 204
 Director of Bennett Center: 202, 208
 Director of Burlington Center: 203, 204, 208
 Director of Community Workforce Training and Continuing Education: 205, 208
 Director of Development: 204, 206
 Director of Guidance and Placement: 204
 Director of Human Resources: 202, 206
 Director of Limon Center: 202, 203, 208

Index

Director of Purchasing & Auxiliary Services: 205, 206
Director of Small Business Development: 208
Directory Information: 93
Disability: 93, 123
Disability Services: 123
Disabled Students: 123
Disciplinary Action: 141, 143, 149, 155
Disciplinary Problems: 100
Disciplinary Procedures: 142
Disciplinary Sanctions: 143
Disclosure of Student Records: 93
Dismissal: 118, 149
Disruption: 142
Distance Delivery Systems: 97
Distance Learning and Pictel Rooms: 76
Documented Illness: 115
Documented Military Experience: 121
Domicile: 90
Doors: 39, 168, 169
Doris and Rex Monahan Second Chance Scholarship: 108
Downtown Center: 1, 74, 76
Dress and grooming: 141
Dropping a course after the Refund Deadline (Withdrawal): 114
Dropping Courses by the Refund Deadline: 99
Drug and Alcohol Abuse Prevention Program: 149
Drug Free Schools and Communities Amendments of 1989: 149
Dual Credit: 105

E

E-mail Changes: 119
E-mail for Students: 123
E. Earl Franks Scholarship: 108
Early Childhood Education: 6, 20, 24, 40, 41, 62, 82, 173, 174
Early Childhood Education Director Certificate: 40
Early Childhood Teacher Education Articulation: 62
Earned Hours: 112, 113
Educational Objectives: 18, 96, 122
Elementary Teacher Education Articulation: 63
Elm Hall: 70, 74, 75, 77, 78, 127
Emancipated Minors: 91
Emergency Evacuation Procedures: 150
Emergency Fire/Explosion Evacuation Procedures: 149
Emergency Medical Services: 4, 6, 42, 43, 77, 81, 82, 85, 176
EMT-Basic Certificate: 42
EMT-Intermediate Certificate: 43
EMT/EMS Department: 207
EMT/EMS Faculty: 202, 207
Engineering: 6, 20, 23, 24, 25, 26, 27, 28, 66, 67, 135, 138, 188, 203, 205
Engineering Articulation Agreement: 66
English as a Second Language (ESL): 76, 80
English Department: 207
English Faculty: 203, 207
Enrolled Credit Hours Classification: 120
Enrollment Specialist: 205
Enrollment Verifications: 119
Enrollment verifications for insurance purposes: 119
Equal Opportunity Educational Institution: 17, 52
Estimated Family Contribution (EFC): 104, 110
Estimated Financial Assistance (EFA): 104
Explosives: 142
Expulsion: 143, 144
Externally Funded Scholarships: 107

F

Faculty Advisors: 122
Faculty Offices: 77
Fall II: 18, 19
Family and Friends of Students on Campus: 123
Family Educational Rights and Privacy Act (FERPA): 17, 92, 93, 140
Fax Services: 122
Federal: 5, 79, 90, 104, 105, 107, 110, 141, 142, 149, 153, 157, 175
Federal, state, and local laws: 141, 142
Federal Family Educational Loan Programs: 111
Federal Need-Based Work-study: 111
Federal Plus: 111
Federal SEOG: 105
Federal Stafford and Unsubsidized Federal Stafford Loans: 111
Federal Supplemental Educational Opportunity Grant (Seog): 110
Federal tax credit: 104
Federal Tax Forms: 104
Fee Policy for Facilities Use by Non-College Groups: 154
Fees: 69, 74, 94, 100, 110, 154
Fiber Optic and Video Conferencing: 97
Financial Aid: 5, 76, 79, 100, 102, 105, 107, 109, 110, 111, 132, 140, 203, 205, 92, 101, 104, 108
Financial Aid Checklist: 5
Financial Aid Eligibility: 96
Financial Aid Handbook: 5, 105
Financial Aid Need: 104
Financial Aid Office: 5, 76, 102, 104, 105, 109, 110, 111, 140
Financial Aid on the Internet: 105
Financial Aid Students and Payments: 101
Financial Analysis Certificate: 31
Financial Obligations: 102
Firearms: 155
Fire evacuation: 150
First-time undergraduate students: 94
First Responder Training: 42
Fiscal Services Department: 206
Foreign Language Club: 128
Foreign Language Department: 207
Foreign Language Faculty: 204, 207
Forging: 142
Fort Morgan Campus: 1, 48, 74, 75, 76, 77, 78, 79, 80
Fort Morgan High School: 108
Fort Morgan State Bank/delmer P. Keating Scholarship: 108
Founders Room: 77
Francis Bird Endowment Scholarship: 107
Freda T. Roof Memorial Scholarship: 108
Free Application for Federal Student Aid (FAFSA): 104, 105
Freedom of Information: 140
Free time: 128
Full-Time: 99
Future Teachers' Club: 128

G

Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate: 57
GED exams: 126
General Educational Development (GED): 126
General Education Development (GED) classes: 76
Genoa-Hugo: 84, 97
Getting Started Checklists: 5

Goetz Family Scholarship: 107
 Good Standing: 116, 117
 Governance: 3
 Government Funded Scholarships: 106
 Government Grant Programs: 110
 GPA Computation for Academic Probation and Suspension: 118
 Grade Change Authorization: 113
 Grade Changes: 113, 119
 Grade point average: 60, 63, 100, 105, 106, 107, 112, 117, 121, 128, 131
 Grades and Grading: 112, 113, 114, 115
 Grades for transfer courses: 120
 Grades Reported to the Registrar: 119
 Grading: 112, 113, 119, 129, 140
 Grading System: 112
 Graduate in Two Calendar Years: 132
 Graduation: 18, 19, 61, 64, 130, 131, 132
 Graduation Application: 18, 19
 Graduation candidates: 131
 Graduation Honors: 130
 Graduation Policies: 130
 Graduation Requirements: 61, 130
 Gramlich Nursing Scholarship: 108
 Grants: 104, 105, 110
 Grants, Loans, and Work-Study Jobs: 110
 Graphic Design: 37, 47, 189, 190
 Grievance: 145, 146
 Grievance Committee: 146
 Grievance procedure: 143
 Grievance procedures: 17, 52, 141
 Grieve a grade: 140
 gtPATHWAYS: 22, 24, 25, 26, 49, 50, 51, 65, 121, 135, 136, 137, 156
 gtPATHWAYS List of Approved Courses: 137
 gtPATHWAYS Planning Guide: 135, 156
 Guaranteed Transfer: 62, 63, 76, 82, 130, 135, 156, 159, 160, 161, 165, 169, 174, 175, 178, 179, 180, 182, 183, 184, 187, 188, 190, 191, 193, 196, 197, 198, 199, 200
 Guaranteed Transfer Courses (GT): 156
 Guaranteed Transfer Program for General Education Courses in Colorado (gtPATHWAYS): 135
 Guidance and Placement: 79, 117, 122, 149, 204
 Guidance and Placement Director: 117, 122, 149
 Guided Study: 77, 81, 85, 97
 Guided Study Courses: 97

