

# NORTHWEST MISSISSIPPI COMMUNITY COLLEGE



2020-21 BULLETIN

# **NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**

**MAIN CAMPUS**  
Senatobia, Mississippi 38668

**DESOTO CENTER**  
Southaven, Mississippi 38671  
Olive Branch, Mississippi 38654

**LAFAYETTE-YALOBUSHA  
TECHNICAL CENTER**  
Oxford, Mississippi 38655

[www.northwestms.edu](http://www.northwestms.edu)

**2020–2021 BULLETIN**

## Northwest Campuses

Senatobia Campus  
4975 Highway 51 North  
Senatobia, MS 38668  
(662) 562-3200

DeSoto Center-Southaven  
5197 W.E. Ross Parkway  
Southaven, MS 38671  
(662) 342-1570

Lafayette-Yalobusha  
Technical Center  
1310 Belk Drive  
Oxford, MS 38655  
(662) 236-2023

DeSoto Center-Olive Branch  
8750 Deerfield Drive  
Olive Branch, MS 38654  
(662) 895-7600

Web address: [www.northwestms.edu](http://www.northwestms.edu)

Each student should become familiar with policies, regulations, and instructions as stated in this catalog. Counselors, advisers, and other personnel are willing to assist students in planning programs of study and to aid them in other phases of college life. **HOWEVER, THE FINAL RESPONSIBILITY FOR MEETING REQUIREMENTS FOR GRADUATION AND ADHERING TO OTHER ACADEMIC REGULATIONS RESTS WITH THE STUDENT.**

Northwest Mississippi Community College reserves the right to amend, revise, delete, and/or waive any policy or procedure when deemed necessary to comply with federal, state, and local enactment which may have become effective since the publication of the policies.

Northwest Mississippi Community College further reserves the right to amend, revise, delete, change, or substitute any policy or procedure contained herein for any reason. The College further reserves the right to change the fees, rules, and calendar regulating admission, registration, instruction, and graduation from the College and to change any other regulation affecting the student body. Changes become effective when approved by the administration of the school and generally disseminated to the students by publication or other similar manner. Changes apply not only to prospective students but also to those who are already matriculated in the College.

In compliance with Title IV, of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; the Americans With Disabilities Act of 1990; Title II of the Age Discrimination Act and Section 504, Rehabilitation Act of 1973; Northwest Mississippi Community College makes available its curricular and extracurricular programs and its facilities to every qualified person regardless of race, sex, color, creed, national origin, or disability. Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, creed, color, national origin, race, religion, sex, disability, or status as a veteran or disabled veteran. Further information is available on page 27 of this *Bulletin*.

### Safety Statement

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available on page 295 of this *Bulletin* and upon request from the Campus Police Office (662-562-3314). The Annual Security Report is published in compliance with all applicable federal laws regarding campus safety and security.

**The most current version of the Bulletin is available on the Northwest website at [www.northwestms.edu/bulletin](http://www.northwestms.edu/bulletin).**

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# 2020 FALL SESSIONS

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	STANDARD SESSIONS			ONLINE SESSIONS		
	FULL TERM	TERM 1	TERM 2	FULL TERM	TERM 1	TERM 2
REGISTRATION	AUG 12 - 14	AUG 17 - 21	OCT 1 - 2	AUG 17 - 21	AUG 17 - 21	OCT 15 - 16
CLASSES BEGIN	AUG 17	AUG 24	OCT 5	AUG 24	AUG 24	OCT 19
DEADLINE TO REGISTER	AUG 18	AUG 25	OCT 6	AUG 25	AUG 25	OCT 20
MIDTERM GRADES SUBMITTED	OCT 5	SEPT 14	OCT 26	OCT 9	SEPT 21	NOV 16
DEADLINE TO WITHDRAW	OCT 23	SEPT 25	NOV 6	NOV 6	OCT 2	NOV 30
FINAL EXAMS	NOV 9 - 13	OCT 1 - 2	NOV 12 - 13	NOV 18-20, NOV 20 - DEC 3	OCT 6 - 9 OCT 14 - 15	DEC 4 - 10
FINAL GRADE SUBMITTED	NOV 13	OCT 2	NOV 13	DEC 4	OCT 16	DEC 11

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# 2020 FALL CALENDAR

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## JULY 2020

1	Wednesday	FAFSA priority deadline for Fall
6	Monday	Online Orientation
7	Tuesday	Online Orientation
14	Tuesday	Online Orientation
16	Thursday	Online Orientation
20	Monday	Online Orientation
22	Wednesday	Online Orientation

## AUGUST 2020

1	Saturday	SAP priority deadline
3	Monday	10-month faculty return to campus
4	Tuesday	Online Orientation
6	Wednesday	Online Orientation
10	Monday	9-month faculty return to campus
11	Tuesday	Last day to lock fall 2020 class schedule. Pay balance and/ or apply any aid awarded.
12-14	Wed.-Fri.	Registration
12-14	Wed.-Fri.	Residence Halls open for registered students 8:00 a.m. - 12:00 p.m.; 1:00 - 4:00 p.m.

**SEPTEMBER 2020**

7	Monday	Labor Day Holiday (offices closed, online classes continue)
25	Friday	Last day to apply for Fall graduation

**OCTOBER 2020**

12-13	Mon.-Tues.	Fall Break (offices closed, online classes continue)
14	Wednesday	Priority registration begins for Winter 2020 -2021 and Spring 2021
19-23	Mon.-Fri.	Residence Hall Room Reclaim
26-30	Mon.-Fri.	Residence Hall Room Reclaim

**NOVEMBER 2020**

1	Sunday	FAFSA Priority Deadline for Spring 2021
20	Friday	Faculty last day on campus
23-27	Mon.-Fri.	Thanksgiving Holidays (offices closed, online classes continue)
30	Monday	Faculty available for online advising

**DECEMBER 2020**

1	Tuesday	Priority SAP appeal deadline for Spring 2021
1-14	Tues. -Mon.	Faculty available for online advising
15	Tuesday	All offices close at noon
TBD		Fall Commencement

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# 2020-21 WINTER SESSION

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	ONLINE SESSIONS
	4 WEEK TERM
REGISTRATION	DECEMBER 3-4
CLASSES BEGIN	DECEMBER 7
DEADLINE TO REGISTER	DECEMBER 8
MIDTERM GRADES SUBMITTED	DECEMBER 28
DEADLINE TO WITHDRAW	JANUARY 4
FINAL EXAMS	JANUARY 7-8
FINAL GRADE SUBMITTED	JANUARY 8

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# 2020-21 WINTER CALENDAR

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## DECEMBER 2020

15	Tuesday	All offices close at noon (offices closed, online classes continue)
21-25	Mon.-Fri.	Christmas Holiday

## JANUARY 2021

4	Monday	All staff and 10-month faculty return and offices open
4-8	Mon.-Fri.	9-month faculty available remotley for advising
11-15	Mon.-Fri.	9-month faculty available remotley for advising
18	Monday	Martin Luther King Jr. Holiday

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# 2021 SPRING SESSIONS

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	STANDARD SESSIONS			ONLINE SESSIONS		
	FULL TERM	TERM 1	TERM 2	FULL TERM	TERM 1	TERM 2
REGISTRATION	JAN 20 - 22	JAN 28 - 29	MAR 25 - 26	JAN 11 - 15	JAN 11 - 15	MAR 11 - 12
CLASSES BEGIN	JAN 25	FEB 1	MAR 29	JAN 19	JAN 19	MAR 15
DEADLINE TO REGISTER	JAN 26	FEB 2	MAR 30	JAN 20	JAN 20	MAR 16
MIDTERM GRADES SUBMITTED	MAR 8	FEB 22	APR 19	MAR 8	FEB 15	APR 12
DEADLINE TO WITHDRAW	APR 16	FEB 26	APR 23	APR 5	FEB 26	APR 23
FINAL EXAMS	MAY 3 - 7	MAR 11 - 12	MAY 6 - 7	APR 21 - 29	MAR 8 - 11	MAY 3 - 6
FINAL GRADE SUBMITTED	MAY 7	MAR 12	MAY 7	MAY 3	MAR 12	MAY 7

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# 2021 SPRING CALENDAR

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## JANUARY 2021

4	Monday	All staff and 10-month faculty return and offices open
4	Monday	Faculty available for online advising and registration
19	Tuesday	9-month faculty return to campus
26	Tuesday	Last day to lock spring 2020 class schedule. Pay balance and/or apply any aid awarded.
TBD		Financial Aid and Housing appeals
18	Monday	Martin Luther King Jr. Holiday
20-22	Wed.-Fri.	Registration
TBD		Residence Halls open for registered students 9:00 a.m. - 12:00 p.m.; 1:00 - 4:00 p.m.

## MARCH 2021

12	Friday	Last day to apply for Spring graduation
12	Friday	Residence Halls close for Spring Break at 4:00 p.m.
15-19	Mon.-Fri.	Spring Break (offices closed, online classes continue)
21	Sunday	Residence halls open 4:00 p.m.
22-26	Mon.-Fri.	Residence Hall Room Reclaim
29-31	Mon.-Wed.	Residence Hall Room Reclaim

**APRIL 2021**

2-5 Fri. - Mon.

Easter Holidays (offices closed, online classes continue)

5 Monday

Priority registration begins for Summer 2021 and Fall 2021

**MAY 2021**

7 Thursday

Residence Halls close at 4:00 p.m.

14 Friday

Faculty last day on campus

TBD

Spring Commencement

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# 2021 SUMMER SESSIONS

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	STANDARD SESSIONS			ONLINE SESSIONS
	FULL TERM	TERM 1	TERM 2	FULL TERM
REGISTRATION	MAY 27 - 28	MAY 27 - 28	JUN 28	MAY 27 - 28
CLASSES BEGIN	JUN 1	JUN 1	JUL 6	JUN 1
DEADLINE TO REGISTER	JUN 2	JUN 2	JUL 7	JUN 2
MIDTERM GRADES SUBMITTED	JUN 25	JUN 14	JUL 19	JUN 25
DEADLINE TO WITHDRAW	JUL 16	JUN 17	JUL 22	JUL 9
FINAL EXAMS	JUL 28 - 29	JUN 24 - 25	JUL 29 - 30	JUL 19 - 23
FINAL GRADE SUBMITTED	JUL 30	JUN 25	JUL 30	JUL 26

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# 2021 SUMMER CALENDAR

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## MAY 2021

26	Wednesday	Last day to lock summer 2020 class schedule. Pay balance and/or apply any aid awarded.
27-28	Thurs.-Fri.	Registration
27-28	Thurs.-Fri.	Residence Halls open for registered students 9:00 a.m. - 12:00 p.m.; 1:00 - 4:00 p.m.
31	Monday	Memorial Day Holiday (offices closed)

## JUNE 2021

14	Monday	Last day to apply for Summer graduation
25	Friday	Residence Halls close at 4:00 p.m.
29-30	Tues.-Wed.	Independence Day Holidays (offices closed, online classes continue)

**JULY 2021**

1-5	Thurs.-Mon.	Independence Day Holidays (offices closed, online classes continue)
5	Monday	Residence Halls open for registered students 9:00 a.m. - 12:00 p.m.; 1:00 - 4:00 p.m.
30	Friday	Residence Halls close at 4:00 p.m.

**AUGUST 2021**

TBD		Summer Commencement
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## Northwest President

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### *Dr. Michael J. Heindl*

Dr. Michael J. Heindl begins his third year as Northwest's ninth president in fall of 2020. A community college graduate, Dr. Heindl has experience in a number of areas, including finance, technology, legal issues, human resources, emergency management, campus leadership, student services, workforce training and admissions. During his presidency, he has strengthened community partnerships, made strides in improving the organizational structure and culture of the college and led the creation and implementation of Northwest's new vision and strategic plan.



# GENERAL INFORMATION

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# GENERAL INFORMATION

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## History

Northwest Mississippi Community College has its roots in the system of agricultural schools which were set up throughout this rural state in the early years of the 20th century. First organized as Tate County Agricultural High School in 1915, the school began to offer college level classes in the fall of 1926. With encouragement from the State Department of Education and leadership from Porter Walker Berry, who became the college's first president, this initial endeavor proved to be successful. Two years later Quitman County pledged its support for the expanded class offerings. Meanwhile the Mississippi Junior College Commission urged school officials to convert the established classes into a complete two-year program. As a result in the fall of 1928 a fully-sanctioned junior college, later named Northwest Mississippi Junior College and accredited by the Mississippi Junior College Accrediting Association, opened its doors to 59 students.

Like all public institutions Northwest has been influenced by the political and economic climate in the state. When the Great Depression struck Mississippi with particular virulence, students were allowed to pay for their board by donating garden and farm products to the dining hall, while the government's public works program provided funds to supplement the school's budget. During World War II an accelerated program was introduced to allow young men to complete their educations quickly so that they could join the war effort. As returning veterans enrolled in large numbers after the war, the curriculum was expanded to fit their needs, and new buildings were constructed from government surplus materials.

Throughout this time the course offerings, the physical facilities, and the extracurricular activities of the school were growing. By the end of its third decade of operation the curriculum had expanded from a basic program of liberal arts and agriculture to include science, art, and journalism in addition to a variety of vocational-technical courses. The original three buildings had been supplemented with a cafeteria, additional dormitory and classroom space, sports and recreational facilities, and acreage for a model farm. In 1953 the Southern Association of Colleges and Schools commended Northwest as a "bargain in educational facilities" and granted the college its coveted accreditation. During the next few years the college continued to prove that it deserved this honor by broadening its capacity to serve the needs of the 11-county district it had grown to encompass. A bus route began to provide free transportation for commuters, while night classes and off-campus courses offered extended educational services. Recent innovations include accelerated classes and non-traditional scheduling to accommodate adults, as well as short non-credit courses of interest to all ages. Northwest's first distance learning programs were offered on the Internet in the spring of 1999.

Today Northwest serves students at four campuses: the main campus in Senatobia, DeSoto Center at Southaven and Olive Branch, and Lafayette-Yalobusha Technical Center at Oxford. Yet after nine decades of growth and in the school's ninth administration, the mission of Northwest remains true to the vision of its founders. Northwest strives today, as it did in 1926, to bring higher education closer to the people as it serves the academic, employment, physical, cultural, and special needs of the citizens of northwest Mississippi.

—Lucie R. Bridgforth

# Accreditation

Northwest Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, or call (404) 679-4500 for questions about the accreditation of Northwest Mississippi Community College. The College was initially accredited by the Mississippi Junior College Accrediting Association in 1928 and by the Southern Association of Colleges and Schools in December 1953. The latest reaffirmation of the SACSCOC accreditation was in 2017. Northwest is authorized to operate in Mississippi by the Mississippi Commission on College Accreditation. The college is also a member of the American Association of Community Colleges.

The Associate Degree Nursing program was initially accredited by the National League for Nursing in 1978 and has maintained that accreditation. The program is currently accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (phone number 404-975-5000, [www.acenursing.org](http://www.acenursing.org)) and the Board of Trustees of State Institutions of Higher Learning, State of Mississippi located at 3825 Ridgewood Road, Jackson, MS 39211 (phone number 601-432-6198, <http://www.ihl.state.ms.us/nursing/>).

The Associate of Applied Science degree in Funeral Service Technology at Northwest Mississippi Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097: phone (816) 233-3747; fax (856) 579-7354; website [www.abfse.org](http://www.abfse.org).

The Automotive Technology program and the Chrysler Mopar CAP program are each MASTER accredited by NATEF, the National Automotive Technicians Education Foundation.

The Aviation Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

The Cosmetology program is accredited by the Cosmetology Board of the State of Mississippi.

The Practical Nursing program is accredited through the State Department of Education, Career-Technical Division, The Mississippi State Board of Nursing (MSBON), The National Association for Practical Nurse Education and Services, Inc. (NAPNES), National Federation for Licensing Practical Nursing Corp. (NFPNA), and the Mississippi Licensing for Practical Nursing Association (MLPNA).

The Respiratory Therapy program on the DeSoto Center campus in Southaven is accredited through the State Department of Education and holds national accreditation by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)), 1248 Harwood Road, Bedford, Texas, 76021-4244: Telephone number 817-283-2835.

The Emergency Medical Technology-Paramedic program is sanctioned by the Mississippi State Board of Health, Division of EMS, the State Department of Education, and the Committee on Accreditation of Educational Programs for the EMS Professions. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.

The Heating, Air Conditioning and Refrigeration Technology program has met the instruction, curriculum, student, faculty and facility standards set forth by the Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA). PAHRA's programmatic accreditation certifies that the following training areas have been evaluated: Residential Air Conditioning and Heating.

Except for the credits in some technical, career, and foundation courses, freshman and sophomore credits earned at Northwest Mississippi Community College may be transferred to any other college or university and applied toward an academic degree.

# Vision, Mission and Values

**Vision:** Northwest Mississippi Community College transforms our students' lives, enriches our communities, and strives for excellence in our educational programs and services.

**Mission:** Northwest Mississippi Community College is an open-access, public, two-year institution primarily serving Benton, Calhoun, DeSoto, Lafayette, Marshall, Panola, Quitman, Tallahatchie, Tate, Tunica, and Yalobusha counties. NWCC is a learning-centered community providing educational opportunities with quality instruction for students from all walks of life. Our college fosters a culture of innovation, collaboration, and student success. We strive for continuous improvement, with a standard of excellence in every area of the institution. Our college partners with businesses and industries that seek to grow the economy and the workforce, as well as partners with alumni, friends, and others. Engagement takes place in all communities that the college serves.

## Values:

Accountability – Accepting responsibility for appropriate actions, obligations, and duties.

Integrity – Committing to honesty and ethical behavior in all situations.

Excellence – Achieving the highest standards as benchmarks to surpass.

Respect – A feeling of esteem or regard for the unique qualities of all individuals.

Service – Helping others without the desire for personal gain.

Sustainability – Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled.

Accessibility – Providing affordable and available opportunities for all.

Creativity – Being innovative in accomplishing objectives.

Leadership – Influencing others positively.

# General Education Outcomes

In keeping with the National Educators Association's recommendations for the skills needed for the 21st century, the College's general education curriculum focuses on the "Four C's": critical thinking, communication, collaboration, and creativity. Northwest believes these skills are necessary for a successful transition from high school to a four-year university, as well as success in the work place.

- **Critical Thinking:** Students will use critical thinking to analyze evidence and solve problems.

Learning Outcomes:

- Students will demonstrate an understanding of the basic principles, concepts, discovery process, power, and limitations of the life and/or physical sciences. (**Natural Science**)
  - Students will apply arithmetical, algebraic, and/or statistical methods to solve problems. (**Math**)
  - **Communication:** Students will articulate thoughts and ideas effectively in written and oral form, in a variety of contexts.
- Learning Outcomes:
- Students will deliver an oral presentation that uses appropriate research, as well as credible and appropriate supporting evidence. (**Public Speaking**)

- Students will write compositions containing a focused thesis supported by a logical sequence of well-developed paragraphs. **(English Composition)**
- Students will organize, manage, query and present information, using contemporary software applications such as spreadsheets, word processing, and electronic presentation software. **(Computer Skills)**
- **Collaboration:** Students will gain an awareness of the common human experience by acquiring a knowledge and understanding of that experience, both individually and collectively, in the context of time, space, and culture.  
Learning Outcome:
  - Students in history classes will describe major ideas, forces, events, and people that have shaped American history in the context of time, space, and culture. **(Social Science)**
- **Creativity:** Students will understand and appropriately apply modes of expression—descriptive, expositive, narrative, and self-expression—in written, visual, and/or oral communication, and respond critically to such works.  
Learning Outcome:
  - Students will describe the formal elements of the fine art(s), and develop an awareness of both the values and functions of works within their historical and/or social contexts. **(Fine Arts)**

## Northwest Campuses

### DeSoto Center-Southaven

After receiving numerous requests from area citizens to do so, the governing authorities of Northwest Mississippi Community College, under the guidance of President Henry B. Koon, decided in 1974 to consider establishing an attendance center in DeSoto County. After much study, it was concluded that in this demographically dynamic area a facility such as DeSoto Center would enhance Northwest. DeSoto Center opened in 1975.

In 1990, by a directive from the Board of Trustees, DeSoto Center was dedicated to the late President Koon.

In August 1995, a new \$7.3 million facility was completed on Church Road, approximately four miles south of the former DeSoto Center campus. The 94,000-square-foot structure, financed through the efforts of the taxpayers of DeSoto County, is situated on a beautiful 48.5-acre site. This site, donated by the W.E. Ross family, offers the college opportunities to expand as DeSoto County continues to grow.

The architectural design of the two-and-one-half story facility is post-modern with early Wrightian influences. The focal point of the building is a glass and steel tower that forms the atrium and commons. A closed-circuit TV system provides security for the building and parking lots.

With the opening of a 47,000 square foot addition in 2005 and completion of the unfinished basement, the facility now totals 154,885 square feet.

### College Parallel Programs

Students at DeSoto Center can take the courses needed for the majority of the pathways for academic transfer offered by the College. All of the courses required in the core curriculum are offered at the Center. In addition, courses for the first two years of the four-year degree offered through the 2+2 Program with the University of Mis-

Mississippi-DeSoto are available in the following areas: Accountancy, Business Administration, Education, Criminal Justice, General Studies, Integrated Marketing Communications, Liberal Studies, Psychology, Paralegal Studies, and Social Work.

## **Two-Plus-Two Program**

For students planning a two- or four-year degree, Northwest Mississippi Community College and The University of Mississippi act as educational partners with a two-plus-two program. Northwest offers the first two years of the college academic program, and UM provides the third and fourth years, along with graduate study. The Associate of Arts degree is awarded by Northwest, while the University grants baccalaureate degrees in Business (Management: HR, Marketing, Managerial Finance, MIS and General Business), Liberal Studies, Education (Elementary Education), Accountancy, General Studies, Journalism (Integrated Marketing Communications), Psychology, Social Work, Paralegal Studies and Criminal Justice (Law Enforcement, Corrections, & Homeland Security). Master's degrees are offered in Education (Curriculum & Instruction-Elementary and K-12 Administration), and Criminal Justice.

## **Technical Programs**

DeSoto Center/Southaven offers the following technical programs: Business Management Technology, Cardiovascular Technology, Funeral Service Technology, Hotel and Restaurant Management Technology, Business and Marketing Management Technology, Medical Office Technology, Administrative Office Technology, Respiratory Therapy, and three career programs, Practical Nursing, Health Care Assistant and EMT-Basic.

## **DeSoto Center-Olive Branch**

In an effort to meet the training needs of the citizens of DeSoto County and surrounding areas, a vocational-technical off-campus site was established in the Olive Branch Metro Industrial Park. The site officially opened in the fall of 1985.

DeSoto Center-Olive Branch offers an Aviation Maintenance Technology degree program and a Commercial Truck Driving course.

## **Lafayette-Yalobusha Technical Center**

The Lafayette Yalobusha Technical Center opened in the fall of 1983. The original 25,000-square-foot building was located on seven acres in the city of Oxford. An additional 11 acres of land was purchased for a 31,000-square-foot expansion completed in the fall of 2002. A complete renovation of the original building was completed in 2005 and included an addition for Physical Plant operations and incorporated a truck dock. The third addition to the complex, completed in 2009 adds 11,000 square feet for expansion and relocation of the Cosmetology program, additional classrooms, computer lab and faculty offices. The current facility has wireless capabilities throughout, sits on 17.6 acres and totals 69,000 square feet.

Students at Lafayette-Yalobusha Technical Center enjoy recently expanded outdoor study areas, an expanded bookstore, a remodeled and expanded student lounge, and new Health Care Assistant lab space. Through partnerships with local restaurants, hot meals are available on campus (schedules vary).

To provide maximum access and convenience to students, courses taught at Lafayette-Yalobusha Technical Center are delivered in a variety of modalities in-

cluding traditional classroom, hybrid, and mini-terms. Math tutoring is available on site, and writing assistance is accessible via the Northwest website.

## College Parallel Programs

Students at Lafayette-Yalobusha Technical Center can take the courses needed for the majority of the pathways for academic transfer offered by the College. All of the courses required in the core curriculum are offered at the Center.

## Technical Programs

Lafayette-Yalobusha Technical Center offers Administrative Office Technology, Medical Office Technology, Business Management Technology, Cosmetology, Health Care Assistant, Practical Nursing, Paralegal Technology and Surgical Technology.

## The Main Campus

Fifty-six buildings totaling 1,048,500 square feet are scattered over 190 acres in Senatobia. Facilities have expanded from three original buildings to a sprawling network of buildings in a pedestrian-friendly college campus environment.

## Buildings and Grounds

The campus is accented with landscaped areas and flowering beds. A focal point at the Student Union is the pedestrian mall featuring brick benches, trees, and flower beds.

There are numerous athletic facilities for both intercollegiate competition and intramurals and recreation. Areas are provided for baseball, football, basketball, tennis, softball, sand volleyball and soccer.

**The James P. McCormick Administration Building**, one of the original buildings on the campus named for the former Dean of Students, is the familiar landmark of Northwest Mississippi Community College. In it are the offices of the President, Chief of Staff, Vice President for Instruction, District Dean of Workforce Solutions and Community Services, the Business Office, Human Resources Office, Associate Vice President for Academic Instruction and Institutional Effectiveness, Computer Center, and the Foundation & Alumni Office (Institutional Advancement). Built in 1915, this facility once served as the primary classroom building for Tate County Agricultural High School. In 1993 the building was designated a Mississippi Landmark by the Permit Committee of the Board of Trustees of the Mississippi Department of Archives and History. In 2009 a preservation and renovation project of the entire building was completed and included a two-story addition with a public elevator and ADA-compliant restrooms.

**McLendon Center**, named for former President Reese D. McLendon (1953-1974), is home to the Student Union and Physical Education facilities. Built in 1969, the 86,500-square-foot facility is the hub of student and community activities. In it are conference and meeting rooms, a fitness center, gymnasium, Pilates and multi-dance studios, an open student computer lab, and small group study rooms. Offices for Campus Police, SSS TRIO Academic Program, Help Desk, Math Lab, Writing Center, Intramurals, and Information Technology are located in the Union. The Commons, completed in 1988, houses the campus Post Office and Ranger Bookstore. McLendon Center was extensively renovated in 2012, including the addition of a second gymnasium and athletic weightlifting facility. In 2019, Broken Cup Cafe opened Ranger Roast, a coffee shop serving Northwest students, faculty, and staff.

**The David M. Haraway Center** opened in 2005 and is named in honor of Dr. David M. Haraway, the seventh President of Northwest. The 42,000-square-foot facility is home to the student cafeteria, meeting and banquet rooms, and the college's Board of Trustees suite. The college's Facility Use Coordinator, primary contact for all college facility reservations, is also located in the Haraway Center.

**Multipurpose Livestock Facility**, located on the Northwest Farm, was completed in the winter of 1999. The 43,000-square-foot building is used for college and community activities including livestock competitions, agriculture expositions, and rodeo-type entertainment. The facility includes space for the Northwest Rodeo Team office, meeting room, and storage.

**The Fine Arts Auditorium**, originally built in 1957, underwent an extensive renovation in 2002-2003. While the exterior facade has been transformed to resemble Grecian architecture, interior improvements include the addition of a 103-seat balcony, new seating, lighting and sound enhancements, improvements to the stage and mechanical functions, and the addition of an atrium with balcony area for small performances in the lobby. Adjoining the Fine Arts Building, the 407-seat auditorium is used extensively for assemblies of various kinds and for dramatic and musical productions.

**Ranger Football Complex**, completed in the spring of 2017, is designed for the intercollegiate Ranger football program. The 24,500 square-foot building includes coaches offices, team meeting rooms, weight lifting facility, home and visitor dressing rooms, equipment storage and laundry facilities, as well as an expanded training clinic serving all Northwest athletes.

**Howard Coliseum**, completed in 1974, is named in honor of Mrs. Willie Abbay Howard, former member of the college Board of Trustees (1948-1977). This 3,200-seat multipurpose facility is the home of the Ranger basketball and volleyball teams. The Coliseum also houses athletic department offices, Sports Hall of Fame room, dressing rooms, training room, and equipment room. In 2009 the arena was renovated for ADA compliance.

**Recreational Outdoor Complex (the ROC)**, completed in 2011, includes eight tennis courts, four basketball courts, two volleyball courts and public restroom facilities. All sports areas are provided with exterior lighting for play after dark. Health, P.E., and recreation classes are held here.

**Physical Plant Building**, located in the northwest corner of the campus, was completed in the spring of 1976. The 28,000-square-foot facility houses offices, trade shops, and warehouses for Custodial Services, Grounds, and Maintenance Departments. A new warehouse building was added in 2010.

**Tate Hall**, is located at the east campus entrance. The original residence building (c. 1915) was demolished to allow for a new multiservice facility. Reconstruction of this building on its original site was completed in 2013. This facility houses the Student Development Center and Counseling Services, the offices of the Vice President for Student Services, Campus Life and Housing, and eLearning. Computer labs for the Learning Resource Center are located on the first floor adjoining the library at the south entrance.

**Taylor Fore Transportation Center**, named for a former Northwest transportation employee, was completed in 1978. The 8,400-square-foot facility, located southwest of the Physical Plant Building, houses maintenance and repair areas for the college fleet.

**The WIN Job Center** is one of five full-time centers operated by the college. The two-story facility, completed in 2002, houses offices, conference rooms, and a resource center for the federal WIOA program participants for job searching and resumes.

**The Workforce Development and Community Services Building** is located on the north side of the campus. The 5,000-square-foot facility houses an assessment center for High School Equivalency and ACT WorkKeys.

**Yalobusha Hall**, completed in the winter of 2000, sits on the site of the old Yalobusha dormitory. Architectural elements of the old building were borrowed into the design including window style and placement, roof style, and federal-style porches. A variety of student needs are accommodated here in the offices of Recruiting, Admissions and Records, Financial Aid, Office of Early College Programs and Communications and Student Publications.

## Housing Facilities

**Benton Hall**, completed in 1971 as a three building apartment complex, was converted in 1989 to a women's residence hall. The completely furnished facility houses 78 students. The student apartments have mini kitchens, living rooms, bedrooms and baths. Cable TV connections and wireless Internet are provided as well. Laundry facilities are located on site in a separate building.

**Bobo Hall**, built in 1965 was named for Estelle H. Bobo, who served the college from 1937 to 1965 in many capacities, including dean of Women and supervisor of Housekeeping. The two story women's residence has a capacity for 68 students, featuring two bedroom suites with spacious bathroom accommodations between rooms. Each student has a study desk, built in bed, and closet with drawers and storage. Each room is equipped with climate controlled thermostats, cable TV connections and wireless Internet. Laundry and snack vending is located on the first floor and a student lounge on the second floor. The building was completely renovated in 1996 and recently upgraded for energy efficiency in the spring of 2014. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/ monitored access and video surveillance for enhanced security.

**DeSoto Hall**, built in 1968, was renovated in 1999 and converted from faculty housing to student residences, housing 59 students. The four building courtyard complex is comprised of two buildings housing male students, and two buildings housing female students in apartment-style accommodations. Standard apartments include a mini kitchen, living room, two bedrooms, one full bath, and are equipped with a washer/dryer. Cable TV connections and wireless Internet are provided as well. Deluxe apartments are similarly equipped with the addition of a study lounge and an additional half bath. The complex features an enclosed courtyard and is monitored by video surveillance.

**Gainey Hall** was built in 1966. Named for Andrew G. Gainey, first president of Tate County Agricultural High School, the two story men's residence is home for 90 students. The facility features two bedroom suites with bathroom accommodations between rooms. Each student has a study desk, built in bed, and closet with drawers and storage. Each room is equipped with climate controlled thermostats, cable TV connections and wireless Internet. Laundry and snack vending is located on the first floor and a quiet study lounge on the second floor. The building was completely renovated in 1995 and recently upgraded for energy efficiency in the spring of 2014. These upgrades include accessible bedroom suites, fire protection,

heating and air efficiencies, LED lighting, controlled/monitored access and video surveillance for enhanced security.

**Marshall Hall**, completed in fall 2003, houses 160 students. Four buildings house students in apartment-style accommodations equipped with a mini kitchen, living room, two bedrooms, one full bath, and a washer/dryer. Cable TV connections and wireless Internet are provided as well. This complex features a central office/lounge area, ample parking, and is monitored by video surveillance and smoke detection.

**Panola Hall**, completed in 1974 and completely renovated in 2004, houses approximately 84 female students. Suites have three bedrooms, a large bathroom, and a common hallway with outside access. Climate controlled thermostats, cable TV connections and wireless Internet are provided in each bedroom. A lounge, vending area with microwave, and laundry facilities are located on the first floor. Safety and security features include fire alarms, video surveillance, and a controlled/monitored access system into each suite.

**Quitman Hall**, a three story residence hall housing 260 men, was built in 1968 and completely renovated in 1991. Bedrooms have built-in beds, chests, study desks and closets. Each room is equipped with climate controlled thermostats, cable TV connections and wireless internet. Laundry and snack vending is located on the first floor with additional laundry facilities on the third floor. The building was upgraded for energy efficiency in the spring of 2015. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/monitored access and video surveillance for enhance security.

**Tallahatchie Hall**, completed in 1973, was renovated in 1990. Three buildings accommodate 96 male students. Each apartment has a mini kitchen, living room, two bedrooms and one full bath. Cable TV connections and wireless Internet are provided. Laundry facilities are located on site in a separate building.

**Taylor Hall**, named for former Board of Trustees member Mrs. W.S. Taylor, is a three-story residence hall for 174 women built in 1968 and completely renovated in 1994. Bedrooms have built-in beds, chests, study desks, and closets. Each room is equipped with climate controlled thermostats, cable TV connections, and wireless internet. The building was upgraded for energy efficiency in the spring of 2016. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/monitored access and video surveillance for enhanced security. Laundry facilities and resident lounges are available on the first and second floors.

**Faculty Houses** are dwellings for members of the faculty and staff.

The **President's Home** on the Senatobia campus, completed in 2010, is located on the north side of the main campus. This home will serve as the primary residence of the President and his family and will be open to the college for various functions throughout the year.

## Educational Facilities

**Agricultural Technology Building** was completed in 2005. The 18,561 square-foot facility includes four classrooms, three tractor shops and faculty offices. The three climate-controlled labs are utilized to provide training for new technicians as well as certification and higher-level training to adults. Located in the southwest corner of the campus, this facility is designed to meet the needs of training on high-tech farming equipment.

**Art Building**, opened for the 1968-1969 school year and renovated in 1996, provides quarters for instruction in drawing, painting, and other types of art. The focal point of the facility is the gallery for exhibitions of various types of art forms. Also in the building are faculty offices and studios for painting, pottery, and print making. There is also a computer lab featuring Macintosh computers, and two smart classrooms are available for art history and art appreciation classes.

**Berry Building**, named for Porter Walker Berry, first Northwest president, is the business-technical center built in 1966. The 34,000-square-foot split-level structure houses the office systems technology, computer technology, graphic design technology, paralegal technology and agricultural technology departments and the Early Childhood Academy. It contains 14 classrooms, 10 offices, and large lobby.

**Calhoun Building**, acquired by the college and opened in 1998, houses the Education Department. The building, located on the north side of the campus includes classrooms, labs, faculty offices and a conference room. Each classroom and lab is equipped with networking, audio and video capabilities.

**The Marilyn R. Spears Building** was completed in the spring of 2009 and is named in honor of retired Early Childhood Education Technology instructor Marilyn R. Spears. This facility houses the college's Early Childhood Education Technology program and the Child Enrichment Center, a state licensed day care with kitchen that provides laboratory instruction for students enrolled in Student Teaching and Nutrition class. Included in the building are faculty offices, classrooms, a computer lab, and public restrooms. A playground features modern play equipment on a specialized safety surface.

**Fine Arts Building**, built adjacent to the college auditorium in 1961 and renovated in 1995, has a recital hall, classrooms, a choral room, practice studios, electronic piano lab, band hall, and conference room. There are three smart classrooms, one for music appreciation and two for public speaking classes.

**The Gary Lee Spears Center for Nursing and Health Sciences** was named in honor of Dr. Gary Lee Spears, Northwest's eighth President, by the college's Board of Trustees in January, 2017. The 70,000-square foot complex is a multi-story, two-building facility which serves students studying in the nursing and health sciences fields.

The Associate Degree Nursing facility, completed in 2010, is a 40,000-square foot, three-story building including lecture rooms, computer labs, classrooms, faculty offices, nursing skills labs, and state-of-the-art hospital simulation rooms.

The Health Sciences facility, completed in 2017, is a 30,000-square foot, two-story building housing Career-Technical Education programs including Practical Nursing, EMT-Paramedic, and two future programs in the area of health sciences. Amenities offer computer labs, classrooms, and faculty offices, as well as a hospital simulation control lab. The lower level of this building was designed with reinforced materials to serve as an area of protection during a storm.

**Lafayette Humanities Building** is a three-story facility which houses the Humanities Department. The building includes four computer labs and a number of multimedia classrooms used in composition, literature, and foreign language classes. The first floor of the building was renovated in 2007.

**McGhee Building**, built in 1959, was named for Mrs. Lizzie McGhee. It was used as the cafeteria and field house until 1969 when the cafeteria was moved to the

McLendon Center. The building had temporary uses prior to a complete renovation in 1990 to accommodate the Social Science Department. The modernized facility includes classrooms, faculty offices, and a large conference room.

**Mechanical Technology Building** was completed in 2015. The 33,300 square-foot building was designed for the departments of Precision Manufacturing and Machining Technology, Heating, Air Conditioning, and Refrigeration Technology and Welding and Cutting. It contains faculty offices, classrooms, computer labs and state of the art training labs for each program.

**R.C. Pugh Library/Learning Resource Center**, built in 1953 and renovated in 1989, is named for the late President (1936-1953) in recognition of his service to the college. The structure features large reading rooms, viewing room, three staffed computer labs with classroom capabilities, quiet study room, nursing study room, law library, and open stacks.

**Thomas D. Coats Career-Technical Complex** was named for the college's first Director of Vocational Technology Education. It consists of three buildings:

Technical Education Building No. One, built in 1962 and partially renovated in 2014, houses Health Care Assistant, Career Center, Related Studies Lab, and administrative offices for the District Dean of Career-Technical Education.

Technical Education Building No. Two, built in 1963 and completely renovated in 2015, houses the department of Collision Repair Technology, Agricultural Business and Management Technology and an enlarged and enhanced center for Cosmetology.

Technical Education Building No. Three, built in 1966 and completely renovated for energy efficiency and code upgrades in 2017, houses labs, classrooms, and offices for Workforce Solutions, Automotive Technology, Civil Engineering Technology and Industrial Electronics Engineering departments.

**Tunica Building**, completed in 1975 and renovated in 1994, is a two-story building housing the Business Department.

**The Physical Science Complex** is a multi-story, two building facility. The *Physical Science Building*, built in 1984, houses classrooms and laboratories for chemistry and physics, as well as private faculty offices for those departments. The *Mathematics and Biological Science Building*, completed in 2009, adjoins the original Physical Science Building through a common lobby and 150 seat raised-floor lecture hall. The new structure includes six state-of-the-art biology laboratories, nine multimedia-ready classrooms, and three computer labs, as well as private offices for the mathematics and biology faculty. As part of the 2009 addition, a detached greenhouse was added to provide a location for a variety of local and exotic plants to be grown throughout the year.

## College Summer School Program

The summer session consists of two terms of approximately five weeks each during which courses are offered in the academic and career-technical fields. Students may earn up to 14 semester hours of college credit during summer sessions, with no more than six virtual hours.

The summer session is planned for students who wish to accelerate their program of study, students who need to make up deficiencies, and freshmen who consider that the summer session is a good time to begin their college education.

Admission requirements, regulations, and academic standards for the summer sessions are the same as those of the regular term.

## eLearning

Northwest offers students the option of taking many college courses online. Students can choose to complete select programs totally online. Online courses were developed to increase access to Northwest courses for adults and other students who cannot attend campus-based classes due to work, family responsibilities or distance from campus. Students who are current or former Northwest students can enroll in online courses after consulting with their adviser. New students must first apply for admission to the college. Registration for online courses is conducted at the same time as for campus-based courses. Northwest is a part of the Mississippi Virtual Community College System, which gives students more online course options. All pathways and programs that can be attained fully online are listed below. A complete listing of online courses is available through the MSVCC website at <http://www.msvcc.org> or by going to <http://www.northwestms.edu> and clicking on the eLearning page. The eLearning office is located on the second floor in Tate Hall.