H

H. B. Bloedorn Scholarship: 107
 Hand-delivered transcripts: 88
 Handicapped Access: 78
 Handicapped parking: 78, 127
 HB 1023 Documentation: 89
 Health Occupations: 42, 43, 44, 45, 46, 48, 53, 54, 126, 128, 203, 205, 207
 Health Occupations (Non-Nursing): 44, 45, 46
 Health Occupations Department: 207
 Health Occupations Division: 203, 207
 Health Occupations Division Chair: 203, 207
 Health Occupations Faculty: 203, 207
 Health Occupations Students of America (HOSA): 128
 Health Science Technology: 6, 18, 19, 44, 46, 78, 79, 202, 207
 Health Science Technology Certificate: 6, 44, 46

Health Science Technology Classroom: 78
 Health Science Technology Department: 207
 Health Science Technology Faculty: 202, 207
 Hearing: 67, 144, 145, 146, 150, 152
 Hi-Plains: 97
 HigherEd.Colorado.Gov: 60, 89, 110, 136
 Higher Education Act of 1965: 105
 Higher Learning Commission: 3, 4, 61, 65, 67
 High School Concurrent Credit: 88
 Holiday: 18, 19, 129
 Holidays: 129
 Hope Tax Credit: 104
 Hot Sheet: 128
 Housing: 77, 124
 Humanities and Social Science Division Chair: 204, 207
 Humanities and Social Sciences Division: 207
 Human Resources Analyst: 204, 206
 Human Resources and Personnel Office: 78
 Human Resources Coordinator: 203, 206

I

I-20: 120
 Idalia: 82, 97
 Identification: 89, 90, 124, 162
 Identification Cards: 124
 Impartial Decision-Maker: 143, 144
 Impartial Decision Maker: 144, 145
 In-State Residency Classification: 90
 In-State Tuition: 90, 91
 Inclement Weather Cancellation Policy: 129
 Income Verification Form: 104
 Incomplete (I): 115
 Incomplete Grade: 115
 Incomplete Grade Contract: 115
 Independence Day: 18, 19
 Independent Studies: 98
 Industrial Maintenance program: 80
 Infant/Toddler Group Leader Certificate: 6, 40
 Information Technology (IT) Department: 206
 Information Technology Specialist for Administrative Support: 203, 206
 Information Technology Specialist for Instructional Services: 203, 206
 Information Technology Web Specialist: 202, 206
 Ingmire Phillips Insurance Inc. Endowment Scholarship: 108
 Institutional grants: 110
 Institutional Research Department: 206
 Instructional Office: 17, 48, 74, 78, 129, 204, 207
 Instructional Office Coordinator: 48, 204, 207
 Instructor/course tests: 79, 125
 Instructor of record: 113
 Integrated Management Certificate: 32
 Interactive Distance Delivery Systems: 97
 Interim Chief Administrative Officer: 202, 206
 Intermediate Young Farmers Specialist Certificate: 6, 58
 International Students: 90, 120
 Internet: 32, 69, 97, 98, 105, 124, 126, 158, 170, 171, 176
 Internet Courses: 97, 98
 Intranet: 126
 Inventory Of Common Grading Symbols: 112

Index

J

Joes: 82
Journalism Club: 128
June Marie Scarinzi, RN Memorial Scholarship: 109
Jury duty: 140

K

Karval: 84
Kirk: 82
Kit Carson: 70, 73, 82, 84, 97
Kitchen: 77, 82, 128

L

Lab assistants: 80, 127
Labor Day: 18, 19
Laminating: 122
Last Date of Attendance: 114
Law Enforcement: 134, 148
Leadership/Human Resources Certificate: 32
Learning and Technology (CTLT): 97
Learning Resource Center (LRC): 76, 78, 79, 124, 208
Learning Together Network: 97
Legal summons to a court of law: 140
Less than 1/2 time: 120
Liberty: 97
Library: 78, 124, 125
Limon Center: 1, 84, 85, 109, 202, 203, 208
Limon Center Area Small Business Development (SBDC): 85
Limon Center General Education Development (GED): 84
Limon Center Guided Study: 85
Limon Center in the High Schools: 84
Limon Center Scholarships: 109
Lincoln County: 84
Loans: 105, 110, 111

M

Magna cum laude: 131
Mail Services: 126
Maintaining Eligibility for Financial Aid: 105
Maintenance & Operations: 202, 203, 204, 205, 206
Maintenance and Operations/Physical Facilities: 206
Maintenance and Operations Shop: 78
Malpractice & Liability Insurance: 127
Management Leadership Team: 2
MAPP: 125, 131
MAPP Testing Requirement for Graduation: 131
Marketing: 6, 17, 31, 35, 36, 37, 47, 58, 126, 158, 170, 184, 205, 206
Marketing & Risk Management Certificate: 31
Marketing Office: 126
Massage Therapy Certificate: 6, 44, 45
Math: 22, 23, 24, 25, 26, 28, 33, 34, 35, 36, 37, 38, 39, 41, 43, 47, 50, 51, 52, 53, 54, 55, 56, 59, 62, 64, 76, 94, 95, 138, 185, 186, 188, 189, 203, 204, 208

Math, Science, and Technology Division: 204, 208
Math, Science, and Technology Division Chair: 204, 208
Math Department: 208
Math Faculty: 203, 208
Maximum Course Load: 99
MCC Foundation: 78, 107
MCC Foundation Educational Assistance Grant: 110
MCC GED Scholarship: 106
MCC Grant Programs: 110
MCC TV: 79
Medical Assistant Certificate: 6, 44, 45
Medical Transcriptionist Certificate: 6, 34
Medication Aide Certificate: 44
Memorial Day: 18, 19
Military: 89, 91, 115
Military personnel: 115
Mission: 17, 71, 153
Mobility impairments: 123
MorganCC.edu: 127
Morgan Community College Americorps Ucan Serve Program: 111
Morgan County Early Childhood Education Scholarship: 108
Motor vehicle accident: 148
Multimedia: 6, 18, 19, 37, 47, 189, 190, 203, 208
Multimedia-Associate of Applied Science Degree (A.A.S.): 47
Multimedia Certificate: 6, 47
Multimedia Department: 208
Multimedia Faculty: 203, 208

N

Name Changes: 119
Name Changes to Academic Records: 119
National Automotive Technicians Education Foundation, Inc. (NATEF): 4, 33, 38
National Center for Construction Education and Research (NCCER): 39
National Centers for Disease Control: 148
National Council Licensure Examination: 48
National Council Licensure Examination, NCLEX® RN: 48
National League of Nursing: 48, 126
National Nurse Aide Assessment Program (NNAAP): 48
National Registry of Emergency Medical Training (NREMT): 126
National Student Loan Clearinghouse: 119
New First Time Student: 119
Newspaper articles: 126
New Student: 18, 19, 123, 126
New Student Orientation: 18, 19, 126
No Loitering Zones: 123, 141, 142
Non-grievable matters: 145
Non-payment: 100, 102
Non-refundable: 101, 102
Non-smoking entrances: 148
Non-sufficient funds: 102
Nonattendance: 100, 102, 114
Nonresident: 68, 90, 91, 92, 120
Nonresident Border States (NRB): 68
Nonresident Border States Students (NRB): 92
Nonresidents (Out-of-State Classification for Tuition Purposes): 91
No refund: 100
North Central Association of Colleges and Schools: 4, 61, 65, 67
Not eligible to receive financial aid: 96

Notice: 143, 144, 145
Nurse Aide Certificate: 6, 48
Nurse Aide Certificate (C.N.A): 48
Nursing: 4, 6, 44, 45, 46, 48, 49, 50, 51, 68, 78, 82, 107, 125, 126, 165, 191, 192, 193, 202, 203, 204, 205, 207
Nursing Admission Requirements: 50
Nursing Classrooms: 78
Nursing Department: 207
Nursing Faculty: 202, 203, 204, 205, 207
Nursing Information Sessions: 48
Nursing program: 48, 49, 50, 51, 109, 126, 191, 192, 193

O

Objectives to be achieved: 140
Off-Campus Activities of Student Organizations: 150
Office hours: 77, 129
Office of Administration and Finance: 202, 206
Office of Veteran Affairs: 133
Office Support Specialist Certificate: 6, 34
Official file: 121
Official Transcript: 121
Official transcript: 5, 88, 102, 119, 120, 131
Official transcript evaluations: 119
Official transcripts: 52, 53, 88, 121
On-the-job training: 97
OneMorgan County: 77, 208
Online Registration: 99
Open computer lab: 78, 80, 124, 127
Other Graduation Policies: 130
Out-of-State Classification: 91
Outdated or obsolete: 120

P

Parking: 78, 127
Part-Time: 99
Pat and Joan Jolliffe Scholarship: 108
Payment and Refund Policies: 68, 101, 102
Payment Due Dates: 102
Payment Policy: 101
Pell Grant: 104
Personal behavior: 141
Personal goals: 122
Personnel: 78, 80, 89, 91, 110, 115, 129, 147, 149, 150, 151, 153, 154, 157, 166, 169, 175, 181, 184, 189, 190, 192, 202, 203, 204, 205, 206, 207, 208
Persons with disabilities: 150, 152
Petition for Emancipation of a Minor: 91
Petition for In-State Tuition Classification: 91
Petition for In-State Tuition Status: 90
Petition for Review: 145, 146
Petition to return to the college: 116
Phi Beta Lambda Business Club (PBL): 128
Phi Theta Kappa: 109, 128
Phi Theta Kappa Honor Society (PTK): 128
Phlebotomy Technologies Certificate: 44
Photocopies: 122, 123
Physical Education: 24, 29, 113, 193, 194

Physical Sciences Faculty: 204, 208
Physical Therapist Assistant (PTA) A.A.S. Degree: 52, 53
Physical Therapist Assistant (PTA) Classrooms: 79
Physical Therapist Assistant Program: 52, 203, 207
PIN: 92, 119
Place Holders: 115
Placeholders: 112
Placement tests: 94
Plagiarizing: 141
Planning and Financial Records Certificate: 31
PLUS Loans: 105
Pool table: 74, 128
Popcorn: 128
Possession: 102, 149
Possession, Use and Sale of Alcohol and Drugs: 150
Post Secondary Enrollment Options (PSEO): 69, 78, 84, 88
Practical Nursing (PN) Exit Option: 48
Pre-Engineering: 6, 25
Prerequisites: 31, 32, 39, 42, 43, 44, 45, 46, 48, 53, 55, 156, 190
Preschool Group Leader Certificate: 6, 40
President's Designee: 143
President's List: 112, 121
President's Office: 74, 79, 206
Priority dates: 104
Privacy: 17, 52, 92, 93, 140
Pro-Am Golf Tournament: 78
Probation: 116, 117, 118, 143
Probation (continuing): 116, 117, 118
Probation (initial): 116, 117
Probationary status: 118
Professional Development Days: 129
Program completion: 33, 118
Programmatic Grants: 110
PSEO: 61, 69, 78, 84, 88, 89, 105
Psychology Department: 208
Public information: 93
Public relations: 126

Q

Quality Points: 112, 113

R

Radiology Technician Program: 54, 55
Radiology Technology Program Coordinator: 54
Re-Admission of Former Students: 88
Readmit Student: 119
Real Estate: 6, 56, 82, 198
Real Estate Certificate: 6, 56
Reapply for financial aid: 105
Records office: 143
Recruiter/Advisor: 204
Refund Deadline: 18, 19, 99, 100, 103, 114
Refund Policy for Cancelled Courses: 103
Refund Policy for Drops: 102, 103
Refund Policy for Drops after Refund Deadline (Withdrawals): 103