Transfer pathways leading to an Associate of Arts degree that can be earned fully online are:

- \* Accountancy—see page 147
- \* Business Administration—see page 147
- \* Business and Computer Teacher Education—see page 147
- \* Integrated Marketing Communications—see page 147
- \* Office Administration—see page 147
- \* Elementary Education—see page 151
- \* Secondary Education—see page 152
- \* Criminal Justice—see page 163
- \* General College—see page 163
- \* Psychology—see page 163
- \* Social Work—see page 163

Programs leading to an Associate of Applied Science degree that can be earned fully online are:

- \* Administrative Office Technology—see page 194
- \* Business Management Technology—see page 195
- \* Medical Office Technology—see page 196
- \* Paralegal Technology—see page 213

## Office of Early College Programs

The Office of Early College Programs was established to facilitate and expand the college's partnerships with district high schools in educating secondary students at the college level. The office oversees two programs—Dual Enrollment and Scholastic Institute.

### Dual Enrollment

Dual Enrollment allows high school students to earn college credit toward a post-secondary diploma while enrolled in high school. Students must meet the eligibility requirements listed on page 30 of this *Bulletin* to enroll in college courses. Classes may be taken on a Northwest campus, at the high school or online and are taught by a Northwest instructor or a qualified high school instructor.

## Scholastic Institute

Lafayette-Yalobusha Technical Center hosts Scholastic Institute. In partnership with local high schools, Scholastic Institute offers the unique opportunity to earn a high school diploma and an associate degree during the last two years of high school. Beginning their junior year, students enroll in dual credit courses at their high school and at Northwest's Lafayette-Yalobusha Technical Center campus in Oxford. Students can earn up to 60 hours of transferable college credit to universities while participating in college clubs and activities and have access to student services, including transfer advising. For eligibility criteria and more information, contact the Office of Early College Programs at 662-562-3235.

## Students' Rights and Responsibilities

Northwest Mississippi Community College extends the privilege of admission to those persons who meet the academic qualifications and the standards of health, character, and prior conduct. This admission presents privileges beyond those available to all citizens. Commensurate with these additional privileges are additional responsibilities. The rights and responsibilities of Northwest Mississippi Community College students are described in the section which follows.

### Student Rights

Among the student's general and specific rights are the following:

1. The right to those educational programs offered by the college *Bulletin* for which the student is qualified.
2. The right to join college-approved organizations for educational, political, social, religious, and cultural purposes.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through representation in the Student Government Association or through duly approved student representatives on college committees and through college offices.
4. The right of respect for personal feelings; the right of freedom from indignity of any type; the right of freedom from control by any person, except as may be in accord with the published rules and regulations of the institution and the commonly accepted moral code.
5. The right of freedom of expression as defined by the Bill of Rights of the Constitution of the United States, within the framework of existing statutes limiting the exercise of this freedom.
6. The right of due process in disciplinary procedures when individual or group behavior comes under review by the College.
7. The right of appeal to and review by the President of the College or his designees for the purpose of determining whether the student has been provided administrative due process.

### Student Responsibilities

Rights in all communities have concomitant responsibilities to respect the laws and regulations of the communities. A student's enrollment in Northwest Mississippi Community College is his or her agreement to abide by its rules of community governance.

1. The responsibility of being fully acquainted with the college *Bulletin* and other published policies for the guidance of students, and the further responsibilities of complying with these policies and regulations in the

- interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the College.
  3. The responsibility at all times to recognize constituted authority, to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.
  4. The responsibility for supporting the essential order of the College.
  5. The responsibility of meeting college financial obligations and deadlines.
  6. The responsibility of attending classes regularly.
  7. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college communities, i.e., residence hall rules, traffic regulations, social rules.
  8. The responsibility to see that his or her dress and personal grooming reflects good taste and personal pride in one's appearance. No manner of dress will be allowed which would disrupt the normal educational and social process.

## Notice of Non-Discrimination, Equal Opportunity & Title IX Compliance

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Mr. Gerald Beard, Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address [gbeard@northwestms.edu](mailto:gbeard@northwestms.edu).

Compliance with Title II of the Age Discrimination Act as well as non-discrimination and affirmative action matters are coordinated by Mr. Jeff Horton, Vice President for Administration and Finance, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address [jhorton@northwestms.edu](mailto:jhorton@northwestms.edu).

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is: Dr. Tonyalle Rush, Associate Vice President for Student Services & Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409 and e-mail address [trush@northwestms.edu](mailto:trush@northwestms.edu). The following individuals have been designated as deputy Title IX coordinators: for Housing, Dr. Tara Dunn, Dean of Students, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, e-mail address [tdunn@northwestms.edu](mailto:tdunn@northwestms.edu); for DeSoto Center: Ms. Patsy Gardner, CTE Support

Services Coordinator, 5197 W.E. Ross Parkway, Southaven, MS 38671, telephone number 662-280-6148, e-mail address [pgardner@northwestms.edu](mailto:pgardner@northwestms.edu); for Lafayette-Yalobusha Technical Center: Ms. Darlene Greenlee, Assistant Dean, 1310 Belk Drive, Oxford, MS 38655, telephone number 662-281-1276, e-mail address [dgreenlee@northwestms.edu](mailto:dgreenlee@northwestms.edu). Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office of Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

## Complaint and Grievance Procedures

Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as Northwest policy prohibit institutional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admissions, financial assistance, employment, residence hall assignment, disciplinary actions or other campus matters may seek to resolve them in the following manner:

1. Address a written statement to the Associate Vice President for Student Services setting forth the grievance and the remedy sought. Students (particularly those enrolled in eLearning or other distance learning programs) may submit the statement through electronic mail.
2. The Associate Vice President will forward a copy of the grievance to the appropriate individual within five working days of receipt of the statement.
  - A. If a complaint raises an academic question, it will be forwarded to the director of the appropriate academic department.
  - B. If the complaint raises a nonacademic matter, it will be forwarded to the administrative head of the appropriate unit.
3. Within five working days after receipt of the statement, the Director or Administrator shall make initial contact with the complainant. The Director or Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen working days after the initial contact or meeting, the Director or Administrator will make a decision as to the merits of the student's grievance. A copy of the decision will be sent to all parties of the statement and the Associate Vice President for Student Services.

In the event that the student is not satisfied with the resolution of the grievance, appeal may be made to the Vice President responsible for the Unit or Department involved, and then to the President.

Should a student be unsatisfied with the College's final response to their grievance, they may file a complaint with the Mississippi Commission on College Accreditation, 3825 Ridgeway Road, Jackson, MS 39211, telephone (601) 432-6372 or at [www.mississippi.edu/mcca/student\\_complaint\\_process.asp](http://www.mississippi.edu/mcca/student_complaint_process.asp).

Students and members of the public wishing to file a written complaint, as opposed to a formal grievance, should do so with a member of the Executive Council, which is composed of the senior administrators of the College. A list of members may be obtained from the President's Office or from any Vice President.

# ADMISSIONS

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# ADMISSIONS

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## Requirements for Admission

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. Northwest Mississippi Community College ascribes to an “open admissions” policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g., developmental courses, counseling, tutorial assistance, etc., that will help the individual students succeed in achieving their educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in selection of the most appropriate program options. There are no programs at Northwest designed for transfer to senior institutions that require a minimum ACT score for admission.

## Admission Procedures

Northwest Mississippi Community College begins accepting admissions applications for the 2020-2021 academic year (Fall 2020, Spring 2021, Summer 2021) beginning August 15, 2019.

Prospective students may complete an Application for Admission electronically via [www.northwestms.edu](http://www.northwestms.edu) then select APPLY. Paper applications for Admissions are available in the Office of Admissions and Records on the main campus or any Center location. The following records must be on file in the Office of Admissions and Records on the main campus before registration.

1. A completed application for admission.
2. An official copy of a transcript from an accredited high school that includes a graduation date and signature of school official OR an official copy of High School Equivalency (HSE) scores.
3. An official copy of ACT or SAT scores (ACT required for Mississippi residents).
4. An official copy of college transcript(s) from ALL colleges attended.

When all required documents have been submitted, the student will be sent a letter of acceptance.

**NO TRANSCRIPTS CAN BE FORWARDED TO OTHER INSTITUTIONS UNTIL ALL NECESSARY ADMISSION INFORMATION IS RECORDED IN THE OFFICE OF ADMISSIONS AND RECORDS.**

## Dual Enrollment

High school students may attend Northwest simultaneously if the following requirements are met:

1. Student must have achieved junior status (students below junior status but with a composite ACT of 30 or the equivalent SAT score are eligible for dual enrollment).
2. Must complete all admission procedures listed above.
3. Submit an unconditional written letter of recommendation from high school principal or guidance counselor.

Special ACT requirements are in place for certain courses.

Fees for dual enrollment courses may vary depending on method of course delivery. For additional information regarding Dual Enrollment courses taught on high school campuses, please contact the Office of Early College Programs or visit [http://www.northwestms.edu/index.php/?page\\_id=356](http://www.northwestms.edu/index.php/?page_id=356).

## **Early Admission**

Students who withdraw from high school may attend Northwest under “early admission” if all of the following requirements are met:

1. Must have completed a minimum of fourteen (14) core high school units.
2. Must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses as documented by an official high school transcript; a home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian, or custodian’s written recommendation.
4. Must have a minimum ACT composite score of twenty-six (26) or the equivalent SAT score.
5. The principal or guidance counselor of the student must recommend in writing that early admission is in the best educational interest of the student. The recommendation shall also state that the student’s age will not keep him from being a successful full-time college student.

## **Home-Schooled Students**

Home-schooled graduates will be considered for admission if they have completed the required number of high school units to graduate in their state of residence at the time of graduation. If there are specific courses required for high school graduation, the student must have satisfactorily completed these courses, also. An official transcript is required from a recognized home school agency and signed by an official of that agency. An official transcript signed by a parent must show all courses completed, grades earned, and total number of units. In addition, parents must submit a notarized, sworn affidavit stating that the student’s record is accurate and complete. Home-schooled students must satisfy all other admission requirements pertaining to the different categories of admission.

## **Adult Students**

Students who are 21 years of age or older at time of registration are not required to submit ACT or SAT scores unless their program of study requires a certain score on the ACT or SAT for admittance. However, students without ACT or SAT scores will be required to take the Northwest placement tests in English, Math, and Reading before being allowed to register for classes (unless they are registering for a program that requires no academic classes at all).

## **Foreign Students**

The College is not authorized to complete the required I-20 Form of the US Citizenship and Immigration Service for non-immigrant students. Students who are not citizens or permanent residents of the United States will be admitted only if they can prove ties to the College's 11-county district, such as being a family member of an area resident or being a student in a district high school. Such students will pay tuition at out of state rates.

## Disabled Students

Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of disability. No disabled person is, on the basis of the disability, excluded from participation in, or denied the benefits of, any program, employment, or activity at the college. Disability Support Services are available to students with a documented disability. These services may include tutoring, large print or Braille tests and instructional materials, mobility assistance and other necessary materials or assistance. Requests for disability assistance should be made no later than six weeks prior to the start of a semester or summer session. Assistance in completing the application process will be provided for disabled persons.

## Transfer Students

A transfer student is defined as one who has hours attempted on his permanent record at another institution. A transfer student does not need to provide a high school transcript or HSE and ACT or SAT scores if they provide instead an official transcript from a regionally-accredited institution of higher education in which the student earned a minimum of 12 credits and a minimum 1.35 cumulative grade point average is provided for admission. \*\*Please note that a high school transcript or HSE may be required for Financial Aid or scholarships to be awarded.\*\*

Transfer students must have an official transcript sent from each post-secondary institution previously attended. Transcripts from non-accredited technical institutions are required to be on file with the Office of Admissions and Records IF the student plans to request Financial Aid; however no credits will be articulated.

Failure to report all colleges previously attended may result in dismissal by the Admissions Committee.

Transfer students seeking admission to Northwest who are on “academic probation” from another college or university will be accepted on “academic probation” and will be governed by regulations applied to Northwest students on probation. Transfer students who are on disciplinary probation, suspension, dismissal, or expulsion from a prior institution must disclose this status to the Office of Admissions and Records. This status will be considered in the admissions process. Failure to disclose such status prior to admission may result in dismissal from Northwest.

## Transfer Credit

Credit earned at other regionally accredited institutions may be considered for credit by Northwest Mississippi Community College according to the following policies:

- Official transcripts reflecting all completed coursework must be sent directly to the Office of Admissions and Records from the issuing institution.
- Transfer credit will be evaluated as transcripts are received (beginning with Fall 2017 applicants). The Registrar assesses and recommends the courses which apply toward degree requirements (articulation of course credits). Courses accepted for transfer credit have curriculum validity and are determined equal to the same courses at Northwest.
- Credit hours are adjusted to the Northwest semester hour scale for students who transfer from other accredited postsecondary institutions.
- If a student transfers from another institution and intends to graduate from Northwest with an associate’s degree, at least 15 hours must be completed at Northwest in the area of study.

- Courses transferred in will not count toward the Northwest GPA, but will be included in the Cumulative GPA for Mississippi Community College Board audit purposes.
- The Registrar has final authority regarding the acceptance of credit.

### **Credit by Examination**

Northwest Mississippi Community College will allow students to earn credit by examination under the College Level Examination Program (CLEP) and/or the Advanced Placement Program up to a total of eighteen (18) semester hours.

### **College Level Examination Program (CLEP) Policy**

Northwest awards academic credit through the College Level Examination Program (CLEP) only on Subject Examination. The following requirements govern awarding of this credit:

1. The student must be enrolled at Northwest and have completed fifteen (15) semester hours.
2. The student must have a scaled score of 50 or above.
3. The course must correspond to a course in the current college *Bulletin*.
4. The credit must be limited to a total of eighteen (18) semester hours and may not be counted toward the residency requirement for graduation.
5. To obtain credit in English Composition, the student must write an acceptable essay on a test administered and graded by the Humanities Department at Northwest.
6. Use of CLEP credit in a Northwest degree program is subject to the approval of the Vice President of Instruction, Associate Vice President for Academic Instruction and appropriate Department Director.

The awarding of CLEP credit is administered by the Registrar. Accepted credits are recorded on the student's transcript and may apply toward the meeting of the requirements for graduation. No grades or quality points are given for CLEP credits. Therefore, such credits are not used in the computing of grade point averages.

### **Advanced Placement Program**

Students enrolling at the College will be allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. A maximum of eighteen (18) semester hours with no more than six (6) in one subject area may be allowed. Credit will be awarded only for minimum scores of three (3) or more. A list of accepted AP courses, scores, and Northwest course equivalents is available on the Northwest website at [www.northwestms.edu](http://www.northwestms.edu).

The awarding of credit is administered by the Registrar. Accepted Advanced Placement credits are recorded on the student's transcripts and may apply toward the meeting of the graduation requirements. No grades or quality points are given for Advanced Placement credits. Therefore, such credits are not used in the computing of grade point averages.

### **Acceptance of Military Credit**

Credit may be granted to those applicants who enroll and upon submission of either D.D. form 295 or D.D. form 214 which indicates a period of continuous active duty for at least 90 days. Up to four semester hours of physical education credit may be granted for basic training, if physical education is required in the student's program of study. Additional credit for training in formal service schools will be granted on the basis of

recommendations published in *A Guide to the Evaluation of Educational Experiences in the Armed Services* in so far as the recommended credit can be evaluated as being equivalent to a specific course at Northwest Mississippi Community College. The maximum credit allowed from this source is twenty-four (24) semester hours. No quality points will be awarded nor will the credits be used in calculating the student's grade point average.

Students planning to transfer to another college should familiarize themselves with the admission policies of that institution.

Northwest reserves the right to cancel the admission or registration to the college (or to any specific program of the college) of any individual whose attendance at the college, in the opinion of the Admission Committee, would not be mutually beneficial to the student and to the college.

## General Admission Requirements

A student entering Northwest Mississippi Community College for the first time may enter by one of the following methods:

1. High school graduate, (diploma)
2. Non-high school graduate with a total of 23 acceptable units earned in high school, three of which must be in English.
3. Successfully passing a Mississippi Community College Board approved High School Equivalency (HSE).
4. Transfer from another college or university with 12 earned credits and a minimum cumulative grade point average of 1.35.
5. Students who have received a Certificate of Attendance from high school, or have a tenth grade equivalence (9 1/2 academic units) and are at least 18 years of age may enroll in two career programs—Collision Repair and Welding and Cutting—if they successfully complete the CPT/ACCU-PLACER test to show “ability to benefit.”  
Students who have received a High School Diploma or HSE whether receiving any financial aid or not should follow regular admission policies.
6. Students who are at least 18 years of age and enrolled in Adult Education classes and who are enrolled in the MI-BEST Program may enroll in one Career-Technical program—Health Care Assistant.

No specific ACT score is required for admission unless the student's major program requires a certain score.

## Admission to Particular Divisions of the College

In compliance with the amended Section 43-11-13, Mississippi Code of 1972, effective January 1, 2004, all students enrolled in allied health programs are subject to criminal background checks before being allowed to provide patient care. This includes, but is not limited to, students enrolled in associate degree nursing, practical nursing, respiratory therapy, cardiovascular technology, EMT, surgical technology and paramedic programs.

### (1) Admission to the **Associate Degree Nursing Program**

See page 168 for special admissions requirements

### (2) Admission to **Technical Programs**

Admission standards for a full-time or part-time technical student are the same as regular admission requirements. Students must be a high school diploma graduate, present 19 acceptable units, or have satisfactory scores on an approved HSE. ACT scores are also required.

- AGRICULTURAL TECHNOLOGY/JOHN DEERE TECH – see page 190
- AUTOMOTIVE TECHNOLOGY/CHRYSLER MOPAR COLLEGE AUTOMOTIVE PROGRAM (CAP) – see page 192
- AVIATION MAINTENANCE TECHNOLOGY – see page 192
- CARDIOVASCULAR TECHNOLOGY – see page 197
- CIVIL ENGINEERING TECHNOLOGY – see page 199
- EARLY CHILDHOOD EDUCATION TECHNOLOGY – see page 200
- ELECTRONICS ENGINEERING TECHNOLOGY – see page 201
- EMT-PARAMEDIC – see page 203
- FUNERAL SERVICE TECHNOLOGY – see page 205
- GRAPHIC DESIGN TECHNOLOGY – see page 209
- HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY – see page 210
- INFORMATION SYSTEMS TECHNOLOGY – see page 211
- PRECISION MANUFACTURING AND MACHINING TECHNOLOGY – see page 215
- RESPIRATORY THERAPY – see page 216
- SURGICAL TECHNOLOGY – see page 217
- (3) **Career Programs** with admission requirements that vary from the normal procedure are as follows:
- COLLISION REPAIR TECHNOLOGY – see page 219
- COMMERCIAL TRUCK DRIVING – see page 220
- COSMETOLOGY – see page 221
- COSMETOLOGY INSTRUCTOR TRAINEE PROGRAM – see page 222
- EMERGENCY MEDICAL TECHNOLOGY-BASIC – see page 202
- HEALTH CARE ASSISTANT – see page 223
- PRACTICAL NURSING – see page 224
- WELDING AND CUTTING – see page 227

## Student Records

### POLICY REGARDING WHAT CONSTITUTES A STUDENT'S PERMANENT FILE

The Office of Admissions and Records keeps a record of academic achievement at the College, transfer transcripts, and test scores. After an application for admission and all necessary transcripts and test scores have been received, the Office of Admissions and Records creates two files for the student: a computerized file and a permanent hard-copy file.

**THE COMPUTERIZED FILE.** The computerized record contains a current tran-

script of grades, enrollment status (full or provisional), and schedule changes (drop-add). Application materials (such as name, social security number, address, etc.) and ACT/SAT scores are entered into the computer system. Documents submitted to Northwest including application(s) for admission, high school transcript, college transcript(s), HSE scores, schedule changes and withdrawal forms are all scanned into a computerized file.

**THE PERMANENT FILE.** The permanent file contains hard copies of such items as application materials and transcripts of grades. Items that must be kept in the permanent file include the original application for admission, high school transcript or HSE certificate, and official ACT/SAT score report. Items that also may appear in the permanent file include correspondence from the student or from high school counselors or teachers, probation/dismissal letters and college transcripts.

## **POLICY REGARDING RETENTION AND DISPOSAL OF STUDENT RECORDS**

This policy is published in the policies and procedures manual for the Office of Admissions and Records.

The procedures for retention and disposal of student records vary according to what records are being handled.

**THE COMPUTERIZED FILE.** Current computer records are kept on the college's administrative computer system. These records include those from the fall of 1983 to the present. Computer records from before the fall of 1983 are kept on compressed disks.