Index

Refunds for Dropped Courses: 102
Registrar: 5, 52, 76, 79, 91, 93, 96, 104, 113, 115, 119, 121, 132, 134, 156, 202, 204, 206
Registrar's Office: 76, 91, 104, 119, 121, 132
Registration: 5, 18, 19, 69, 79, 92, 99, 100, 127
Registration Fee: 69
Remediation: 95
Remedy: 145
Repayment of Title IV funds: 102, 103
Repeated Courses (Repeat Field): 113
Repeat Field: 112, 113, 115
Reporting of Criminal Activities: 151
Reprimand: 143
Requesting Transcripts: 121
Required Withdrawal: 143
Reserved Study Materials: 78
Residency Classification: 90, 120
Residency hours: 130
Residency requirements: 90, 120
Resident: 68, 89, 91
Resident Alien card (I-551): 89
Residents (In-State Residency Classification for Tuition Purposes): 90
Resident Status for Active Duty Military: 91
Respondent: 145, 146
Restrooms: 127
Returned checks: 102
Return of Title IV Funds: 105
Rights Reserved: 17
Robert & Janet Datteri Presidential Scholarship: 107
Robert F. & Janet R. Datteri Nursing Scholarship: 107
Rural Business Entrepreneurship Certificate: 32

S

Safety: 24, 38, 39, 40, 41, 42, 57, 62, 111, 147, 148, 149, 150, 151, 152, 153, 154, 155, 161, 162, 167, 173, 174, 176, 194, 200
Safety Warnings: 151
Sanctions: 143, 149
Satisfactory/Unsatisfactory Grades (S/U): 113
Satisfactory Developmental Course Grades: 113
Satisfactory Developmental Course Grades (S/A, S/B, S/C): 113
Satisfactory grade: 114
Satisfactory Progress: 112, 115, 133
Schedule of Courses: 69, 98, 99
Scholarships: 104, 106, 107, 109, 132
Scholarships for MCC Graduates: 109, 132
Science: 20, 61, 76, 79, 82, 124, 128, 135, 136, 159, 165, 169, 173, 174, 187, 188, 195, 196
Science Club: 128
Science Department: 208
Science Labs: 79
Security and Access to Campus Facilities: 151
Security for Campus Buildings: 151
Seibert: 82
Selecting a major: 92, 122
Selective Service Registration: 92
Senior Citizens Grant: 110
Services for Students: 75, 78, 79
Severe Weather: 151

Sexual Harassment: 152
Shielded Metal Arc (STICK) Welding Certificate: 57
SkillsUSA: 128, 161
Small Business Administration (SBA): 79
Small Business Development Center: 70, 75, 82, 85, 204, 208
Small Business Development Center (SBDC): 75, 85, 208
Small Business Development Center Coordinator: 208
Smoking: 147, 148
Snow Closure: 129
Social Sciences Department: 208
Social Sciences Faculty: 203, 208
Social Security Number: 92, 119
Social Security Number Changes: 119
Social Security Number changes: 119
Sophomore Scholars: 78, 81, 84, 106
SP - Satisfactory Progress: 115
Special needs: 98, 123, 194
Special Topics: 24, 29, 43, 47, 53, 57, 62, 98, 156, 173, 190, 195, 201
Speech Department: 208
Speech Faculty: 205, 207, 208
Spring Break: 18, 19
Spring Fling: 128
Spring Gala: 78
Spring II: 18, 19
Spring Institute for Intercultural Learning: 77
Spruce Hall: 70, 74, 76, 77, 78, 79, 127
Standardized test: 67
Standards of Conduct: 143, 149
State: 3, 4, 17, 20, 21, 42, 43, 44, 48, 60, 62, 63, 65, 66, 67, 68, 69, 70, 89, 90, 91, 93, 94, 99, 102, 108, 110, 111, 121, 130, 134, 140, 142, 149, 153, 154, 202, 203, 204, 205
State Board for Community Colleges and Occupational Education (SBCCOE): 3, 4, 17, 68, 69, 89, 99
State classified personnel: 110
State financial aid: 105
Statement of Non-Discrimination: 17
Statewide Articulation Agreements: 6, 60, 61, 62, 63, 64, 65, 66, 67
Statewide gtPATHWAYS List of Approved Courses: 137
Statewide Remedial Education Policy: 94
Stipend: 69
Stop payment: 102
Strasburg: 81, 97
Strategic Development: 78, 208
Stratton: 82, 97
Student Activities: 128
Student Activity Fees: 69
Student Affairs Committee: 117, 118
Student Aid Report (SAR): 5, 104
Student Ambassador Program: 128
Student Bill of Rights: 140
Student Center: 69, 70, 74, 122, 123, 126, 127, 128, 141, 142, 148
Student Center Bond Fee: 69
Student Classification: 99, 119
Student Clubs: 128
Student Code of Conduct: 143, 145
student conference room: 128
Student Discipline Policy: 143
Student Government: 128, 146, 152
Student Government Association (SGA): 128, 146
Student Grievance Procedure: 145

Student Handbook: 69
 Student Information Change Form: 96, 119
 Student Initiated Withdrawal: 114
 Student Life: 69, 122, 124, 128, 205, 128
 Student Life Coordinator: 128, 205, 128
 Student Life Office: 124, 128
 Student Load: 120
 Student Mail: 123
 student misconduct: 143, 144
 Student Nurses Organization (SNO): 128
 Student Organizations: 150
 Student Records: 88, 93, 99, 119, 120, 121
 Student Rights and Responsibilities: 140, 141, 142, 143, 144, 145, 146
 Student Services (One-Stop): 79
 Student Services Department: 17
 Student Services Office: 5, 54, 69, 76, 88, 91, 92, 95, 96, 97, 99, 100, 102, 103, 105, 113, 114, 119, 120, 122, 123, 124, 126, 127, 130, 132, 133
 Student Success: 42, 43, 44, 45, 48, 53, 54, 71, 78, 100, 126, 141, 146, 149, 151, 154, 155, 202, 205, 206, 207, 208
 Student Success Advisor for Health Occupations: 42, 43, 44, 45, 48, 53, 54, 126, 205, 207
 Student supplies: 122
 Student Support Center: 80, 127
 Student visa: 120
 Study Skills: 157
 Subsidized Stafford Loans: 105
 Summa cum laude: 131
 Summary Suspension: 144
 Sunrise Optimist Greg ALSIP Memorial Scholarship: 108
 Supplemental Leveraging Educational Assistance Partnership (SLEAP): 110
 Suspension: 33, 116, 117, 118, 143, 144, 163, 164
 Suspension (initial): 116, 117
 Suspension (second): 117, 118
 Suspension (third): 117, 118
 Suspicious activities: 151
 Syllabus: 112, 140, 141, 176