**THE PERMANENT FILE.** Permanent files are stored in a secure location on the Senatobia campus accessible only to Office of Admissions and Records staff. No permanent files for students who enroll at Northwest are destroyed or purged.

**WITHDRAWAL FORMS.** Hard copies of Withdrawal forms are not kept in the permanent file. They are kept in a separate file in the Office of Admissions and Records. Current forms are kept in the Office of Admissions and Records. Forms older than five years are destroyed.

**GRADES.** Grades are entered into the computer system by the faculty. When grades are posted to the student's file, a backup is created in the computer system. The Office of Admissions and Records has access to grades through the College computer system.

## **Veteran Student Affairs**

Northwest Mississippi Community College has a full-time staff member to help assist all veterans and others who are eligible for Veterans Administration assistance. The VA counselor serves a vital purpose in contacting eligible persons and helping them make proper application. Also, regular communication between the veteran and this counselor is necessary while the veteran is enrolled in Northwest. Questions concerning VA benefits, programs, and regulations should be forwarded to this address:

Office of Financial Aid  
Northwest Mississippi Community College  
NWCC Box 7019  
4975 Hwy. 51 North  
Senatobia, MS 38668

Please refer to [www.northwestms.edu](http://www.northwestms.edu), Financial Aid, Veterans Affairs for instructions on using your VA Education Benefits at Northwest.

Northwest Mississippi Community College acknowledges the sacrifice of service members and their families. Northwest has been named a silver-level "Military

Friendly® School. According to militaryfriendly.com, the Military Friendly® program creates civilian opportunities for veterans. By setting a standard, promoting it and raising the bar over time, it provides long-term, positive reinforcement for American organizations to invest in programs that improve the lives of veterans.

The College understands that the veteran brings unique experience and personal discipline to the classroom and offers a variety of educational modalities to meet the varying needs of the veteran. From traditional on-campus courses to online offerings to hands-on career-technical training, the veteran will be able to apply his or her life experience to the learning process. Class sizes are small so that instructors and advisors are readily available to students, and veterans are provided access to a full array of student services including advising, academic support, tutoring, career planning, and networking.

## Veterans' Standards of Progress

### I. EXAMINATION OF RECORDS

School records and accounts pertaining to veterans and other eligible persons enrolled in Northwest Mississippi Community College are readily identifiable and available for examination by authorized representatives of the State and Federal Government.<sup>1</sup> The academic record of veterans includes information relative to admission, grades, cumulative absences, transcripts, as applicable. These records are located in the Office of Admissions and Records. The Registrar is responsible for the maintenance of these records. Records pertaining to fiscal related matters such as accounts of veterans are located in the Business Office of Northwest Mississippi Community College. The Vice President for Finance is responsible for the maintenance of fiscal records.

All school records and accounts of veterans in attendance at Northwest are readily identifiable through the utilization of a current list of enrolled veterans which is supplied and revised by the School Certifying Official.

### II. ENTRANCE REQUIREMENTS

To be accepted as a student at Northwest, the following items must be on file in the Office of Admissions and Records prior to registration:

1. A completed application for admission,
2. An official copy of ACT scores,<sup>2</sup>
3. A complete high school and/or college transcript or HSE scores, when applicable.

The student will be notified as to admission status as necessary information is received in the Office of Admissions and Records. When all required material is on file in the office, the applicant will be sent a Certificate of Admission which must be shown when the student begins registration.

**It is the sole responsibility of the veteran to ensure expeditious completion of admission requirements. Failure to provide required admission material will necessarily cause a delay in the processing and securing of financial assistance afforded eligible veterans.**

### III. PREVIOUS EDUCATION AND TRAINING RECORDS

Transcripts of previous education and/or training must be on file in the Office of Admissions and Records prior to the completion of an Enrollment Certificate by the School Certifying Official. Evaluation of credit earned through previous education or training will be made by the Registrar. A copy of the evaluation will be forwarded to the School Certifying Official who will report the credit accepted in the veteran's proposed major field of study. Post secondary transcripts and/or training

records are attached to the permanent record card as maintained in the Office of Admissions and Records.<sup>3</sup>

#### IV. PROGRESS RECORDS

A permanent record of grades earned, absences, grade point average, and courses taken is maintained through the computer system. The unit of credit is the semester hour. A semester hour is an hour recitation in one subject once a week for 18 weeks. Most of the courses in the curriculum meet three hours per week and give three semester hours credit. The grading system at Northwest Mississippi Community College is as follows:

GRADE: A — B — C — D — F

QUALITY PTS. PER SEMESTER HOUR: 4 — 3 — 2 — 1 — 0

The permanent record at Northwest does include a final grade in each course attempted each semester of attendance. A “W” grade indicates withdrawal from a course or courses. The Registrar can verify dates of withdrawal in cases where it is not recorded on the permanent record. Northwest has a uniform course numbering system; therefore, re-enrollment in subjects from which withdrawal was made is evident on the record card. The number of absences in each course for each semester is recorded on the permanent record.

#### V. STUDENT ACADEMIC PROGRESS

Veterans or eligible persons must meet an academic progress of a 2.0 GPA or higher in order to keep their certification active. We are required to pull student academic progress at the end of every semester, and report academic probation to the VA. If a student remains on academic probation beyond two semesters we will report a status of “Termination” to the VA, and they will no longer be eligible for certification for future semesters until they have shown academic progress. This means the student will be required to pay out of pocket to attend until they show academic progress. If the student believes a low GPA is a result of an extenuating circumstance, they do have the option to submit a Student Academic Appeal. Upon approval, certification will commence.

Please see the section “Appeal Process” under Satisfactory Academic Progress Policy in this *Bulletin* for more information.

#### VI. ATTENDANCE RECORDS

A grade book maintained by each instructor should be an accurate record of any days absent for any student. Proper administrative officials at Northwest will communicate to all faculty the necessity of maintaining accurate attendance data on veterans and other eligible persons. All students are subject to the same policy if administrative action is taken because of excessive absences.

Note: Northwest does not offer a student “leave of absence policy.” If it should become necessary for a student to withdraw from his course of study during a semester, then the student must begin that semester’s course of study over.

#### VII. CLASS ATTENDANCE POLICY

Regular class attendance is a requisite for a student’s success in class and in future careers. When a student registers, that student accepts the responsibility of attending all classes and completing all class work assigned by the instructor. Beginning with the first class period, instructors will record absences at each class meeting and this information is entered in the student’s permanent record. The college reserves the right to sever its relationship with any student who incurs excessive absences. A student who misses an announced test or examination shall receive a “0” on the test or examination unless the instructor deems the absence to be of a justifiable nature.

## VIII. TARDIES

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

## IX. REPORTS TO THE DEPARTMENT OF VETERANS AFFAIRS

The School Certifying Official is the Northwest official responsible for notifying the Department of Veterans Affairs concerning drops and withdrawals of eligible veterans. Information concerning drops and withdrawals will be reported as soon as the School Certifying Official is informed. The Office of Admissions and Records will assist the School Certifying Official in connection with drops and withdrawals.

When a veteran or eligible person has completed a probation period and not earned the proper grade average, this person will be notified by Northwest Mississippi Community College.

## X. COVERED INDIVIDUAL POLICY

An individual can attend or participate in a course of education if the individual provides a certificate of eligibility under Chapter 31 or 33. A student can attend a course if on the date the student receives the COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees. The school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

## XI. READMITTANCE POLICY

Northwest Mississippi Community College accommodates service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

## XII. STANDARDS OF RECRUITING

NWCC recruiters do not accept gifts, gratuities, favors, discounts, entertainment or other items that may have any monetary value. However, such gifts will not include brochures, pens, food, workshop or training materials used for the knowledge and learning used for the enhancement of the recruiting office employees.

### School Officials Responsible for Veterans' Records

RECORDS	PERSON	TITLE
VA Related Records	Jessica Poole	VA School Certifying Official
Admission and Grades	Angela Dortch	Registrar
Fiscal Related	Jeff Horton	Vice President for Administration & Finance
Disciplinary Records	Dr. Tonyalle Rush	Associate Vice President for Student Services & Enrollment Management

<sup>1</sup> Northwest, in compliance with Privacy Rights of Parents and Students (45CFR Part 99) has developed a policy concerning the privacy of student records. A copy of the policy is available in the Office of Admissions and Records.

<sup>2</sup> In cases of unusual circumstances, a student may be permitted to enroll at Northwest before taking the ACT. The student is required however, to sit for the ACT test during the first term of enrollment.

<sup>3</sup> Determination of post secondary transcripts which are to be attached to the permanent record card shall be based on information provided on the Application for Admission.



# FINANCIAL INFORMATION

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# FINANCIAL INFORMATION

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The tuition and fees listed below are those known as of the printing of the *Bulletin*. Though the College strives to keep the necessary expenses of attendance to a minimum, it must maintain the right, upon approval of the Board of Trustees, to make necessary changes without reprinting this publication. All tuition and fees, not covered by completed Financial Aid, are due in full at the time of registration. In-state students with charges in excess of \$1,500 may take advantage of the college's Deferred Payment Plan, which carries a \$25, nonrefundable service fee. To utilize this plan, students must pay one half of the semester's registration fees, plus any unpaid prior balance. Students will be invoiced for the remaining balance approximately 30 days after classes begin, and the final payment will be due within 60 days. All outstanding balances must be paid before a student may register for another term or receive an official transcript.

## TUITION

1-14 credit hours (part-time/summer term).....	\$145 per credit hour
15-21 credit hours (full-time fall & spring only).....	\$1,600 per semester
Over 21 credit hours (full-time plus hours).....	\$1,600 per semester plus \$145 per credit hour over 21

## GENERAL FEES

Registration Fee (all students—per semester) .....	\$50
Technology Fee (all students—per semester) .....	\$45
Full-Time Out-of-State Fee (per fall & spring semester— in addition to full-time tuition) .....	\$1,200
Part-Time Out-of-State Fee (per credit hour— in addition to part-time tuition).....	\$100 per credit hour

## SPECIAL FEES

Career-Technical Program Fee (per semester).....	\$50
Mississippi Virtual Community College Fee (per semester) .....	\$15 per credit hour
Nursing Program Fee (per semester—ADN students only) .....	\$1,200
Automobile Registration Fee—first vehicle registered .....	no charge
Automobile Registration Fee—per additional decal .....	\$5
Replacement of ID Card .....	\$10
Room Deposit: Bobo, Gainey, Panola, Quitman, & Taylor Halls .....	\$50
Room Deposit: Benton, DeSoto, Marshall & Tallahatchie Halls .....	\$100
Books—estimated per semester* .....	\$600 to \$800
Residual ACT .....	\$50
Deferred Payment Fee .....	\$25
Returned Check Fee.....	\$25

\*Books and supplies for some programs may exceed this estimate. Some courses may require a mandatory eBook fee payable at the time of registration. Fee amounts will vary depending on the cost of each book.

PLEASE NOTE: All school fees must be paid before a transcript will be issued. Any balance from prior semesters must be paid by cash, money order, or certified check. Personal checks will not be accepted.

## RESIDENCE HALL ROOM FEES - PER SEMESTER

Benton Hall (Women) .....	\$750
Bobo Hall (Women) .....	\$650
DeSoto Hall (Men or Women) Standard .....	\$825
Deluxe .....	\$875
Gainey Hall (Men) .....	\$650
Marshall Hall (Men or Women) .....	\$825
Panola Hall (Women) .....	\$650
Quitman Hall (Men) .....	\$575
Tallahatchie Hall (Men) .....	\$750
Taylor Hall (Women) .....	\$575
 Quitman Hall or Taylor Hall—Summer Term Per Session	 \$200

## MEAL PLAN OPTIONS

The cafeteria operates on a meal credit system. Students have an account accessed by their ID card. Each account has meal credits based on the meal plan purchased. There are no roll over credits.

<b>PLAN A</b> .....	\$1,050
19 meals per week: PLAN B plus 4 weekend meals (Friday and Saturday dinner, Saturday and Sunday brunch)	
<b>PLAN B (required of all resident students)</b> .....	\$925
15 meals per week: beginning with dinner on Sunday and ending with lunch on Friday	
<b>PLAN C</b> .....	\$400
5 lunch meals per week	
<b>PLAN D</b> .....	\$300
3 lunch meals per week	
<b>PLAN E (Summer Term—Per Session)</b> .....	\$325
14 meals per week: beginning with breakfast on Monday and ending with lunch on Friday	

## TOTAL CHARGES COMBINED (PER SEMESTER)

FEES	Commuting Students In-State	Commuting Students Out-of-State	Resident Students In-State	Resident Students Out-of-State
Full-Time Tuition	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
Registration Fee	\$50.00	\$50.00	\$50.00	\$50.00
Technology Fee	\$45.00	\$45.00	\$45.00	\$45.00
Out-of-State		\$1,200.00		\$1,200.00
Base Room Fee*			\$575.00	\$575.00
Meal Plan			\$ 925.00	\$1,050.00
Semester Total	\$1,695.00	\$2,895.00	\$3,195.00	\$4,520.00

\*See rates at top of page.

Above example does not include special fees such as Career-Technical Program Fee, Mississippi Virtual Community College Fee, or Nursing Program Fee.

# General Information

**A. Residency Requirements** – The college applies the following definitions as required by state law in the classification of students as residents or non-residents for the assessment of fees:

1. **LEGAL RESIDENCE OF A MINOR.** The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal guardian, duly appointed by a proper court of Mississippi in which case the residence becomes that of the guardian.
2. **LEGAL RESIDENCE OF AN ADULT.** The residence of an adult is that place where he or she is domiciled, that is, the place where he actually physically resides with the intention of remaining indefinitely or of returning there permanently when temporarily absent.
3. **EFFECT OF REMOVAL OF PARENTS FROM MISSISSIPPI.** If the parents of a minor who is enrolled as a student in an institution of higher learning move their legal residence from the State of Mississippi, the minor is immediately classified as a nonresident student.
4. **ADMISSION OF MISSISSIPPI RESIDENT.** No student may be admitted to any institution of higher learning as a resident of Mississippi unless his residence, as defined hereinabove, has been in the State of Mississippi preceding his admission.
5. **RESIDENCE STATUS OF A MARRIED PERSON.** A married person may claim the residence status of spouse or may claim independent residence status under the same regulations, set forth above, as an adult.
6. **CHILDREN OF PARENTS WHO ARE EMPLOYED BY INSTITUTIONS OF HIGHER LEARNING.** Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college or the board of trustees of state institutions of higher learning may be classified as residents without regard to the residence requirement of twelve (12) months, for the purpose of attendance at the institution where their parents are faculty or staff members.
7. **MILITARY PERSONNEL ASSIGNED ON ACTIVE DUTY STATIONED IN MISSISSIPPI.** Members of the Armed Forces on extended active duty and stationed within the State of Mississippi may be classified as residents for the purpose of attendance of state-supported institutions of higher learning and junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "Legal residence of an adult," subsection 2, shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.
8. **CHILDREN OF MILITARY PERSONNEL.** Resident status of children of members of the Armed Forces on extended active duty shall be that of the military parent for the purpose of attending state-supported institutions of higher learning and junior colleges of the State of Mississippi during the time that their military parents are stationed within the State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments enroute from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in

the continental United States outside the State of Mississippi, excepting temporary training assignments en route from Mississippi.

9. **CERTIFICATION OF RESIDENCY OF MILITARY PERSONNEL.** A military person on active duty stationed in Mississippi who wishes to avail himself or his dependents of the provisions of subsection 7, must submit a certificate from his military organization showing the name of the military member; the name of the dependent, if for a dependent; the name of the organization of assignment and its address (may be in the letterhead); that the military member will be on active duty stationed in Mississippi on the date of registration at the state-supported institution of higher learning or junior college of the State of Mississippi, that the military member is not on transfer orders; the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit of assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state supported institution of higher learning or junior college of the State of Mississippi each semester or tri-semester at (or within 10 days prior to) registration each semester for the provisions of subsection 7 of this act to be effective.
  10. **STUDENT MUST REGISTER UNDER PROPER RESIDENCE STATUS; PENALTY.** The responsibility for registering under his proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or junior colleges concerned, any student who willfully presents false evidence as to his residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed \$100.
- B. Out-of-state Students** — Students who are admitted to Northwest Mississippi Community College on the basis of an out-of-state high school or college transcript may be required to submit a residency survey form and provide documentation of legal residency. In addition, the student will be required to sign a legal resident affidavit. Students whose legal residence is in question will be classified as out-of-state and assessed out-of-state fees at the time of registration. The deadline for receipt of all documents will be seven (7) days after the last day of late registration. Please refer to the catalog or class schedule for this date. No adjustments to fees will be made after this deadline.
- C. Part-time Students** – A student who enrolls for 15 hours during a regular semester is considered a full-time student. Anyone who enrolls for fewer hours is classified as a part-time student. The General Registration Fee for part-time students and for those who audit courses is \$140 per semester hour in-state and \$240 per semester hour out-of-state. **THIS FEE IS PAYABLE AT REGISTRATION.**
- D. Automobile Registration Fee** – Students may register one vehicle at no charge. A fee of \$5 will be charged for each additional vehicle.
- E. Replacement of ID Card** – The cost of the original ID Card is included in the General Fee. The cost of replacement for a lost ID Card or a card mutilated beyond recognition is \$10. The ID Card is used for admission to college-sponsored events. The ID Card is to be forfeited before withdrawal from school is complete.
- F. Room Reservation Fee** – Beginning July 1, 2020, all students interested in living on campus for Spring 2021 or subsequent semesters, should submit a room reservation fee along with their housing application. The \$50 or \$100 room reservation fee is non-refundable, and can be transferred to uninterrupted future semesters of on-campus living. Students who have submitted a housing application and room deposit prior to July 1, 2020 will adhere to the deposit refund policy indicated on their housing application submission.

- G. **Books** – Books are sold by the College Bookstore. The cost of books for a semester is estimated to range from \$600 to \$800. Books and supplies for some programs may exceed this estimate.
- H. **Meal Plan – ALL RESIDENT STUDENTS ARE REQUIRED TO PURCHASE MEAL PLAN B (\$925).** Those students residing on campus on weekends may purchase Meal Plan A (\$1,050) which provides for 19 meals, three per day on Monday through Friday and two per day on Saturday and Sunday. All board fees are due at the time of registration. Meal plans are also available for commuter students.
- I. **Room Fee** – Room Fee is payable at Registration – if a student moves from a low-rent residence hall to a higher-fee residence hall at any time during a semester, the increase in rent is payable in the Business Office before the move is officially completed.

## Business Regulations

### Refund Policies

Northwest Mississippi Community College allows students who withdraw completely from the college during the early portion of a term an opportunity to receive a percentage of their paid out of pocket tuition expenses refunded to them. The percentage refunded is determined based on the date the official withdrawal recorded. The Registration Fee and MSVCC Fees are nonrefundable.

1. Fall/Spring Full Term Classes
  - a. 100% refund if the official withdrawal is made prior to the beginning of the term.
  - b. 75% refund if official withdrawal is made during the first week after regular registration. Students will be responsible for 25% of the incurred tuition charges.
  - c. 50% refund if official withdrawal is made during the second week after regular registration. Students will be responsible for 50% of the incurred tuition charges.
  - d. 25% refund if the official withdrawal is made during the third week after regular registration. Students will be responsible for 75% of the incurred tuition charges.

No refunds will be made after the end of the third week of registration, including eBook fees.

2. Summer Classes and Nonstandard Term Classes
  - a. 100% refund if the official withdrawal is made prior to the beginning of the term.
  - b. 75% refund if the official withdrawal is made on the first day after regular registration. Students will be responsible for the 25% of the incurred tuition charges.
  - c. 50% refund if the official withdrawal is made during the second day after regular registration. Students will be responsible for 50% of the incurred tuition charges.
  - d. 25% refund if the official withdrawal is made during the third day after regular registration. Students will be responsible for 75% of the incurred tuition charges.

Students who withdraw during the designated periods where refunds would be issued will receive any funds due to them after registration for the nonstandard terms concludes.

3. **Meal Plan** – A pro-rated portion of a meal plan is refunded when a student officially withdraws, or officially vacates their assigned residence hall room and requests that their meal plan be canceled. Meal plans are pro-rated on a weekly basis for the future weeks of the semester. **NO MEAL PLAN REFUNDS WILL BE MADE AFTER THE LAST DAY TO WITHDRAW FROM A COURSE PASSING OR FAILING AND RECEIVE A “W” GRADE.**

4. Institutional Scholarships will only cover direct costs to attend Northwest, such as tuition, room and meal plan. Scholarships cannot be used to cover the costs of textbooks or other expenses above tuition, room and meal plan. Scholarships cannot exceed cost of attendance minus other aid received. Scholarships will not “stack” against any Federal aid awarded. Federal aid overrides all scholarships with the exception of a Foundation Scholarship. Students receiving scholarships must attend Northwest for a minimum of six weeks during the semester in which they are awarded a scholarship. Any student who officially or unofficially withdraws prior to the six week requirement shall not receive the scholarship previously awarded. Each student shall also be required to maintain specific academic standards relative to the scholarship awarded. These standards are included on the acceptance letter which is signed by the student at the beginning of each academic year.
5. Special Fees – Other than required deposits, these fees are not refundable.
6. Official Withdrawal – To withdraw officially from the college, students are required to go by the following offices to have their withdrawal slips signed in the order listed below:
  1. Student Development Center
  2. Housing (Senatobia campus only)
  3. Business Office
  4. Office of Admissions and Records

At Centers, students complete the withdrawal process at the Center Dean’s office. Since charges are made for a full semester when a student registers, it is important that students clear with the Business Office when they make any changes which might affect their account. In some instances, students will be due a cash refund or credit to their account.

7. Returned Checks – Any check returned to the College is due in full within seven days plus a \$25 service charge.
8. Students and advisers should be aware that all courses where a grade is earned will impact their total hours attempted (including a grade of “W”) in a semester and apply toward their charges for a term. This includes all formats and methods of delivery. A course that is dropped with a grade earned will result in counting toward the semester hours attempted.

## Financial Aid

Northwest Mississippi Community College provides a comprehensive student financial aid program of scholarships, loans, work-study, and grants to assist any person meeting requirements to pursue a college education.

Believing that everyone who wishes should have an opportunity to increase his knowledge and skill in order to enrich his own life and make his contribution to the society in which he lives, the college has made available the means of access to two years of education for those students having special abilities and skills and for those with financial need.

No prospective applicant for student aid will be awarded a loan, grant, scholarship or work-study assistance until he/she has been fully accepted for admission to Northwest. Each student desiring either federal, state, or institutional aid must first file the Free Application for Federal Student Aid. The free application filing process should be completed and submitted to the Federal Processor. Instructions for completing the FAFSA application filing process is provided on the Financial Aid section of the Northwest website at northwestms.edu under FAFSA.

All students receiving federal, state, or institutional financial assistance must be in good standing with the institution, and each student is expected to maintain satisfactory academic progress toward an educational goal. Students desiring any type of federal, state, or institutional financial assistance (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work-Study, Federal Direct Loan, Federal Direct Parent Loan for Undergraduate Student, Mississippi Resident Tuition Assistance Grant (MTAG), Mississippi Eminent Scholars Grant (MESG), Higher Education Legislative Plan (HELP)) must file the Free Application for Federal Student Aid (FAFSA) each school year. Students interested in any of the financial aid programs listed above should visit the Northwest Financial Aid website at [northwestms.edu/financialaid](http://northwestms.edu/financialaid) to complete the FAFSA application process or for additional information.

## SATISFACTORY ACADEMIC PROGRESS POLICY

**NOTE: Students who are on FINAL SUSPENSION with the Office of Admissions and Records and wish to appeal should contact that office for instructions. Completing an appeal of financial aid suspension will not correct the student’s academic standing. Likewise, being readmitted through the Office of Admissions and Records will not automatically remedy the student’s financial aid suspension.**

Students receiving any form of Federal Financial Aid from Northwest Mississippi Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective. Failure to achieve satisfactory academic progress will result in the termination of your Federal Financial Aid. **SAP will be evaluated after the spring semester each year.**

Federal Financial Aid consists of:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study
- Direct Loans (subsidized, unsubsidized and PLUS)
- VA Benefits (GPA requirement only)

Standards are applied uniformly to all students receiving Federal Financial Aid regardless of enrollment status or program of study—e.g., less than half time (1-5 hours), half-time (6-8 hours), three-fourth-time (9-11 hours), full-time (12 hours or more), Academic or Career-Technical. The Northwest Mississippi Community College philosophy views satisfactory progress as indicative of a student’s efforts to achieve an educational goal within a given period of time, reflecting qualitative as well as quantitative criteria. Students must pass a minimum percentage of all courses attempted and must maintain a minimum cumulative GPA (grade point average) as calculated by the Office of Admissions and Records as shown below:

Credit Hours Attempted	Minimum Required Completion Rate* (Quantitative)	Minimum Required GPA* (Qualitative)
1-6	50%	1.25
7-12	50%	1.35
13-20	50%	1.55
21-96	67%	2.00
97 and up	generally not eligible for financial aid	generally not eligible for financial aid

\*Completion Rate is calculated by dividing the number of hours the student has completed by the total number of hours the student has attempted (including withdrawals and failing grades).

**150 PERCENT RULE:** All students must complete the educational program within 150% of the published length (according to the *Northwest Bulletin*). For example, a pathway or program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours x 150% = 90). Once a student exceeds 150% of hours needed to complete the degree, he or she will no longer be eligible for Federal Financial Aid.

Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 96 credit hours, will be placed on Financial Aid Suspension and need to complete the appeal process.

**PACE:** Pace of progression is referred to in the chart below as “percentage of hours attempted that you must pass.” Your pace will be determined by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. In order to avoid a SAP issue, your pace should be greater than or equal to 50% if you have attempted 1-20 hours. If you have attempted 21 hours and up, your pace should be greater than or equal to 67%.

Below is a chart that demonstrates the pace of progression a student must maintain to ensure completion within the maximum time frame:

After Attempting This Many Hours	Percentage of Hours Attempted That Must Be Passed	At Least This Many Hours Must Be Passed	Minimum GPA Must Be At Least
6	50%	3	1.50
12	50%	6	1.50
21	67%	14	2.00
48	67%	33	2.00
84	67%	57	2.00
96	67%	60	2.00
97 or more	generally not eligible	generally not eligible	generally not eligible

**TRANSFER STUDENTS:** Transfer students must have on file in the Office of Admissions and Records **ALL** required academic transcripts from each college he/she previously attended. Failure to have required academic transcripts on file will result in the student not being eligible to receive Federal Financial Aid funds. Please refer to the Admissions section of this *Bulletin*.

A student’s entire academic record will be evaluated to determine eligibility for Federal Student Aid, regardless of whether financial aid was received for all semesters. Official transcripts from all previous colleges must be forwarded to the Office of Admissions and Records and evaluated for transfer credits and SAP before eligibility for Federal Student Aid can be determined. All credit hours added to the Northwest transcript will be included as hours attempted.

Transfer students not meeting the eligibility requirements will be assigned a financial status of suspended and may appeal.

**PRIOR BACHELOR'S DEGREE:** Students who have a prior bachelor's degree and are planning to enroll in educational programs at Northwest to pursue a new degree are not eligible to receive a Federal Pell Grant. However, such a student is eligible to apply for Federal Educational Loans and College Work-Study funds. Students must have on file in the Office of Admissions and Records all required transcripts from previously attended colleges. No financial aid will be awarded if all required transcripts are not on file. Each transfer student will have their Title IV financial aid records evaluated for eligibility through NSLDS (National Student Loan Data System).

**REMEDIAL CLASSES:** Developmental studies classes will be treated the same as regular classes.

**INCOMPLETE COURSES:** Grades of incomplete are counted as an "F" until the course is completed and the grade is recorded by the Registrar.

**REPEAT COURSES:** All repeat courses will count as hours attempted but only once in hours earned if the student passes the course, and only the highest grade on the repeated courses will be included in the GPA calculation.

**FREQUENCY OF SAP CALCULATION:** Beginning with the 2014-2015 Academic Year, student SAP will be checked at the end of the spring term.

**NOTIFICATION OF INELIGIBILITY:** Students will be notified through their myNWCC student portal under Financial Aid Status and/or Financial Aid Requirements or by email from a financial aid counselor.

**FINANCIAL AID SUSPENSION:** Students on Financial Aid Suspension are no longer eligible for Federal Student Aid which includes Pell Grant, Work-Study, SEOG, Student Loans, or PLUS Loans. The student may pay out-of-pocket and attempt to get back into compliance with the SAP requirement, or the student may appeal the suspension if there were any extenuating circumstances that prevented him/her from meeting the SAP Requirements.

**FINANCIAL AID PROBATION:** Students on Financial Aid Suspension and who have an appeal approved will be placed on Financial Aid Probation and will be eligible for Federal Student Aid for one year. At the end of the spring semester, the student must be meeting SAP requirements or successfully following an academic plan devised by the school.

**APPEAL PROCESS:** Any student being denied Federal Student Aid due to not meeting SAP requirements (whether due to exceeding the total hours, percentage completion, or GPA) may appeal if some extenuating circumstance such as illness of student, severe injury of student, death of close relative of student or other undue hardship such as lack of transportation, incarceration of student, or other circumstance as determined by the Financial Aid Appeals Committee. We advise students who find themselves needing to use the appeals process to review their Northwest transcript and read the SAP Policy before completing the SAP Appeal Form.

Appeals will be considered on their own merit. Appeals may be denied. Students will be notified through their myNWCC student portal or by email from a financial aid counselor. Appeals will generally be reviewed within 3 days after they have been received.

How to file an appeal: Submit your appeal online at [www.northwestms.edu](http://www.northwestms.edu). First, click on APPLY then Financial Aid, then go to Resources & Forms for the Financial Aid SAP Appeal Form instructions.

You must explain in your appeal the reason why you failed to maintain SAP and provide documentation such as accident reports, physician's statements, third party affidavits, etc. to support your reason. Explain what has changed in your situation that will allow you to improve your academic standing.

### SAP APPEAL PRIORITY DEADLINES

<i>Term</i>	<i>Priority Deadline</i>
Fall	August 1
Spring	December 1
Summer	May 1

SAP Appeals are reviewed by the SAP Appeals Committee, and the SAP Committee's decisions are final. Please ensure that your documents are attached before submitting the appeal since the committee will only consider your appeal once during the award year.

## Federal, State and Institutional Student Aid

Northwest Financial Aid Office requires that students use the Free Application for Federal Student Aid when applying for assistance from federal, state, or institutional financial aid programs. *The FAFSA must be used to apply for state and institutional aid.* The applicant for federal, state, and institutional aid should apply online at [www.fafsa.gov](http://www.fafsa.gov). For further information visit the Financial Aid section of the Northwest website at [northwestms.edu/financialaid](http://northwestms.edu/financialaid).

### FAFSA PRIORITY DEADLINES

<i>Term</i>	<i>Priority Deadline</i>
Fall	July 1
Spring	November 1
Summer	April 1

## Refund Formula for Federal Financial Aid (Title IV) Funds

The Title IV Federal Financial Aid Refund Formula calculation will be implemented for those students attending Northwest and receiving Federal Financial Aid (Federal Grants and Federal Student Loans). This Title IV Federal Refund Formula will only allow a student to receive a percentage of the Federal Grant or Federal Student Loan funds awarded if the student totally withdraws from school before completing 60 percent of the payment period (semester). The proration of Grant/Loan funds awarded the student will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. The unearned Grant/Loan funds will be returned to the proper program by the student, the Institution, or both. In many cases, the Federal Grant or Loan recipients that drop out of school before completing 60 percent of the payment period (semester) not only must repay the Grant/Loan program but will also be responsible for paying the Institution money for fees not allowed from Federal Grant or Loan funds. After the 60 percent pay-

ment period, the student is eligible to receive 100 percent of the Federal Grant/Loan funds awarded.

Federal Grant/Federal Student Loan recipients withdrawing from the Institution have earned the percentage of total Grant/Loan funds awarded for the payment period indicated on the following page (the formula in brief):

<u>Day of Withdrawal</u>	<u>Percentage Earned</u>
10 <sup>th</sup> Calendar Day of Semester . . . . .	9%
20 <sup>th</sup> Calendar Day of Semester . . . . .	17%
30 <sup>th</sup> Calendar Day of Semester . . . . .	26%
40 <sup>th</sup> Calendar Day of Semester . . . . .	35%
50 <sup>th</sup> Calendar Day of Semester . . . . .	43%
60 <sup>th</sup> Calendar Day of Semester . . . . .	52%
69 <sup>th</sup> Calendar Day of Semester . . . . .	100%

Distribution Schedule of Unearned Funds that must be returned to Title IV Programs:

- |                                     |                          |
|-------------------------------------|--------------------------|
| 1. Unsubsidized Federal Direct Loan | 4. Pell Grant            |
| 2. Subsidized Federal Direct Loan   | 5. SEOG Grant            |
| 3. PLUS                             | 6. Other Federal Sources |

## Grants

### Federal Pell Grant

Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” for financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants, in most cases, do not have to be paid back.

Pell Grants for the 2020-2021 award year (July 1, 2020 to June 30, 2021) may range from \$623 to \$6,195 depending on a student’s eligibility as determined by a standard formula.

A student is eligible for a Pell Grant if:

- (1) the student has met the general eligibility requirements, (which include having a high school diploma or HSE);
- (2) the student is determined to have financial need based on the Pell Grant formula (This formula uses the information provided on the Financial Aid Application (FAFSA) to produce an Expected Family Contribution Number (EFC). This number is considered, along with the total cost of attending Northwest. Generally, the lower the EFC number the higher the grant award.); and
- (3) the student is an undergraduate student who has not previously received a baccalaureate degree and is enrolled in an eligible program, full or part-time.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant provides funds to students of exceptional need, who without the grant would be unable to continue their education. FSEOG awards may range from \$100 to \$4,000 depending on funds available.

To be eligible for a FSEOG a student must:

- (1) have met the general eligibility requirements, (which include having a high school diploma or HSE);
- (2) be enrolled at least half-time (6 hours) as an undergraduate student in an eligible program (an undergraduate student is defined as a student who has not previously been awarded a baccalaureate degree);
- (3) demonstrate exceptional financial need; and
- (4) show academic or creative promise and the capability of maintaining good standing in his or her course of study.

## Federal Work-Study Program

### Federal Work-Study Program

The Federal Work-Study Program is authorized under Title IV of the Higher Education Act of 1965. The primary purpose of the Federal Work-Study Program is to stimulate and promote part-time employment for students. The program is designed for those students who are in need of earnings to pursue their course of study at Northwest. Primary consideration for work-study is given to those students with the greatest financial need and who live in campus housing.

The number of hours a student will be eligible to work will depend on demonstrated need, class schedule, and academic progress and the amount of funds available in the work-study program.

To be eligible for work-study a student must be enrolled in an eligible program at least half-time (6 hours) at Northwest; however, work-study awards are usually limited to full-time (12 hours or more) students. Additionally, as with all student assistance, students receiving work-study jobs must show evidence of making academic progress.

To apply for federal college work-study, students must indicate interest for work-study when filing the Free Application for Federal Student Aid and also submit a work-study application, located on the Northwest website under the Financial Aid section. Students filing for any type of financial aid should be prepared to furnish the Financial Aid Office with a copy of the student's and parents' previous year's IRS tax return transcript or use the IRS Data Retrieval Tool when filing their FAFSA application.

Work-study monies are paid to students every four weeks as they work. Students' earnings are applied to their expenses if the necessary credit arrangements have been made with the institution's Business Office.

The Institution has designated certain departments as Community Service work areas. Work-study applications are taken during specific times each semester. See [northwestms.edu/financialaid](http://northwestms.edu/financialaid) and then select Workstudy for access to the application and job descriptions.

## Loan Programs

### Federal Direct Student Loan Programs (Subsidized and Unsubsidized)

The Federal Direct Student Loan Program enables a student to meet his educational expenses by borrowing from the Department of Education at a low interest rate, if the student is enrolled at least half-time (6 hours) in an eligible program of study.

Freshmen students may borrow up to \$3,500, and sophomore students may borrow up to \$4,500 per year. Students must show eligibility by filing the Free Application for Federal Student Aid.

Before a Federal Direct Loan acceptance form can be processed by the institution, the results of the FAFSA must be received and completed by the Financial Aid Office. Therefore, it is always important to file for student aid early. Students interested in filing for a Federal Direct Student Loan should visit the Financial Aid loan section of the Northwest website at [northwestms.edu](http://northwestms.edu) to submit their online loan acceptance form, master promissory note, and entrance counseling.

### **Federal Direct Parent Loan for Undergraduate Students (FDPLUS)**

The FDPLUS loan program is a non-need based source of loan funds for parents of dependent undergraduate students. The FDPLUS loan will have a variable interest rate. The variable interest rate will be determined by the Secretary of Education and will become effective on July 1 of each year. Loan limits are based on the cost of attendance minus any other aid awarded. Students must show eligibility by filing the Free Application for Federal Student Aid.

## **State Grants**

### **Mississippi Resident Tuition Assistance Grant and Mississippi Eminent Scholars Grant (MTAG, MESH)**

General eligibility requirements are as follows:

1. Student must be a current legal resident of Mississippi as certified by the college's Registrar.
2. Student must be accepted for enrollment in a minimum of 15 semester hours at any two-year or four-year, public or nonprofit, regionally accredited, state approved, college or university in Mississippi.
3. Student must maintain continuous enrollment of not less than two semesters or three quarters in each successive academic year unless granted an exception for cause.
4. If a student drops below full-time status during a semester or quarter of the academic year, that student is ineligible to receive funds during the following semester or quarter of the regular academic year.
5. No student may receive an MTAG or MESH for longer than the equivalent semesters or quarters required to complete one (1) undergraduate degree per institution [i.e., eight (8) semesters or equivalent quarters for a four (4) year degree; ten (10) semesters or equivalent quarters for a five (5) year degree; four (4) semesters for a two (2) year degree].
6. Awards are dependent on availability of funds and are subject to proration.
7. Student must not be currently in default on an educational loan.
8. Student must file the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)) each year as well as complete an updated MTAG/MESH online application at [www.riseupms.com](http://www.riseupms.com).
9. Questions can be directed to IHL at 1-800-327-2980.

# State Scholarships

## Higher Education Legislative Plan for Needy Students (The HELP Scholarship)

### General Eligibility Requirements

#### First-Time-In-College

- ~ A United States citizen registered with the Selective Service, if required
- ~ A current resident of Mississippi who has actually resided in Mississippi during the 24 months preceding enrollment, and/or has a custodial parent or guardian who is currently a resident and has resided here during the 24 months preceding student's enrollment
- ~ A student who has no criminal record, except for misdemeanor traffic violations
- ~ A full-time undergraduate student at an eligible institution or community/junior college pursuing a first baccalaureate or first associate degree
- ~ A student who has filed the Free Application for Federal Student Aid (FAFSA)([www.fafsa.gov](http://www.fafsa.gov))
- ~ A student who is in compliance with the terms of federal and other state aid programs
- ~ A student who is not in receipt of a total award package that exceeds the institution's cost of attendance
- ~ A student who will not be receiving a full tuition waiver/award from another state financial aid source
- ~ A high school graduate, within two years preceding the application, with a cumulative grade point average of 2.5 on a 4.0 scale
- ~ A student who successfully completed 17 1/2 units of the core curriculum required for admission to a public institution or college
- ~ A student who has a composite score of at least 20 on the ACT

#### Current or Previously Enrolled in Post-Secondary Education

- ~ A student who has a cumulative grade point average of at least 2.5 calculated on a 4.0 scale on earned credit hours
- ~ A student who has a composite score of at least 20 on the ACT
- ~ A student who has no criminal record, except for misdemeanor traffic violations
- ~ A student who has filed the Free Application for Federal Student Aid (FAFSA) by the deadline established each year ([www.fafsa.gov](http://www.fafsa.gov))
- ~ A student who has established Mississippi residency for two years prior to receiving this award, and/or has a parent or guardian who is currently a resident and has resided here during the 24 months prior to the student receiving this award for the first time
- ~ A student who is in compliance with the terms of federal and other state aid programs
- ~ A student who will not be receiving a full tuition waiver/award from another state financial aid source

**The Higher Education Legislative Plan (HELP) Scholarship** provides full tuition to all qualified, college-bound state residents who apply for the payment thereof and enroll full time at any eligible Mississippi public institution of higher learning or el-

eligible Mississippi public community/junior college to pursue a first baccalaureate or first associate undergraduate degree.