T

Tax Credits: 104
 Taxpayer Relief Act of 1997: 104
 TDY: 91, 115
 Teacher Education Articulation: 62, 63
 Telecommunications: 79
 Telelearning Coordinator: 202, 208
 Telephones: 127
 Television: 48, 74, 128, 129
 Temporarily Disabled Persons: 150, 152
 Term Academic Honors: 121
 Term GPA: 117, 118
 Term Grade Point Average (TGPA): 116, 117
 Test-Out Procedures: 98
 Testing Center: 49, 51, 54, 76, 78, 79, 95, 106, 124, 125, 126, 204, 208
 Testing Center Coordinator: 204, 208
 Thanksgiving Day: 129
 Third-party: 102, 189
 Time Management: 34, 39, 47, 184
 Title IV: 102, 103, 105
 Title IV Funds: 105

Title IX: 17, 52
 Title VI: 17, 52, 141
 Tornado Alert: 151
 Total Withdrawal from the College: 100
 Transcript Evaluation: 121
 Transcript Evaluator: 121
 Transcripts: 54, 88, 93, 99, 119, 120, 121, 132
 Transcripts marked Issued to Student: 88
 Transfer Advising: 96
 Transfer advisor: 135
 Transfer Agreements: 134
 Transfer Course Grades: 112
 Transfer Courses: 156
 Transfer Credit: 66, 120
 Transfer Credit Evaluation Request Form: 120
 Transfer Degrees: 6
 Transfer Evaluator: 120
 Transfer From MCC: 134
 Transfer Grades: 114
 Transferring Credit to MCC: 88, 120
 Transferring Credit to MCC from Other Institutions: 120
 Transferring MCC Credits to Other Institutions: 121
 Transfer Students: 88
 Tuition: 5, 68, 69, 74, 90, 91, 100, 101, 105, 120, 122
 Tuition and Fees: 68, 69, 74, 100
 Tuition Classification: 68, 69, 90, 91, 120
 Tuition Classification Appeals Committee: 91
 Tuition Classification Changes: 91
 Tuition Rates and Fees: 69
 Tutoring schedule: 80, 127

U

U.S. Department of Justice: 17, 52
 U.S. Small Business Administration (SBA): 79
 Unauthorized collaboration: 142
 Unauthorized entry: 142, 151
 Unclassified: 119
 Undeclared Students: 96
 Unsatisfactory Developmental Course Grades: 113
 Unsatisfactory Developmental Course Grades (U/D, U/F): 113
 Unsatisfactory grade: 114
 Unsatisfactory Grades: 113
 Unsubsidized Stafford Loans: 105
 Untaxed Income Information: 104
 Unusual circumstances: 100, 114
 Use and Sale of Alcohol and Drugs: 150
 Use of Facilities: 153, 155
 User ID: 92
 User ID and PIN: 92

Index

V

Values: 71
Vending Machines: 127
Veterans: 4, 133, 140
Veterans Administration (VA): 133
Veterans Administration (VA) Program: 133
Veterans Administration (VA) Web Site for Veterans: 133
Veterans Programs: 133
Vice President for Administration and Finance: 74, 102, 114, 148, 151, 153, 154, 155, 202, 206
Vice President for Instruction: 206
Vice President for Strategic Development: 78
Vice President of Student Success: 78, 100, 141, 146, 149, 151, 154, 155, 202, 206
Violation of a law: 145
Violence: 155
Vision: 71
VNET: 84
Vocational Basic Skills: 126
Vona: 82
Voter Registration: 127

W

Warning: 143
Washington County: 84
Weapons: 142, 148
Web Design: 37, 47, 190
Web Productivity and Utilization Certificate: 32
Welding Technology: 1, 6, 57, 74, 78, 128, 202, 207
Welding Technology Department: 207
Welding Technology Faculty: 202, 207
Welding Technology Program: 57
Western Undergraduate Exchange (WUE): 68, 91, 120
Which catalog to use: 4
Who We Are: 70
Williams Family Foundation Scholarship: 108
Withdraw: 99, 102, 103, 114, 143
Withdrawal: 99, 100, 103, 112, 114, 143
Withdrawal grade: 100
Withdrawal period: 103
Withdrawal process: 114
Woodlin Schools: 84
Work-Study: 104, 110, 111
Work-Study Jobs: 110, 111
Work Experience: 98
Workforce Training and Continuing Education: 75, 205, 208
Workplace Education: 80, 204, 208
Work study: 78
Wray Center: 1, 48, 86, 203, 204, 208
WUE application: 91
WUE eligibility: 91
WUE participating state: 91

www.CCCOnline.org: 98
www.cccs.edu: 20, 49, 50, 51, 97, 135, 137
www.cccs.edu/Docs/CCCNS/gtPathways-CCCS-Courses.pdf: 137
www.collegeboard.com/clep: 125
www.CollegeInColorado.org: 69
www.FAFSA.ed.gov: 5, 105
www.getcollegecredit.com: 125
www.IRS.gov: 104
www.MorganCC.edu/forstudents: 123
www.MorganCCbookstore.com: 122
www.nremt.org: 126
www.ptk.org/schol/guistwhite/welcome.htm: 109
www.revenue.state.co.us: 90
www.SmokeFreeColorado.org: 148
www.sss.gov: 92
www.state.co.us/cche: 135, 140
www.state.co.us/cche/students/appeals: 140
www.state.co.us/cche/stuinf.htm: 135
www.va.gov: 133

X

Xi Alpha Theta Sorority Scholarship: 108

Y

Young Farmers: 1, 6, 58, 74, 78, 86, 110, 113, 170, 201
Young Farmers Program: 58
Young Farmers Specialist Certificate: 6, 58

Admission Application

COLLEGE OPPORTUNITY FUND

The College Opportunity Fund (COF) provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition. You must apply via the internet at www.CollegeinColorado.org in order to receive this stipend.

TUITION CLASSIFICATION: (Has no effect on admission to the college)

COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION

Please answer the following questions carefully. If appropriate indicate "none" or "not applicable". You may write explanatory notes on this form and/or attach additional sheets as necessary. Use the word "present" for month/year if the date extends to the time you are completing this application. Failure to answer a question may result in your being misclassified. Please contact the Office of Admissions if you need assistance.

CURRENT AGE

If you are under 23:

- YOUR PARENT or
 LEGAL GUARDIAN

and

YOU

Dates of continuous physical presence in Colorado.....

mo day yr to mo day yr

mo day yr to mo day yr

Dates of extended absences from Colorado during the last two years.....

mo yr to mo yr

mo yr to mo yr

List the last two years Colorado income taxes have been filed.....

yr and yr

yr and yr

List the last two years of employment or source of income.....

Employer _____ State mo yr to mo yr
Employer _____ State mo yr to mo yr

Employer _____ State mo yr to mo yr
Employer _____ State mo yr to mo yr

Date current Colorado Driver's License or Colorado I.D. was issued and number.....

mo yr New # _____
Renewal

mo yr New # _____
Renewal

List the last two years of Colorado Motor Vehicle Registration.....

mo yr and mo yr

mo yr and mo yr

Date of Colorado Voter Registration.....

mo yr

mo yr

If you are NOT a U.S. Citizen, please attach a photocopy of your parent's/legal guardian's Visa, I-551 (Resident Alien Card) (both sides) or I-94 (Arrival-Departure Record).

Date of marriage (answer this question only if you will be under the age of 23 by the initial enrollment date).
Response to this question is voluntary, will not affect the admission process, and is used only to determine residency status.

mo yr

If you are active duty military or a dependent of an active duty military service member assigned to a Permanent Change of Station in Colorado, you may be eligible for in-state tuition rates. Contact your Military Base Education Office for documentation.

All items are subject to change without notice.

STUDENTS WHO CLAIM A CHANGE IN TUITION CLASSIFICATION OR EMANCIPATION MUST FILE A PETITION FOR RESIDENCY PRIOR TO REGISTRATION.

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for tuition reclassification or dismissal.

Student Signature _____

AND Parent or Legal Guardian Signature if applicant is under 18 _____

Date _____

Institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of the institution to which you are applying.

THANK YOU FOR YOUR INTEREST IN OUR COLLEGE

COLORADO COMMUNITY
COLLEGE SYSTEM



2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits 2008-2010 Catalog
69	Tuition and Fees	Delete wording	8/1/2008	<p><u>Registration Fee</u> A nonrefundable registration fee is charged each semester, regardless of the number of courses taken, or whether a student drops any or all courses. This fee is listed in the Tuition and Fees Schedule section of this catalog and is listed in each semester's Schedule of Courses.</p>
90	Admissions	Add SB08-79, In-State Tuition for U. S. Citizens	5/20/2008	<p>SB08-79, In-State Tuition for U. S. Citizens, has been signed and is now officially law. This bill gives in-state tuition to anyone, regardless of parent domicile or emancipation, who:</p> <ol style="list-style-type: none"> 1. Is a U. S. citizen (note: Green Card holders not covered). Parent citizenship irrelevant. 2. Graduated from a public or private Colorado high school or received a Colorado GED, AND 3. Attended a public or private high school in Colorado for at least the three years immediately preceding the date the student enrolled in a Colorado institution of higher education. In the case of a GED, the three-year requirement is a physical residence requirement rather than a high school attendance requirement. <p>The legislation is effective May 20, 2008, the date signed by the governor. This is an additional option for in-state tuition. It does not impose any greater burden on a person who would qualify in the usual way with a one-year Colorado domicile. For GED recipients, the timing of the three year resident requirement may not be clear. Read literally, the completion date of a Colorado GED might be anywhere during the three years of residency immediately preceding enrollment. However, the legislature intended that high school graduates and GEDs be treated equally, suggesting that both the GED and the three years' residence be immediately preceding enrollment. We will be asking for a legal clarification on this. Students who qualify for residency using SB 08-79 are COF eligible.</p>
102	Payment and Refund Policies	Delete wording	8/1/2008	<p><u>Refund Policy for Drops</u> Students must officially drop college courses by accessing their web account or by processing the required form in the Student Services Office or MCC Centers on or before the refund deadline for the course. Students completing the proper steps may be eligible for a refund of tuition and fees. The registration fee is non-refundable.</p>

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits 2008-2010 Catalog
102	Payment and Refund Policies	Delete wording	8/1/2008	<p><u>Refunds for Dropped Courses</u> 100% of tuition and fees (except the registration fee and deferral fee) are refunded if a student drops courses before the refund deadline period for the course. The refund deadline is calculated as 15 percent of the instructional days for the course. No tuition and fee refunds are granted after the refund deadline. Exceptions to the Institutional Refund Policy should be referred to the Vice President for Administration and Finance.</p> <p>Financial Aid Students: If you drop courses you may have to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.</p>
102	Payment and Refund Policies	Delete wording	8/1/2008	<p><u>Bad Checks</u> Returned checks constitute non-payment. If a check is returned prior to the official refund deadline due to non-sufficient funds or stop payment, students are dropped from all courses and could be charged a bad check fee. Students must pay the registration fee and the deferred payment fee if applicable. A hold is placed on the student's account until fees are paid. If a check is returned after the official refund deadline, students are not dropped from courses. Students are responsible for all outstanding tuition, fees, bad check fees, and resulting collection charges. A hold is placed on grades, transcripts, and future registration until the debt is paid. Unpaid balances resulting from returned checks are pursued by the college and a collections service.</p>
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 111	8/25/2008	<p>PHT 111 Orientation to Pharmacy (3 credits) Orients students to the work of pharmacy technicians and the context in which a technician's work is performed. Students learn the concept of pharmaceutical care and the technician's general role in its delivery. The development of new drug products is discussed as well as a variety of issues that touch on attitudes, value and beliefs of success for pharmacy technicians. Students gain an appreciation for the value of obtaining technician certification, and the benefits of technicians' active involvement in local, state, and national pharmacy organizations.</p>
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 112	8/25/2008	<p>PHT 112 Pharmacy Law (2 credits) Introduces the pharmacy technician student to the profound influence that drug laws, standards, and regulations have on practice. Students learn to abide by the laws, regulations and standards that govern the preparation and dispensing of drugs.</p>