The annual award amount for the HELP Scholarship varies, since it is the actual tuition charged by individual Mississippi public institutions or Mississippi public community/junior colleges. If all eligibility requirements are met, a student may receive this scholarship for 10 semesters or 15 trimesters.

There is no repayment of this scholarship if eligibility is lost.

The number of awards and recipients are dependent upon availability of funds, and awards will be made on a first-come, first-served basis. Applications for the HELP Scholarship received on or before the priority date of March 31 of the school year that the applicant desires aid will be given first consideration in the award process.

## **Mississippi Law Enforcement Officers and Firemen Scholarship Program**

### **Eligibility Requirements:**

- ~ Current legal Mississippi resident
- ~ Enrolled as a full-time student at a Mississippi state-supported college or university
- ~ Spouse or child of full-time Mississippi law enforcement officer or fireman/firefighter who was fatally injured or totally disabled from injuries which occurred while performing official duties

**The Mississippi Law Enforcement Officers and Firemen Scholarship Program** offers scholarships to the spouses and children (natural, adopted, or stepchildren) of full-time Mississippi law enforcement officers and the spouses and children of full-time Mississippi firemen/firefighters who were fatally injured or totally disabled from injuries which occurred while performing official duties.

Under the program, the amount of assistance available is tuition plus the average cost of a dormitory room plus required fees plus applicable course fees. The Scholarship does not include educational expenses such as books, food, school supplies and materials, school dues or fees for extracurricular activities. Recipients are entitled to eight semesters of scholarship assistance; however, children are only entitled to the Scholarship until the age of 23.

There are no service/repayment requirements for this Scholarship.

## **Northwest Work-Study Program (NWWS)**

A limited number of jobs are available under the college's work-study program. Basically the Northwest program is designed to enhance services at the college while also providing work experience for students with moderate financial need.

## **Scholarships**

**All scholarship recipients must file the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)). Academic Scholarship forms must be completed by April 1. A scholarship may be altered by the amount of federal financial aid awarded.** Scholarship recipients must enroll in and maintain 15 semester hours. Contact the Recruiting Office for all Academic Scholarship information.

### **Presidential, June S. Gardner and Leadership Scholarships**

Scholarship recipients must be entering freshmen, enroll in 15 hours and remain in

school at least six weeks. This scholarship and any other financial award cannot exceed the total cost of attending Northwest and can be applied only to tuition, room and board. To continue eligibility beyond the first year of study, each of the following conditions must be satisfied:

- Maintain a 2.50 grade point average on a 4.0 grading scale
- Complete 30 semester hours
- File the Free Application for Federal Student Aid (FAFSA)

Scholarship renewal conditions will be verified at the end of the spring term. If the above criteria are not satisfied, the scholarship will be revoked. Dismissal from the college will result in forfeiture of this scholarship. Also, please note that scholarships can be replaced with federal aid and are not available during summer sessions.

**Presidential Scholarships** are awarded to in-state students based on ACT scores.

**June S. Gardner Scholarships** are awarded to in-state high school valedictorians and salutatorians.

**Leadership Scholarships** are limited in number and are awarded to in-state students who exhibit leadership abilities, have special skills or talents, a specific ACT score, and/or have strong academic qualities.

**Adult Student Scholarship** – These scholarships are limited in number and awarded to Mississippi residents. Applicants must be 25 years of age. This scholarship will match money paid by the student up to \$750 each semester for a total of \$3,000. Students must take at least 2 (3 credit hour) classes to receive the scholarship. Special circumstances for less than 3 hours will be considered on a case by case basis. Students must also maintain a 2.0 during their enrollment. Scholarship applications are reviewed by a committee and awarded based on financial need, credit hours previously earned and academic achievement.

**Howard Carpenter High School Equivalency Scholarships** – These scholarships are awarded to the residents of the Northwest district who have scored 600 or above on the GED test or 75 or above on the HiSet. Awards are for entering freshmen. Recipients must enroll in and maintain 15 semester hours as well as the required grade point average of 2.0 during their enrollment. Application information must be completed prior to the start of a semester.

**Cheerleader Scholarships** – A limited number of cheerleader scholarships are available. For specific information, contact the Cheer Sponsor.

**Athletic Scholarships** – Grant-in-aid scholarships in football, basketball, baseball, softball and soccer are awarded in accordance with the rules and regulations of the Mississippi Association of Community and Junior Colleges (MACJC) and the National Junior College Athletic Association (NJCAA). Scholarships are awarded by the respective coaches of each sport based on the talent of the athlete and the needs of the program. These scholarships may be used to defray the costs of tuition, room, and/or board only. Athletes receiving both an athletic scholarship and an academic scholarship such as Presidential, June S. Gardner, or Leadership or Foundation Scholarship must maintain a 3.0 grade point average to continue receiving the academic or Foundation scholarship.

**Band Scholarships** – Scholarships for participation in the Northwest Ranger Band are available for the musically talented student. They are awarded after tryouts before the Band Director. Recipients must enroll in and maintain 15 semester hours and must maintain a 2.0 cumulative GPA.

**Art Scholarship** – These scholarships are available for students studying art. They are awarded based on work judged best of all entries in a competition. Instructors in

the Art Department serve as judges for the competition. The recipient must be an entering freshman, enroll in and maintain 15 semester hours, and maintain the required cumulative grade point average.

**Speech/Theatre Scholarship** – These scholarships are available for students studying Speech/Theatre. They are awarded based on an audition with the instructors in the Speech/Theatre Department. The recipient must be an entering freshman, enroll in and maintain 15 semester hours, and maintain the required cumulative grade point average.

**Music Performance Scholarships** – These scholarships are available for students talented in vocal or keyboard music. They are awarded based on auditions with the choral director. Recipients must enroll in and maintain 15 semester hours and must maintain a 2.0 cumulative GPA.

**Student Publications Scholarships** – These scholarships are available to full-time students with abilities, interests, and/or experience in journalistic areas. Applications may be obtained in the Ann Y. Whitten Media Center on the Senatobia campus. Scholarship or part-time employment is based on the student's individual needs subject to budget approval.

**Scholarships for Children of Employees** – All children of full-time employees of Northwest Mississippi Community College are eligible to receive the cost of tuition scholarship while attending Northwest. The basic guidelines are as follows:

1. The scholarship is for tuition per semester.
2. A 2.0 cumulative grade point average must be maintained.
3. The scholarship is available only to the children (age 24 years and under) of full-time staff, faculty and administrative personnel.

**Henry Womble Memorial Scholarship** – This scholarship is awarded to a deserving disabled student who is a Mississippi resident with need. The recipient must be a full-time fall entering freshman, have a medically-documented disability, provide two letters of recommendation from teachers or counselors, and maintain the required cumulative grade point average.

## SCHOLARSHIPS FUNDED BY THE NORTHWEST MISSISSIPPI COMMUNITY COLLEGE FOUNDATION

Through the generosity of individuals, corporations, and civic organizations, scholarships are available through the Northwest Mississippi Community College Foundation. There are two types of Foundation scholarships: endowed and annual. In an endowed scholarship, the endowed principal is held in sacred trust in perpetuity (forever) with scholarships being awarded from the interest earned. In an annual scholarship, the funds are contributed to the Northwest Foundation, and those same funds are disbursed in the school year in which they are received.

Students must submit a Foundation Scholarship Application Form, available from the Foundation Office, the Recruiting Office or online at [www.northwestms.edu](http://www.northwestms.edu). Each application must be accompanied by a resume and one letter of recommendation. The application must be received by the Foundation Office no later than 5 p.m. on April 1. Unless otherwise noted, only Mississippi residents may receive Foundation scholarships.

The selection is made by the Northwest Foundation Scholarship Selection Commit-

tee, which includes members of the Northwest faculty and administration and at least one member of the Northwest Foundation Board of Directors. Scholarship recipients will receive notification by May 15. After notification, the scholarship recipient must meet with the Director of the Northwest Foundation prior to registration to obtain complete necessary acceptance forms. For additional information, write the NWCC Foundation Office, NWCC Box 7015, 4975 Highway 51 North, Senatobia, MS, 38668, call (662) 560-1103 or email [pgordon@northwestms.edu](mailto:pgordon@northwestms.edu).

**Foundation scholarships are awarded according to the criteria designated by those who contributed the funds to establish the scholarships. Additional criteria, in addition to the primary criteria, are listed in parentheses. Students must be full-time students and maintain specified grade point averages, which range from 2.0 to 3.25, according to the criteria of the individual scholarships.**

## **CRITERIA BY SUBJECT AREA**

### **Academic Business**

The BancorpSouth Endowment  
The John L. Basinger, Sr. Endowment  
The Carl H. and Mattie Sue Johnson Blanchard Endowment  
The Dr. Jack Butts Endowment  
The Earline Cocke Endowment  
The Marie Stewart Gray Endowment  
The Dent Jackson Memorial Endowment  
The Sycamore Bank Endowment (Tate County)  
The Toyota-Haley Barbour Scholarship  
The Kathleen (Kitty) Wait Endowment

### **Accountancy**

The Louis Johnson and Martha Jones Blanchard Endowment (Tate and Quitman Counties)  
The James P. and Nelda McCormick Endowment  
The William H. Polk Endowment (North Delta Academy)  
The Charles Murray and Lois Veazey Endowment (Lafayette or Quitman Counties)  
The Wesley and Alice Williams Family Endowment

### **Adult Education Graduates**

The Al Simmons Adult Basic Education Endowment  
The Sue Wilson Endowment

### **Agriculture**

The Wesley and Alice Williams Family Endowment

### **Agricultural Technology**

The Greene Blythe Endowment  
The Jack O. Blanchard Endowment  
The John Deere Corp. Scholarship  
The Raiford Lindsey Fancher Endowment  
The Elizabeth Carter Fatherree Endowment  
The Cecil Gene Howell Endowment  
The Carl and Charlene Hyde Endowment  
The Bill Lipscomb Endowment  
The Panola-Tate Livestock Association Endowment (Panola and Tate Counties)

The Scott Potts Endowment  
The J.E. Spurlock Endowment  
The Steve Everette Watson Endowment (Ranger Rodeo Team participant)  
The C. Chad Williams Endowment  
The Ronald D. Williams Endowment

### **Automotive Technology**

The Sam Meacham Endowment

### **Aviation Maintenance Technology**

Mississippi Airport Association Scholarship

### **Business Administration**

The Russell and Annabelle Paulk Endowment  
The Don and Charlotte Johnston Endowment  
The Wesley and Alice Williams Family Endowment  
The Charles Richard Winters, Sr. Endowment (non-traditional students only)

### **Career-Technical Pathways**

The N.C. and Charlotte Ferguson Endowment  
The Jerry Nichols Endowment  
The Norma Shuford Riser Endowment  
The Jane Waldrop Williamson Endowment (Business)

### **Computer Information Systems**

The Earline Cocke Endowment  
The Thomas W. Hogan Endowment (Tate, Panola or Quitman Counties)  
The Khalid Khouri Endowment  
The Russell and Annabelle Paulk Endowment

### **Criminal Justice, EMT-Paramedic, EMT-Basic/First Responder, and Forensic Chemistry—must be a resident of DeSoto County**

The DeSoto County Fallen Hero Endowment  
The Larry Cox Fallen Hero Endowment  
The Robert Dodson Fallen Hero Endowment  
The William P. Harris Fallen Hero Endowment  
The Rory Welch Key Fallen Hero Endowment  
The James William (Billy) Lance, Jr. Fallen Hero Endowment  
The Gregory Floyd Medlin Fallen Hero Endowment  
The Larkin V. Pettit Fallen Hero Endowment  
The Bobby L. Wells, Jr. Fallen Hero Endowment

### **Criminal Justice**

The Eugenia Bishop Arnold Endowment  
The Hugh M. (Monty) Monteith Endowment  
The Chief William L. Moore Endowment  
The Scott Potts Endowment

### **Disability Support Services Student**

The Mike Dottorey Endowment

### **Early Childhood Education Technology**

The Mary Elizabeth Walker Lewis Endowment

The Marilyn R. Spears Endowment

**Economics**

The Toyota-Haley Barbour Scholarship

**Education**

The Mary Louise Wynne Broadway Endowment (Horn Lake High School)

The Robbie Harrison Butts Endowment (Elementary Education, Panola County)

The Shirley Clanton Endowment (Tate or DeSoto County)

The Pete and Pauline Harris Endowment (DeSoto County)

The Carl and Charlene Hyde Endowment

The Elizabeth Wynne Lewis Endowment

The Mariglyn Mayfield Meacham Endowment

The North Mississippi Education Consortium Endowment

The Joan Harris Pierce Endowment

The Mildred and Robert Redding Endowment (Lafayette, Marshall or Yalobusha Counties)

The B. Joan Robertson Endowment (DeSoto County)

The Raymond H. and Margaret N. Rogers Endowment (emphasis in History)

The Joan Teasler Rose Endowment

The Dr. Gary Lee Spears Endowment (Tate or DeSoto County)

The Delores Sanders Stewart Endowment (Tate County)

The Charles D. Taylor Endowment (speciality in Mathematics)

The Edna Teasler Endowment (single-parent family)

The C.B. and Marjorie Norton Walker Endowment

The R.T. Ward Endowment

The Marjorie Sowell Williams Endowment (Elementary or Secondary Education)

The Jane Waldrop Williamson Endowment

The Mary Frances Jaudon Woolfolk Endowment (Senatobia High School or South Panola High School)

**Electronics Engineering Technology**

The Bill Beck Endowment

The Olin-Winchester Endowment

The Toyota-Haley Barbour Scholarship

**EMT-Paramedic**

The Alice Hammersmith Endowment

The Beverly Brewer Stark Endowment

**Engineering**

The Ed and Grace Dandridge Endowment

The Wayne Ferguson Endowment

The Anita Stratton Wilborn Graham Endowment

The Mildred and Robert Redding Endowment (Lafayette, Marshall, or Yalobusha Counties)

The Toyota-Haley Barbour Scholarship

The Wesley and Alice Williams Family Endowment

**Fine Arts**

The Martha Key Fite Endowment (Art)

The Sherman Hardin Endowment (Choral Music participant)  
The Jo Ellen Logan Endowment  
The Thomas W. O'Briant Endowment  
The David, Michael, and Lee Ross Endowment  
The Clifton and Jessie Siple Endowment  
The Sledge Family Endowment  
The Lauren Elizabeth Tallo Endowment (band member, Senatobia High School)  
The Susanne Spencer VanDyke Endowment  
The John Garrett (Spec) and Elise Cocke Veazey Endowment  
The Jane Waldrop Williamson Endowment (Theatre)  
The Thomas P. and Virginia Moore Wilson Endowment (Tate County)  
The Ben and Alma Wynne Endowment (Tate County)

### **Forestry**

The Ronnie Crouch Endowment

### **Funeral Service Technology**

The Dr. Gordon S. Bigelow Endowment  
The Bluff City Funeral Directors and Morticians Association Endowment

### **Graphic Design Technology**

The Dickson, Tyson and Associates Endowment  
The Taylor and Anita Fore Endowment

### **Heating, Air Conditioning and Refrigeration Technology**

The Entergy of Mississippi Scholarship  
The Mike Perry Memorial Endowment (sophomores only)  
The Toyota-Haley Barbour Scholarship

### **History**

The Patrum and Ganel Veazey Endowment  
The Ben and Alma Wynne Endowment (Tate County)

### **Hotel and Restaurant Management Technology**

The Dot Mitchell Endowment  
The Taste of DeSoto Endowment

### **Humanities**

The Scarlet Lawrence Akins Endowment  
The Elizabeth Wynne Lewis Endowment  
The Robert R. and Mildred S. Meacham Endowment  
The W. Jean Moore Endowment  
The Dr. Ann Yates Whitten Endowment

### **Library Science**

The Jordan Antoine Jarjoura Endowment

### **Mathematics**

The Charlotte Annice Alexander Endowment  
The Wayne Ferguson Endowment  
The Linda Lewis Hogan Harris Endowment  
The Khalid Khouri Endowment  
The Anita Stratton Wilborn Graham Endowment

The Toyota-Haley Barbour Scholarship  
The Ella Wilbourn Endowment  
The C. Chad and Cara Reba Caldwell Williams Endowment

**Medical Office Technology**

The Holly Koonce Endowment

**Medical, Pharmacy, Associate Degree Nursing**

The Maxine Dunn Nichols Endowment (Olive Branch)  
The Dr. Ethelyn Smith Endowment  
The Sonia Robbins Young Endowment

**Associate Degree Nursing**

The Samuel M. and Ruth Ann Allison Endowment  
The John and Stelloise Basinger Nursing Endowment  
The Estelle H. Bobo Endowment  
The Lt. Col. John W. Caldwell III Endowment (Tate County)  
The Carrie Jane Belyeu Davis Endowment  
The Diane Biffle Endowment  
The Dr. Denise Bynum Endowment  
The Frances Marie Dean Endowment  
The Holli Pond Day Endowment  
The Rachel Ann and Landon Scott Etheridge Endowment  
The First Tennessee Bank (formerly Peoples Bank) Endowment (non-traditional)  
The Forty and Eight Endowment (veteran or active duty military personnel or the children or grandchildren of active or inactive military personnel)  
The Deanna Patterson Grant Memorial Nursing Endowment  
The Jessica Gresham Memorial Endowment  
The Victoria Parker Hale Endowment  
The Kimberly Webb Hollis "New Beginning" Endowment (sophomores only)  
The Lucille Tidwell Hollister Endowment (non-traditional Licensed Practical Nurse)  
The Marcia Louise Kreunen Endowment  
The Barbra Welch Manning Nursing Endowment  
The Pennie Pullen McKinney Memorial Endowment  
The Edna Mae Wright Miles Endowment  
The Mississippi Organization of Associate Degree Nursing (M-OADN) Endowment  
The Sam Meacham Endowment  
The Paper Packers Endowment  
The Charisse Hastings Reed Endowment  
The Rebecca Dianne Scott Endowment  
The Michael E. Shaheen, M.D. Memorial Nursing Endowment  
The Shoot for the Heart Endowment  
The Beverly Skipper Endowment  
The Gail Wilborn Endowment  
The Dr. Ellen Williams Endowment  
The Baxter H. Murphree and Virginia Murphree Willis Endowment  
The Keith Wilson Endowment

**Paralegal Technology**

The Raiford Lee Pittman Endowment

**Physical Education**

The John Sharp (Sonny) Orrell Memorial Endowment

The Coach Kenneth (Cat) Robbins Endowment

**Practical Nursing**

The Frances Marie Dean Endowment

The Pauline Marchbanks Endowment

The Oxford Center Practical Nursing Endowment (Oxford Campus)

The Jayne E. River Endowment

**Precision Manufacturing and Machining Technology**

The Smith and Nephew Scholarship

The Toyota-Haley Barbour Scholarship

**Pre-Pharmacy**

The Wayne Ferguson Endowment

The Dr. Marshall D. Hollis Endowment

The Sonia Robbins Young Endowment (sophomores only)

**Psychology**

The Lafayette Radio Club Endowment (Senatobia and surrounding area)

**Religious Studies**

The William Lynn and Lula Brooks Wallace Endowment

**Respiratory Therapy**

The Caitlin Heath Bourne Endowment

The Danfe Foundation Respiratory Therapy Scholarship

The Rick Oswalt Endowment

The Samantha Hayward Ross Endowment

The Jerry Sparks Endowment

**Science**

The Sarah Garner Ainsworth Endowment (must be in top 25% of class)

The Marcus L. and Sue C. Burks Endowment

The Rita Carol Chance Endowment (Physical Science)

The Dr. Ray Cox Endowment

The Dr. Jerry Hollis Endowment

The Linda McGonagill Hollis Endowment (Natural Science—sophomore)

The Paul W. Lawrence, Jr. Endowment (Physics)

The Patricia Miller Endowment

The Newly Weds (Flavorite Laboratories) Endowment (DeSoto and Tunica Counties)

The J.D., Gladys, David, Michael and Lee Ross Endowment

The Students Honoring Bobby King Endowment

The Ella Wilbourn Endowment

The C. Chad and Cara Reba Caldwell Williams Endowment

The Charles Richard Winters, Sr. Endowment (Social Science, non-traditional student)

**Special Education**

The Joe Johnson Endowment

**STEM (Science, Technology, Engineering, Mathematics)**

The Dr. Jerry Hollis Endowment

The Dr. Augustinus Rinaldy Endowment

**Veterinary Medicine**

The Wesley and Alice Williams Family Endowment

**CRITERIA BY RESIDENCY AND/OR GRADUATING HIGH SCHOOL****Ashland High School**

The Keenon L. Terry Endowment

**Baptist Children's Homes (Reedy Acres or Farrow Manor)**

The Delta Rice Services Endowment

**Benton County**

The Judge Anthony T. Farese Endowment

The Ross Family Endowment

**Calhoun County**

The Judge Anthony T. Farese Endowment

The Bert Johnson Endowment (Bruce High School)

The Joan Reid Endowment

The Ross Family Endowment

The John Sidney Warner Endowment

**Charleston High School**

The Foman and Nita Musselwhite Endowment

**Coffeeville School District**

The Thomas C. and Shirley M. Dawkins Endowment (2.5 GPA in high school)

**Delta Academy**

The James P. Graeber Scholarship (must have 2.5 GPA in high school)

The Lewis A. Graeber Scholarship (must have 2.5 GPA in high school)

The Graeber Foundation Endowment

**DeSoto Central High School**

The James L. "Trey" Sylvester III Endowment

**DeSoto County and/or DeSoto Center Campus**

The Jimmy Neal Andrews Endowment

The William Hoytte Austin, Jr. Endowment

The BancorpSouth Share the Future Scholarship

The Ethan Eric Bayless Endowment

The Joey Boldreghini Endowment

The A.W. and LaNelle S. Bouchillon Endowment

The Albert Broadway 2+2 Endowment (graduates of a DeSoto County high school)

The Fay B. Brower Endowment (non-traditional student)

The Dr. Bonnie Patridge Buntin 2+2 Endowment

The Elizabeth Hilliard Burns Endowment

The William H. Burton Confederate Memorial Scholarship (requires essay)

The Frank and Marilyn Canada Endowment  
 The Bob and Ann Darnell Endowment  
 The DeSoto Civic Garden Club Scholarship  
 The DeSoto County Business Women Living Legacy Endowment  
 (non-traditional female student)  
 The DeSoto County Economic Development Council Endowment  
 The DeSoto County Shrine Club Endowment  
 The Larry Dhority Endowment  
 The First Security Bank / Larry Joe Pratt, Sr. Endowment  
 The Keith S. Godbold / DeSoto Center Endowment  
 The City of Hernando 2+2 Endowment (resident of Hernando)  
 The Clay and Elinor Herrington 2+2 Endowment  
 The Indomitable Spirit Endowment (student with a catastrophic illness and/or  
 disability; may be awarded to a part-time student)  
 The Dr. Gloria Dodwell Kellum 2+2 Endowment  
 The Kathryn Anne Kreunen 2+2 Endowment  
 The Richie E. Lawson Endowment  
 The Maddox Foundation 2+2 Scholarship Endowment  
 The Jeanette Martin Endowment  
 The Catherine Robertson Newman Endowment (non-traditional students)  
 The City of Olive Branch 2+2 Endowment (resident of Olive Branch)  
 The Linda Owen Endowment  
 The Stephen Purdy Endowment (Ranger Golf Team participant)  
 The Renasant Bank 2+2 Endowment  
 The Valeria B. Robertson Endowment (traditional and non-traditional students)  
 The Ross and Lucile Robison Endowment  
 The SecurTrust Scholarship (Accountancy, Business, Banking & Finance)  
 The Al Simmons Adult Education Endowment  
 The City of Southaven 2+2 Endowment (resident of Southaven)  
 The Dr. Gary Lee Spears Endowment  
 The Two Plus Two Endowment  
 The Windstone Dental Scholarship (Pre-Dentistry)

**Hickory Flat Attendance Center**

The Kole Briscoe Memorial Endowment (Agricultural Technology)

**Horn Lake High School**

The Alan Beevers Endowment  
 The Chris Brannon Endowment

**Lafayette County**

The R.L. Brown Endowment  
 The Judge Anthony T. Farese Endowment  
 The Mechanics Bank Endowment  
 The Charles Murray and Lois F. Veazey Endowment (Accountancy or Finance)

**Magnolia Heights School**

The Frank and Marilyn Canada Endowment  
 The Jones-Pointer Endowment

The Nat Troutt Endowment  
The Allen Thurman and Mildred Gabbert Veazey Endowment  
The Youth Progress Association Endowment

**Marshall County**

The Judge Anthony T. Farese Endowment  
The First Security Bank / Larry Joe Pratt, Sr. Endowment  
The SecurTrust Scholarship (Accountancy, Business, Banking & Finance)

**Mississippi Youth Challenge Academy**

The Chris Brannon / YMCA of the Mid-South Endowment

**North Delta School**

The Jones-Pointer Endowment  
The Mary Alice Moorman Endowment

**North Panola High School**

The Freddie and Bertha Sanford Endowment

**Olive Branch High School**

The Alice Runge and Walter Carter Endowment  
The Bela J. and Ruby Black Chain Endowment  
The Maury and Jane Haraway Endowment  
The Olive Branch Civitan Club Scholarship  
The Olive Branch Lions Club Endowment (relatives of active Lions Club members)  
The Olive Twigs Humanitarian Club Endowment  
The Olive Twigs Philanthropic Group Endowment  
The Kim Umberger Endowment

**Oxford Center Campus**

The Dr. Michael Butts Endowment  
The Brenda Gentry Holmes Endowment  
The Oxford Center Endowments (two separate endowments)  
The Oxford Center Practical Nursing Endowment  
The Jayne E. River Endowment (Practical Nursing program)  
The Tim Shorter Endowment

**Panola County**

The Sheriff David Bryan Endowment (children of law enforcement personnel)  
The Frank and Marilyn Canada Endowment  
The Deputy Sheriff Joe K. Cosby Endowment (Criminal Justice pathway)  
The Price and Bobbie Darby Endowment  
The Inez Carter Fancher Endowment  
The First Security Bank / John Meacham, Jr. Endowment  
The Robert A. and Cathryn M. Hyde Endowment  
The Katherine (Kitty) Lee Jenkins Endowment  
The Jones-Pointer Endowment  
The J. Gary and Annette Kornegay Endowment  
The Max and Evelyn Lee Family Endowment  
The George Max Lee, Jr. Endowment  
The Leonard Morris Endowment

The W.P. (Bill) and Nannette Sissell Endowment  
The Springs Industries Endowment  
(children and/or grandchildren of Springs Industries employees)

**Potts Camp High School**

The Charles Allen Gurley and Paula Virginia Gurley Endowment

**Quitman County**

The First Security Bank / John Meacham, Jr. Endowment  
The Quitman County Farm Bureau Endowment  
The Ross Family Endowment  
The Charles Murray and Lois F. Veazey Endowment (Accountancy or Finance)  
The Stella K. Young Endowment

**Rosa Fort High School**

The James and Dorothy Dunn Endowment

**Senatobia and Surrounding Area**

The Perrin and Eone Caldwell Endowment (single-parent or no-parent households)  
The James Jackson Endowment  
The Mississippi Land Bank Scholarship (Agriculture, Forestry, Business  
and Business Administration pathways)  
The Kirk and Carole Moore Endowment  
The Dennis and Janie Paulk Endowment  
The Lucy B. Whitwell Endowment  
The Sue Wilson Endowment (ABE Graduates)

**Senatobia High School**

The Jones-Pointer Endowment  
The C.R. Rials Memorial Endowment  
The Youth Progress Association Endowment

**South Panola High School**

The Dolores "Dr. B" W. Barnett Endowment  
The Kelly Wayne Hudson Endowment

**Southaven High School**

The Chris Brannon Endowment

**Strayhorn Community**

The Clyde Rhea Ashe Endowment

**Tallahatchie County**

The Parthenia Dunbar Blackmon Endowment  
The Jim Blackwood Endowment  
The Deward and Pauline Bloodworth Endowment  
The Sheriff Jimmy and Mary Fly Endowment  
The Mary Elizabeth Houston Fedric Endowment  
The William O. Hickey Endowment  
The Carson Hughes, Jr. and Morella Kuykendall Hughes Endowment  
The Foman and Nita Musselwhite Endowment  
The C.W. Parker Endowment  
The Reverend Upton Reynolds Endowment

The Ross Family Endowment  
The Venable-Cummings Endowment

### **Tate County**

The Charlotte Alexander Tate County Endowment  
The Frank and Marilyn Canada Endowment  
The Bob and Ann Darnell Endowment  
The Larry Dhority Endowment  
The Joe and Carolyn Floyd Scholarship  
The William David Fly Endowment (Independence High School)  
The W. C. (Firpo) and Josephine Miller Endowment  
The William T. (Jack) Norfleet Endowment  
The SecurTrust Scholarship (Accountancy, Business, Banking & Finance)  
The Senatobia Optimist Club Endowment  
The Senatobia Lions Club Endowment (children or grandchildren of Lions Club Members)  
The Senatobia Rotary Club Endowment  
The Dr. Gary Lee Spears Endowment  
The Lt. Marlin Stanford Endowment (East Tate and Independence High Schools)  
The Delores Sanders Stewart Endowment  
The Tate County Fair Association Endowment (active in 4-H Club)

### **Thyatira Community**

The Winfred and Virginia Oglesby Endowment  
The Wesley and Alice Williams Family Endowment (limited to students in  
Accountancy, Agriculture, Business Administration, Engineering, or  
Veterinary Science pathways)

### **Tunica County**

The First Security Bank / Larry Joe Pratt, Sr. Endowment  
The Graydon and Mary Flowers Endowment  
The Papasan Family Trust Endowment

### **Water Valley High School**

The Brownie Crawford Endowment (high school GPA of 3.0)  
The Melvin and Cecil Ford Endowment

### **Yalobusha County**

The Parthenia Dunbar Blackmon Endowment  
The Deward and Pauline Bloodworth Endowment  
The Sammy Higdon Endowment  
The Mary Elizabeth Houston Fedric Endowment  
The Butler and Daliah McLeod Endowment  
The Mechanics Bank Endowment  
The Mary Alice Moorman Endowment  
The C.W. Parker Endowment  
The Reverend Upton Reynolds Endowment  
The Ross Family Endowment  
The Venable-Cummings Endowment

## **GENERAL CRITERIA**

### **Academic Achievement**

- The Michael E. Byrd Endowment (must have 3.5 GPA in high school)
- The Sybil Reynolds Canon Endowment (single-parent or no-parent households)
- The Wilson Edmondson Endowment
- The Willie B. and Polly Perkins Endowment (Tate County)
- The Thomas A. Poff, Jr. and Carolyn P. Poff Endowment
- The Rangers Championship Endowment (Ranger football team participant)

### **Alumni of Northwest Mississippi Community College**

- The Northwest Mississippi Community College Alumni Association Endowment (children of Northwest alumni)
- The Rangers Run This Scholarship

### **Catastrophic Illness and/or Disability**

- The Indomitable Spirit Endowment (DeSoto Center student; may be awarded to a part-time student)

### **Female Students in the Project Gateway Program**

- The Women's Foundation of Mississippi Endowment

### **DeSoto County Farm Bureau**

- The Milton Walker Jones, Jr. Endowment (children and grandchildren of members)

### **Financial Need**

- The AT&T of Mississippi Endowment
- The Sarah Garner Ainsworth Endowment
- The Charles Alan (Charlie) Baldwin, Jr. Endowment
- The Joe Beckum Endowment
- The Howard Carpenter Endowment
- The Henry I. and Westelle M. Copeland Endowment
- The Pamela Joyce Day Endowment
- The Entergy of Mississippi Scholarship (must have 2.5 GPA in high school)
- The Faust Farms Endowment
- The Faust, Hall, and Douglas Families Endowment
- The First Financial Bank Scholarship
- The First Security Bank/Larry Joe Pratt, Sr. Endowment (counties where First Security Bank is located)
- The Coach Bobby R. Franklin and Ranger Coaching Staff Endowment
- The Gateway Tire Endowment
- The Aaron German Endowment (interest in rodeo competition)
- The Billie Bob Gray Endowment
- The Matt Gregory Endowment
- The Russell Hadskey Endowment
- The W.C. Haley, Sr. and Lawson Wood Haley Endowment
- The Judge Leon E. Hannaford Endowment
- The David M. Haraway Endowment
- The Ann Eliza Allison Harris Endowment
- The Leslie, Paula, and Hal Herring Endowment
- The Allen and Macelle Holliday Endowment

The Charlie and Viola Holliday Endowment  
The Carson Holloman Endowment  
The Robert L. King Endowment  
The Henry B. Koon Endowment  
The Dr. William D. and Catherine Taylor Longest Endowment  
The Jim and Angelé McClure Endowment  
The Reese D. and Corinne McLendon Endowment  
The W.C. (Firpo) and Josephine Miller Endowment  
The Heinz H. Molsen, Jr. Endowment  
The Kenneth M. Murphree Endowment  
The Ronnie and Melody Musgrove Endowment  
The Northwest District Workforce Development Council Endowment  
The W.P. and Frances Perkins Endowment  
The J.P. (Blue) and Virginia Varner Phillips Endowment  
The Lena Rivers Harris Riley Endowment  
The Attorney Robert Thomas Riser Endowment  
The Ross and Lucile Robison Endowment  
Students Honoring Robert L. King Endowment  
The W.P. (Bill) and Nannette Sissell Endowment  
The Trustmark National Bank Scholarship  
The Lois F. Veazey Endowment  
The Roe Alma Weeks Endowment  
The Garnett B. West, Sr. Endowment  
The Joe R. and Mary Dunn Williams Endowment  
The Dolores Beckum Wooten Endowment  
The Lawrence “Bud” Young Endowment (Ranger rodeo team participant)

**Members of Hinds Chapel or Horn Lake United Methodist Church**

The Drew Young/Hinds Chapel & Horn Lake United Methodist Church Endowment

**Members of Batesville Presbyterian Church**

The John C. Curry/Batesville Presbyterian Church Endowment

**Members of Independence Presbyterian Church, Batesville**

The Independence Presbyterian Church Endowment

**Members of First Baptist Church, Senatobia**

The Dr. John and Mrs. Jessie Flowers Endowment

**Descendants of Joe W. Longest, Jr.**

The Joe W. Longest, Jr. Endowment

**Family Members of Active-Duty Military Personnel or Veterans**

The American Legion Post No. 19 Endowment (residents of Tate County)

The Audrey Daron Lunsford Endowment

The Veterans of Foreign Wars Post No. 7531 Endowment (residents of  
DeSoto County)

**Military Student (returning from active service with the U.S. Navy, Marine Corps, Army, or Air Force and has received an honorable discharge)**

The Larry Dhority Endowment

**Northcentral Electric Power Association (must be family's electrical provider)**

The Melvin E. (Dooney) and Dot Childress Endowment

The Wayne D. Hollowell Endowment

The Ray Magee Endowment

**Ranger Baseball Team**

The Tommy and Paula Tatum Brown Endowment

The J.K. and Norma Mote Endowment (graduates of Magnolia Heights)

The Tony Roberson Endowment

**Ranger Rodeo Team**

The Scott Potts Endowment

The Lawrence "Bud" Young Endowment

The Steve Everette Watson Endowment

**Ranger Soccer Team**

The Ranger Soccer Endowment

**RR. Donnelley and Sons**

The R.R. Donnelley and Sons Endowment (child or grandchild of employee)

**Tallahatchie Valley Electric Power Association (must be family's electrical provider)**

The Tallahatchie Valley EPA Endowment

**ThyssenKrupp Elevator Manufacturing**

The ThyssenKrupp Elevator Manufacturing Scholarship (children of Mississippi employees)

# STUDENT ACTIVITIES AND SERVICES

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# STUDENT ACTIVITIES AND SERVICES

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## Services for Students

### Admissions and Records

Location: Yalobusha Hall, Office #244

Hours: 8 a.m.-4:30 p.m., M-F

The Office of Admissions and Records serves as the College's admissions office and assists students in completing the necessary documentation for admittance. They provide transcripts and verifications of enrollments and degrees to current students, graduates and transfer students. The office is also responsible for all graduation activities.

### Beverly Brewer Stark Career Center

Location: Technical Building #1, Senatobia campus

Hours: 8 a.m.-4:30 p.m., M-F

The Career Center takes a hands-on approach to establish and maintain relationships with students from beginning to the end, from meeting students for on-campus tours, hosting career fairs and on-campus workshops, and providing resume & interview skill building to prepare them for the workforce. The career counselor, located in the Center, provides career counseling for all students, both individuals and groups. The career counselor gives assistance with resumes and interviewing skills. A career lab provides computerized resources for personal assessments, career research, college searches, and career planning. The career counselor hosts workshops and classroom presentations on resumes, interviewing, career development, and employability skills. Students should stop by the Career Center to sign up for upcoming workshops. Walk-ins and appointments are accepted; however, an appointment assures availability.

### Bookstore

Location: McLendon Center, Commons

DeSoto Center Bookstore

Lafayette-Yalobusha Technical Center Bookstore

Hours: 8 a.m.-4:30 p.m., M-F

The college bookstore sells required textbooks and supplies for courses. Other items available include shorts, caps, T-shirts, sweatshirts, jackets, stationery, paperbacks, greeting cards, and gift items. Extended hours are offered at the beginning of each semester.

Textbooks may be returned for full refund through the second week of classes provided that: the cash register receipt received at the time of purchase is presented; there are no marks in new books; and shrink-wrapped books are in their original wrapping. Textbook buy back is held at the end of each semester.

### Business Office

Location: McCormick Administration Building, second floor

Hours: 8:30 a.m.-4:30 p.m., M-F

The Business Office is available on the second floor of the McCormick Administration Building for payment of fees, traffic fines, and to pick up work-study checks. Personal checks may also be cashed. There is a \$100 limit on personal checks, and ID is required. The office is open from 8:30 a.m. until noon and from 1 p.m. until 4:30 p.m. The cashier's window closes at 3:30 p.m. each day.

### **Campus Life & Housing**

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

The Campus Life and Housing Office manages the residence halls on the Senatobia campus. The central office is responsible for applications, room assignments, and cancellations of residence applications. The office also oversees the college's student conduct procedures.

### **Campus Police**

Location: McLendon Center, Office #100

Hours: 7:30 a.m.-4:30 p.m., M-F

The Office of Campus Police is responsible for safety and security at Northwest and can be contacted at anytime 24 hours a day, seven days a week by calling extension 3314.

Students and visitors may obtain parking decals, ID cards, direct questions regarding parking tickets, obtain general or emergency assistance, and file accident reports.

If an automobile without a decal must be driven on campus for a short period of time a temporary decal may be obtained at the Campus Police Office. The decal is free and is valid for a maximum of two weeks.

Each Northwest student is issued an official identification card. All students must observe the identification policy. The fee to replace a lost card is \$10, payable in advance.

### **Career-Technical Education Support Services**

Location: Technical Building #1, Room 104

DeSoto Center, Room 308

Lafayette-Yalobusha Technical Center, Room 105

Hours: Variable

CTE Support Services personnel provide services to the following groups of career and technical students: the economically and academically disadvantaged, students with limited English proficiency, non-traditional by gender, single parents (including single pregnant mothers), displaced homemakers, and disabled students. Services include instructional aides and devices, remediation, adaptive equipment, integration of academic and technical education, and career counseling.

### **Communications Office**

Location: Yalobusha Hall, Ann Yates Whitten Media Center (Office #129)

Hours: 8 a.m.-4:30 p.m., M-F

The Office of Communications is responsible for the following areas: Public Relations, Special Events Coverage, Sports Coverage, Photography, Publicity Clearinghouse, Media Liaison, Advertising, Marketing Communications, College Publications, Student Publications, Web Content and Social Media Management.

## **Computing Resources**

Location & Hours: See below

Computing facilities are provided to students, faculty and staff for educational and administrative activities. These facilities provide computing resources and Internet accessibility for outside assignments given in the classroom. Wireless Internet access is provided in the residence halls on the Senatobia campus and is available on all campuses. Students are assigned a Northwest network login and email account upon completing their registration. Students may also access personal information from the time their admissions application is received such as required documents for admission acceptance, financial aid documents required, financial aid awards, degree plans, course schedules and fee information through myNWCC on the Northwest Web site. All students, faculty and staff must utilize these systems in an efficient and legal manner. Use of these facilities and resources must be consistent with Northwest's Acceptable Use Policy for Computing on page 111.