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits	2008-2010 Catalog
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 113			PHT 113 Pharmacy Calculations and Terminology (1 credit) Provides the pharmacy technician student with a math preview necessary for pharmaceutical calculations and reviews necessary pharmaceutical terminology.
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 114			PHT 114 Computer Skills for Pharmacy Technicians (1 credit) Focuses on the practice of pharmacy and the multiple operations contributing to safe and effective practices of dispensing, distribution, administration and prescribing of pharmaceuticals, medical supplies, equipment and devices. Pharmacy technicians are delegated certain operations and technical functions based upon established policies and procedures. Computers are utilized to contribute to the efficient delivery of these operations. Pharmacy technicians require a basic understanding of computer terminology and applications of the computer and the roles and responsibilities of pharmacist and pharmacy technicians in computer-based systems. Includes integration of an actual pharmacy operation application and allow students "hands on" technical experience
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 115			PHT 115 Pharmacology of the GI, Renal, Reproductive, Immune, Dermatologic Systems (3 credits) Provides the basic concepts of normal body function as well as the diseases which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 116			PHT 116 Institutional Pharmacy (3 credits) Provides a basic understanding of general and specific tasks as well as the responsibilities involved in the practice of pharmacy in an institutional pharmacy setting. Emphasizes in-patient hospital pharmacy practice and other related practice settings (such as Homecare and Nursing Home or Long-Term Care). A laboratory experiential component provides a "hands-on" experience in the preparation of intravenous admixtures, aseptic technique, unit-dose distribution, dispensing for greater than 24 hours.
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 117			PHT 117 Communication for Pharmacy Technicians (1 credit) Provides the pharmacy technician student with an analysis of "interpersonal communications" (including principles, practices, and procedures) as well as an in-depth discussion of the practical application of communication to pharmacy practice. The "analysis of interpersonal communications" component includes such topics as communication perceptions and barriers, listening, responding, assertiveness and non-verbal communication. The "practical application" component includes such techniques as role-playing, group discussion and interviewing.

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits 2008-2010 Catalog
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 118		PHT 118 Pharmacology of the Nervous, Endocrine, Musculoskeletal Systems (3 credits) Serves as the second part of the two-part presentation of the basic concepts of normal body function. Reviews the disease states which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 119		PHT 119 Community Pharmacy (3 credits) Provides a basic understanding of both general and specific tasks and responsibilities involved in the practice of pharmacy in a community setting. Emphasizes chain and independent community pharmacy practices and other related practice settings (such as consultant pharmacy, mail order pharmacy and nuclear pharmacy). Enables the student to obtain hands on experience in the important technical duties of dispensing and compounding. Utilizes a lecture-informal discussion format combined with a series of practice skills laboratory sessions.
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 120		PHT 120 Medical Insurance Procedures (1 credit) Provides a basic introduction to pharmacy reimbursement services. Defines and presents the processes involved in reimbursement for pharmacy products and services. Examines the health care insurance industry along with an overview of the three core functions of pharmacy reimbursement services - patient admission, verification of insurance, and billing procedures. Integrates an actual pharmacy operation application and allow students hands-on technical experience.
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 170		PHT 170 Pharmacy Clinical: Hospital (4 credits) Provides students with hands on experience in an inpatient hospital pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their hospital pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site Manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, and the preparation of intravenous (IV) admixture products, chemotherapy products and total parenteral nutrition (TPN) products. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits 2008-2010 Catalog
193	Course Descriptions	Add PHT-Pharmacy Technician Section and Courses - PHT 171		<p>PHT 171 Pharmacy Clinical: Community (4 credits) Provides students with hands on experience in a community pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their community pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, processing of third party claims, maintenance of patient profiles and interaction and communication with patients. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course instructor is also required to evaluate each student after completing a visit to the student's work site and discussing the student's performance with both the student and his/her preceptor.</p>
202	Personnel	Add Beth Carpenter	8/14/2008	Carpenter, Beth - Instructional Office Coordinator University of Northern Colorado B.S.,
202	Personnel	Add Tim Edgar	7/1/2008	Edgar, Tim - Small Business Development Center Director University A.G.S., Northeastern Junior College B.S., Regis A.A. &
202	Personnel	Delete Bailey	6/30/2008	Bailey, Bobby— Coordinator of Physical Facilities, Maintenance & Operations
202	Personnel	Change Clough	8/4/2008	Clough, Susan - Interim Chief Administrative Officer, President for Administration and Finance; Officer Community College; Regis University Vice Affirmative Action A.A., Morgan B.S. & M.B.A.,
203	Personnel	Add Lee Green	8/18/2008	Green, Lee - Nursing Faculty B.S.N., University of Northern Colorado
203	Personnel	Delete Valerie Hibbert	6/19/2008	Hibbert, Valerie— Assistant Director, Wray Center A.A., Mira Costa College; B.S., Regis University
203	Personnel	Add Troy McKie	6/12/2008	McKie, Troy - Instructional Media Specialist Community College Community College A.A.S., Aims A.A.S., Morgan
203	Personnel	Delete Howe	6/30/2008	Howe, Michael— Social Sciences Faculty B.S. University of Wyoming, M.A. Midwestern State University

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits	2008-2010 Catalog
203	Personnel	Delete Koester	6/30/2008	Koester, Dave—Multimedia Faculty B.A., Montana State University; M.F.A., City University of Hong Kong	
203	Personnel	Add Hart	8/4/2008	Hart, Kerry - President Metropolitan State College, University of Northern Colorado, of Northern Colorado	B.A., M.A., Ed. D., University
205	Personnel	Add Christy Wall	8/18/2008	Wall, Christy - Nursing Faculty M.S.N., CU-Denver Health Science Center	
205	Personnel	Add Brenda Zion	6/17/2008	Zion, Brenda - OneMorgan County Coordinator University of Northern Colorado	B.A.,
205	Personnel	Delete Spaulding	6/15/2008	Spaulding, Lyman—Nursing Faculty B.S., Zoology, University of Wyoming, MS, Ph.D., Physiology & M.D., Medicine, University of New Mexico BSN, Metropolitan State College of Denver	
205	Personnel	Change Watson, Judy	8/1/2008	Watson, Judy - Student Life Coordinator, Financial Aid Processor Community College	A.A., Morgan
205	Personnel	Change Watson, Randy	8/1/2008	Watson, Randy - Director of Community Workforce Training and Continuing Education— Director of Program & Curriculum Development	
206	Personnel by Departments/Offices/Divisions	Add Centers to President's Office Section	7/1/2008	<u>President's Office</u> Center Nancy – Director of Bennett Center Administrative Assistant II, Bennett Center • Rhoades, Valerie – Director of Burlington Center Jolene – Assistant Director of Burlington Center • Andersen, Mary – Director of Limon Center Johnson, Kelly – Assistant Director of Limon Center • Salmon, Paula – Director of MCC Wray Center	Bennett • Barden, • Meyer, Vickie Burlington Center • Gurley, Limon Center • Wray Center
206	Personnel by Departments/Offices/Divisions	Delete Bailey	6/30/2008	<u>Administration and Finance</u> Maintenance and Operations/Physical Facilities Bobby—Coordinator of Physical Facilities	• Bailey,
206	Personnel by Departments/Offices/Divisions	Add Hart	8/4/2008	<u>President's Office</u> Kerry - President	Hart,

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits	2008-2010 Catalog
206	Personnel by Departments/Offices/Divisions	Change Clough	8/4/2008	<u>President's Office</u> Susan - Interim Chief Administrative Officer, Administration and Finance;	Clough, Vice President for Affirmative Action Officer
207	Personnel by Departments/Offices/Divisions	Add Beth Carpenter	8/4/2008	<u>Instructional Office</u> Beth - Instructional Office Coordinator	Carpenter,
207	Personnel by Departments/Offices/Divisions	Add Lee Green	8/18/2008	<u>Instructional Office</u> Nursing Department Green, Lee - Nursing Faculty	
207	Personnel by Departments/Offices/Divisions	Add Christy Wall	8/18/2008	<u>Instructional Office</u> Nursing Department Wall, Christy - Nursing Faculty	
207	Personnel by Departments/Offices/Divisions	Delete Spaulding	6/15/2008	<u>Instructional Office</u> Health Occupations Division, Nursing Department - Nursing Faculty	Spaulding, Lyman
207	Personnel by Departments/Offices/Divisions	Add Watson, Randy	8/1/2008	<u>Instructional Office</u> Randy - Director of Program & Curriculum Development	Watson,
208	Personnel by Departments/Offices/Divisions	Delete Valerie Hibbert	6/19/2008	<u>Instructional Office</u> Center • Hibbert, Valerie — Assistant Director, MCC Wray Center	Wray
208	Personnel by Departments/Offices/Divisions	Add Brenda Zion	6/17/2008	<u>Instructional Office</u> County OneMorgan County Program Coordinator	OneMorgan • Brenda Zion -

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits	2008-2010 Catalog
208	Personnel by Departments/Offices/Divisions	Add Troy McKie	6/12/2008	<u>Instructional Office</u> Resource Center (LRC) Instructional Media Specialist	Learning • McKie, Troy –
208	Personnel by Departments/Offices/Divisions	Add Tim Edgar	7/1/2008	<u>Instructional Office</u> Small Business Development Center (SBDC) Tim - Director of Small Business Development	• Edgar,
208	Personnel by Departments/Offices/Divisions	Delete Centers from Instructional Office Section	7/12/2008	Instructional Office Center Nancy – Director of Bennett Center Administrative Assistant II, Bennett Center • Rhoades, Valerie – Director of Burlington Center Jolene – Assistant Director of Burlington Center • Andersen, Mary – Director of Limon Center Johnson, Kelly – Assistant Director of Limon Center • Salmon, Paula – Director of MCC Wray Center	Bennett • Barden, • Meyer, Vickie – Burlington Center • Gurley, Limon Center • Wray Center
208	Personnel by Departments/Offices/Divisions	Delete Howe	6/30/2008	<u>Instructional Office</u> Humanities and Social Sciences Division Social Sciences Faculty	Howe, Michael
208	Personnel by Departments/Offices/Divisions	Delete Koester	6/30/2008	<u>Instructional Office</u> Science, and Technology Division Multimedia Faculty	Math, Koester, Dave
208	Personnel by Departments/Offices/Divisions	Change Watson, Judy	8/1/2008	<u>Student Services</u> Financial Aid Department Judy - Financial Aid Processor	Watson,
208	Personnel by Departments/Offices/Divisions	Delete Workforce Training and Continuing Education Section		Workforce Training and Continuing Education • Watson, Randy – Director of Community Workforce Training and Continuing Education – Rorabaugh, Kristi – Small Business Development Center Coordinator	

2008-2010 Morgan Community College Catalog Addendum

08-01-2008 Edition

Page	Section	Action	Effective	Edits	2008-2010 Catalog
New Program	Health Occupations (Non-Nursing)	Add Pharmacy Technician Certificate	8/25/2008	<u>Pharmacy Technician Certificate</u>	SEE ATTACHED PROGRAM LAYOUT

Pharmacy Technician Certificate Requirements

Prerequisites:
 • Accuplacer scores equivalent to completion of MAT 090 (EA 61)
 • Placement into ENG 121 (Sentence Skills 95, Reading 80)
 • Completion of BIO 106 Basic Anatomy and Physiology with a minimum of a "C" or higher within the last 5 years.

Admission Requirements:
 • Pass American DataBank background check**
 • Pass drug screen**
 • Submit proof of current immunizations**
 • Current CPR for the Professional
 • Demonstrate keyboarding skills of 25 wpm or higher**
 **contact Student Success Advisor for Health Occupations for details

NOTE: There are four modules that must be completed in sequence. Modules one, two, and three, are six-week modules with both online and classroom courses. Module four consists of two four-week internships.

√	Course #	Cr	Course Title
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SEMESTER 1

Module One

8	credits required	Take THESE Courses:	
	HPR 178	2	Medical Terminology
	PHT 111	3	Orientation to Pharmacy
	PHT 113	1	Pharmacy Calculations and Terminology
	PHT 114	1	Computer Skills for Pharmacy Technicians
	PHT 117	1	Communication for Pharmacy Technicians

Module Two

8	credits required	Take THESE Courses:	
	PHT 112	2	Pharmacy Law
	PHT 115	3	Pharmacology of the GI, Renal, Reproductive, Immune, Dermatologic Systems
	PHT 116	3	Institutional Pharmacy

SEMESTER 2

Module Three

7	credits required	Take THESE Courses:	
	PHT 120	1	Medical Insurance Procedures
	PHT 118	3	Pharmacology of the Nervous, Endocrine, Musculoskeletal Systems
	PHT 119	3	Community Pharmacy

Module Four

8	credits required	Take THESE Courses:	
	PHT 170	4	Pharmacy Clinical: Hospital
	PHT 171	4	Pharmacy Clinical: Community
31	TOTAL CREDITS		