The computing facilities provided are located in the libraries/learning resource centers on each campus. There are also facilities on the second floor of the McLendon Center on the Senatobia campus. A Help Desk is located in the McLendon Center for students using the facilities as well as for assisting faculty and staff. Students will be allowed to print 250 pages per semester, with each print job being limited to 20 pages. Once the 250 page limit is reached, students will be charged 5 cents per page for additional pages printed. At the end of each semester, any charges incurred will be placed on the student's account. Hours of operation are as follows:

R.C. Pugh Library, Senatobia campus—7:45 a.m.-9 p.m., M-Th.; 7:45 a.m.-3:30 p.m., F; 2 p.m.-7 p.m., Sun.; Summer hours: 8 a.m.-3:30 p.m., M-F

McLendon Center, Room 210, Senatobia campus—8 a.m.-4:30 p.m., M-F

DeSoto Center Library, Southaven campus—7:30 a.m.-9 p.m., M-Th; 7:30 a.m.-4 p.m., F

Lafayette-Yalobusha Technical Center Library—7:30 a.m.-9 p.m., M-Th; 7:30 a.m.-3 p.m., F

## **CTE Support Services Lab**

Location: Technical Building #1, Room 16

DeSoto Center, Success Club, Room 306

Lafayette-Yalobusha Technical Center, Room 105

Hours: 8 a.m.-3:30 p.m., M-F

The CTE Support Services Lab is a basic skills improvement facility for career and technical students.

All collision repair and welding students attend the CTE Support Services Lab for basic skills improvement. Other technical students attend on a volunteer/instructor-requested basis.

At DeSoto Center, the CTE Support Services Lab is combined with an academic tutorial center called the Success Club. The Success Club offers tutorial services to students from 8 a.m. to 6:30 p.m. Monday through Thursday and from 8 a.m. to 3:30 p.m. on Friday.

## **Disability Support Services**

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

Disability Support Services assists in making the learning environment accessible for the disabled. The Coordinator counsels and advises students with disabilities and provides information about obtaining educational materials for their specific needs.

Students with a disability, who are accepted for admission, are advised to contact the Office of Disability Support Services as soon as possible regarding disability accommodations. Documentation is required to certify a disability and should be submitted at least six weeks prior to the beginning of the semester. This will allow adequate time to evaluate the documentation, to arrange funding for auxiliary services, to prepare specific accommodations, to arrange scheduling in barrier-free classrooms, etc. Last minute accommodations may not be feasible due to time constraints. The Coordinator also works with students and families regarding careers, programs, etc.

All forms and instructions regarding the application for disability accommodations can be found on our website, [northwestms.edu](http://northwestms.edu) in the information section under Disability Services.

### **Financial Aid**

Location: Yalobusha Hall, Office #103 (Senatobia campus)

DeSoto Center, Office #233 C and D

Lafayette-Yalobusha Technical Center, Office #156

Hours: 8 a.m.-4:30 p.m., M-F

Information on all types of financial aid is available for students including Federal, State and County aid and institutional scholarships.

### **Food Service**

Location: David M. Haraway Center

Fall and Spring semesters hours of operation:

Breakfast: Monday through Friday, 7-9 a.m.

Lunch: Monday through Thursday, 11 a.m. - 1:30 p.m.; Friday, 11 a.m.-1 p.m.

Dinner: Sunday, 5-7 p.m.; Monday through Thursday, 4:30-7 p.m.

Additionally, the cafeteria is open on the weekends during the following hours:

Dinner: Friday and Saturday, 5-5:30 p.m.

Brunch: Saturday and Sunday, 11:30 a.m.-noon

Summer semester hours of operation:

Breakfast: Monday through Friday, 7:30-8:30 a.m.

Lunch: Monday through Friday, noon-1 p.m.

Dinner: Monday through Thursday, 5-6 p.m.

The cafeteria opens with the dinner meal on the evening before the first day of classes and closes with the lunch meal on the last day of final exams each semester. Cafeteria Hours are subject to change with notice.

The cafeteria is closed for the following holidays: Labor Day (to include the weekend prior), Fall Break (to include the weekend prior), Thanksgiving (to include the weekend prior, the week of, and the weekend after), Martin Luther King (to include the weekend prior), President's Day (to include the weekend prior) Spring Break (to include the weekend prior, the week of, and the weekend after), Easter (to include the weekend after), and Independence Day. Specific closing dates are posted in the cafeteria and residence halls at least one week in advance of closing.

The cafeteria operates on a meal credit system. Students have an account accessed

by their ID card. Each account has meal credits based on the meal plan purchased. Students with a 15-meal plan (required of all residence halls students) receive a standard meal (breakfast, lunch and dinner) beginning with dinner on Sunday evening and ending with lunch on Friday afternoon. Students with a 19-meal plan receive meals on the weekends. Students on the commuter plans receive either five lunches per week or three lunches per week based upon the plan purchased. There are no roll over credits. Cash sales are available for breakfast and lunch Monday through Friday and for dinner Monday through Thursday while classes are in session.

### **Foundation & Alumni Office**

Incorporated in 1975, the Northwest Mississippi Community College Foundation operates exclusively for the benefit of Northwest and its students, alumni, faculty, and staff. The primary responsibilities of the Foundation are to foster community relations and to raise funds from private sources for the support of educational, scientific, literary, research, and service activities provided by Northwest. The Foundation is an independent, nonprofit, tax-exempt corporation founded for the purpose of soliciting, receiving, managing, and disbursing gifts and donations of every type for the use and benefit of the college. Contributions to the Foundation are tax deductible.

The Alumni Affairs Office, located in the James P. McCormick Administration Building, is a joint operation of the college and the association. The Alumni Affairs Office maintains a computerized file of names and addresses of alumni and friends, arranges Homecoming activities, organizes reunions, coordinates meetings of alumni groups, publishes the *Northwest Now* magazine in conjunction with the Northwest Foundation and the Communications Department, honors 50-year alumni classes, and organizes one spring event.

### **Alumni Association**

The Northwest Mississippi Community College Alumni Association is dedicated to keeping in touch with alumni and friends and supporting Northwest. Graduates, other former students, former and present faculty, staff members, and friends are eligible for membership in the association. The annual dues are \$30 per person or \$50 per couple. Lifetime dues are \$200 per person or \$250 per couple. Dues may be mailed to the Alumni Affairs Office. Portions of the Alumni Association dues are used to fund The Alumni Association Endowed Scholarship.

The association serves as a union between the college and its alumni, faculty, and friends. The purpose of the association is to help make our college aware of the educational needs of the people within the community college area and to give support through scholarships, gifts, and otherwise advance the educational and scientific work of the college.

The Alumni Association Board is comprised of a president, vice president, secretary-treasurer, and 13 directors (one from each of the 11 counties supporting Northwest and two at-large). Regular meetings shall be held at least twice each year with the regular alumni business meeting and election of officers being held in conjunction with Homecoming Alumni Day.

### **Health Services**

Northwest does not have an established health center or a health nurse. Students who are sick or injured should contact Campus Police or their Residence Hall Supervisor on the Senatobia campus, or the Center Dean at the centers for assistance.

In emergency situations, the college will contact parents or nearest relatives. Expenses for professional care or treatment are the responsibility of the student.

Below are free or low-cost services provided by the state of Mississippi.

- **Mississippi State Department of Health**

[www.msdh.state.ms.us](http://www.msdh.state.ms.us)

*Tate County:* 309 South Scott St.

Senatobia, MS 38668

(662) 562-4428

*DeSoto County:* Hernando–2705 Hwy. 51 S.

Hernando, MS 38632

(662) 429-9814

Olive Branch–6569 Cockrum Rd.

Olive Branch, MS 38654

(662) 895-3090

*Lafayette County:* 2101 Veterans Dr.

P.O. Box 1395

Oxford, MS 38655

(662) 234-5231

Services

Family Planning

Child Health/Children’s Medical Program

Hypertension (High Blood Pressure)

Early Intervention

Perinatal

Tuberculosis

HIV Screening

WIC

Immunization

Sexually Transmitted Diseases (STDs)

Pregnancy Testing

- **Mississippi Department of Human Services**

1-800-948-4060

[www.mdhs.state.ms.us](http://www.mdhs.state.ms.us)

*Tate County:* P.O. Box 280

1428 Browns Ferry Rd.

Senatobia, MS 38668

(662) 562-4478

*DeSoto County:* P.O. Box 546

2725 Hwy. 51 S.

Hernando, MS 38632

(662) 429-4461

*Lafayette County:* P.O. Box 1027

819 Jackson Ave.

Oxford, MS 38655

(662) 234-1861

Health benefits for children, families, and pregnant women may be provided.

## **Intramurals and Recreation**

Location: McLendon Center, Room 163

Intramural sports offer recreational and competitive sports activities on the Sena-

tobia campus throughout the school year.

Full-time enrolled students are eligible to participate in intramural sports except those students who are members of related varsity teams.

The following is a list of intramural sports offered:

- Outdoor volleyball
- Flag football
- Horseshoes
- Billiards
- Hoop shoot
- 3-on-3 basketball
- 5-on-5 basketball
- Dodgeball
- Kickball
- Wiffleball
- Campus 5K
- Ping pong
- Spades
- Badminton
- Ultimate frisbee
- Soccer
- Tennis
- Color Run
- Skills Competition
- Cornhole Tournament

### **Recreational Activities**

Northwest's recreation program is designed for the student to engage in enjoyable activities for pleasure or relaxation. They include:

- The ROC (Ranger Outdoor Complex)—basketball, volleyball and tennis
- North and South Gyms in the McLendon Center
- Ranger Game Room—Billiards, Ping Pong, Football, Student Lounge Area
- Scheduled Game Nights

### **Fitness Center**

The Northwest fitness center is a newly-designed facility with state-of-the-art equipment to assist people in maintaining a healthy lifestyle or improving their physical fitness.

### **Learning Resource Centers**

Location: R.C. Pugh Library

DeSoto Center: ground floor

Lafayette-Yalobusha Technical Center: Room 133

*The NWCC/Benton County Career-Tech Center has a lending agreement with Bond Memorial Library in Ashland.*

Hours: 8 a.m.-9 p.m., M-Th.; 8 a.m.-3:30 p.m., F

The Learning Resource Centers of Northwest provide services to enhance the learning experience of students, faculty and staff at campuses in Ashland, Oxford, Senatobia and Southaven. Students at Northwest may access information in a variety of formats on campus or online for both the academic and career-technical programs.

All libraries are wireless and encourage laptop use. They also offer computer labs and areas for studying, reading, viewing, and/or listening to audio-visual materials.

Professional librarians provide class or assignment-specific instruction to all academic or technical programs. Instruction sessions may be scheduled by calling or e-mailing the library.

All students may access the library web page to search the library catalog and online databases, and to access full-text e-books and journal articles. Students may contact a librarian by phone or text.

R.C. Pugh Library, located on the Senatobia campus, is the library headquarters. The Lafayette-Yalobusha Technical Center library is located on the Oxford campus, while the DeSoto Center library occupies more than 6,000 square feet on the first floor of

the DeSoto Center. The Benton County/NWCC Career-Tech Center, located in Ashland, does not have a physical library in the facility. However, the nursing program houses current library books and journals on a shelf accessible to all students in the program. Additional access is available through the public library with a Cooperative Library Lending Agreement between Bond Memorial Library and Northwest which extends borrowing privileges to students, instructors and the community. The Learning Resources Code of Conduct may be found on page 118 of this *Bulletin*.

### **Lost and Found**

Location: McLendon Center, Office #100 (Campus Police)

Hours: 7:30 a.m.-4:30 p.m., M-F

Lost and found on the Senatobia campus is handled by the Campus Police. Contact the main office at Centers.

### **Math Support Lab**

Location: McLendon Center, Room 219

Hours: Morning Schedule—M-F, 8 a.m.-noon

Afternoon Schedule—M, T, W, 1-4:30 p.m.; Th., 1-7 p.m.

DeSoto Center, Room 208 & Room 306

Hours: M-F, 8 a.m.-1 p.m.

Lafayette-Yalobusha Technical Center, Room 136

Hours: Morning Schedule—M-F, 8:30-11:30 a.m.

Afternoon Schedule—T, Th, 1:30-2:30 p.m.

The Math Support Lab is available to reinforce the classroom experience. Students have access to computers, software and individual tutoring in mathematics provided in a friendly environment.

### **Post Office**

Location: McLendon Center, Commons

Hours: 8 a.m.-4:30 p.m., M-F

The Northwest Post Office is a U.S. Postal Service Contract Station. It offers most postal services, and post office box rental is available for faculty, staff, and students. Mail is delivered to the campus each day between 9:30 and 10 a.m. and put into post office boxes by noon. Outgoing mail must be in the out-of-town slot by 2 p.m. Each box is rented/assigned to one person, and a student may not receive other people's mail in his/her box. The boxes work by combination lock, and it is each student's responsibility to learn his/her combination. No mail will be given out through the window. Money orders are sold until 2 p.m. each day and must be paid for in cash.

### **Scheduling and Facility Usage**

The Activities Committee is responsible for approving the scheduling of all meetings and activities at Northwest. Members are appointed annually by the President of the College. Activity Request Forms may be obtained from the Student Services Office, the David M. Haraway Center manager, or printed from Northwest's website, [www.northwestms.edu](http://www.northwestms.edu).

All on-campus and off-campus activities that are sponsored by a student group or organization must be approved by this committee. The Activities Committee also acts on requests made by off-campus groups that want to use Northwest facilities. The committee reserves the right to reject any activity or to recommend charges for the use of a facility. A sponsoring agency is responsible for the conduct of its guests.

Written requests for use of a facility must include the signature of the building supervisor prior to being submitted to the committee. Please submit requests at least three weeks in advance.

If a student group or organization plans to invite a speaker other than a member of the faculty, staff, or student body, the name and credentials of the proposed speaker should be presented to the Activities Committee for approval of time, place and special arrangements prior to extending the invitation.

A campus calendar of approved events and facility usage is located on the Northwest website.

## **Student Activities**

Location: McLendon Center, Room 129

Many opportunities are provided for students to participate in various activities throughout the academic year. Some of the activities include: the annual Beauty Review, Homecoming activities, pep rallies, movies, concerts, cookouts, dances, novelty events, and other special activities. Most activities are free to Northwest students with presentation of their student ID.

## **Student Development Center**

Location: Tate Hall, first floor

Lafayette-Yalobusha Technical Center, Room 112

Hours: 8 a.m.-4:30 p.m., M-F or by appointment

DeSoto Center, Suite 237, Offices B, C, and D

Hours: 8 a.m.-7 p.m., M-Th.; 8 a.m.-4:30 p.m., F

The Student Development Centers, located at all campuses, assist students in allowing education to be their top priority while attending Northwest. A wide range of counseling services is available for students. Early Alert services maintain contact with instructors regarding student absentees. This service is provided to emphasize the importance of attending class. Academic advising is provided to assist students in planning a course of study while attending Northwest. Senior college transfer information is available through the Student Development Center as well.

Personal counseling is available to students. Confidential counseling services address problems such as depression, anxiety, and relationship difficulties or other issues that a student may be facing. Students with alcohol and/or drug abuse problems are assessed and educated regarding the implications of substance abuse. Workshops are sponsored by the Student Development Center on various topics of interest. These workshops are designed to assist in building coping skills and maintaining a balanced life.

## **Student Publications**

Location: Yalobusha Hall, Ann Yates Whitten Media Center (Office #129)

Hours: 8 a.m.-4:30 p.m., M-F

- *The Rocketeer* is the student yearbook. It is produced by students under the direction of student publications advisers and distributed in the spring. The book gives a view of college life as it is enjoyed by the student body and Northwest personnel. A student editor, section editors, photographers, layout artists, copy writers, and typesetters comprise the *Rocketeer* staff. The publication is a member of the Mississippi Community/Junior College Press Association. The yearbook is available to full-time students 30 days after its delivery date, or as long as supplies last.

## **Student Services**

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

The Student Services Office houses the Vice President for Student Services/Chief of Staff and the Dean of Students. The Dean of Students advises Student Executive Council on the Senatobia campus.

## **SSS TRIO Academic Program**

Location: McLendon Center, Office #203

Hours: 8 a.m.-4:30 p.m., M-F

The SSS TRIO Academic Program offers free tutoring, advice in course selection, assistance in completing financial aid applications, transfer assistance with campus visits to four-year universities, counseling (personal, academic and career), peer mentoring, grant aid, and workshops on essential college skills. Participants must qualify for the program by meeting at least one of the following criteria: first-generation college student (neither parent has a bachelor's degree), meet income eligibility, or have a documented disability. Also, students must be full-time and seeking to obtain a bachelor's degree after attending Northwest. Participation is limited to 165 students. Students should visit the SSS TRIO Academic Program office for an initial interview. Applications are available online.

## **WIN Job Center/Employment Service**

Location: WIN Job Center

Hours: 8 a.m.-4:30 p.m.

WIN Job Centers are the centerpiece of the WIN in Mississippi system, which provides convenient, one-stop employment and training services to employers and job seekers. These centers provide customers easy access to services in the areas of employment, education, training, human services, and economic development—in just one location. WIN Job Centers are easy to use, and staff at each location is eager to help employers and job seekers with individual employment and training needs.

Job applicants are able to conduct their own high-tech job search. Jobs from across the state and nation are listed and updated daily. WIN Job Center area offices are located in Senatobia, Southaven, Batesville and Oxford.

## **Writing Center**

Location: McLendon Center, Room 222

DeSoto Center: First floor

Hours: Times vary by location

The Writing Center provides a place for all Northwest students to work on their writing. The Writing Center is staffed with consultants who have been trained to help others with their writing. The services are free to all Northwest students. Services are provided by appointment, with one-on-one peer counseling available. There are computers available for student use in the Center.

# Student Government

## Student Role in Campus Governance

As integral members of the Northwest community, students, through Northwest's various Student Government organizations, participate in the College's decision-making and planning processes. A Student Government organization exists on each Northwest campus to discuss issues of importance to students and to make recommendations to the College administration. Such recommendations are reviewed by the administration and incorporated into College planning.

In addition to Student Government organizations, students are represented on a variety of institutional committees. By active participation in these and other campus decision-making bodies, students assist Northwest in improving and expanding its services to the campus community.

## Student Government Organizations

Formal Student Government Associations exist on both the Senatobia campus and at DeSoto Center.

At Lafayette-Yalobusha Technical Center, a Campus Senate exists composed of elected representatives from the different educational programs located at the center. The Senate meets regularly to discuss issues of interest to students and to plan programs for Center students.

## Student Executive Council—Senatobia Campus

The Student Executive Council is a one-hour credit graded elective course focusing on leadership and student development in the spring semester. Any Northwest student who is not on disciplinary probation and maintains a cumulative GPA of 2.0 may register for this course. Students interested in fine tuning their leadership skills and contributing to the College in a positive way are especially encouraged to register. Any students interested in this course should contact the Student Services Office at ext. 3997.

## Student Government Association—DeSoto Center

The DeSoto Center Student Government Association is composed of a president, vice president, secretary-treasurer, parliamentarian, and two representatives from the sophomore and freshman classes. These officers and representatives meet regularly to discuss issues of importance to students at DeSoto Center. SGA members also assist with student events at the center.

For information regarding qualifications, specific duties, nominations, etc., please see the SGA adviser for DeSoto Center.

# Clubs and Organizations

In an effort to promote a broad range of educational experiences, the college provides a variety of clubs and organizations for participation by both students and faculty. Many clubs and organizations recruit membership from students with interests in specific areas.

No student groups, clubs, or organizations may hold meetings on Northwest campuses without being recognized by the college. Each year their functioning is dependent on sponsorship and student interest. A list of student organizations are available on the Northwest website at [www.northwestms.edu](http://www.northwestms.edu).

Northwest is a state-supported institution and is therefore non-sectarian. Students are however encouraged to develop spiritually through religious opportunities provided both

in the community and on campus. Students are invited to participate in the activities of a number of campus religious organizations. More information about these organizations can be found on the Northwest website at [www.northwestms.edu](http://www.northwestms.edu).

## Fine Arts Organizations

### **Northwest Concert Band**

This group is composed of selected students who desire to play the best instrumental music and who desire to become more proficient in the use of instruments. It is a service organization for those who plan to major in instrumental music, and it provides an opportunity for students in other major fields to continue the enjoyment of instrumental playing. Participation is by audition and is open to full-time college students only.

### **Northwest Entertainers**

The Northwest Entertainers is a select group of singers chosen from the Northwest Singers by highly competitive auditions. Participants wishing to receive scholarships must be full-time students and are expected to maintain an above average scholastic standing. All participants must be enrolled in both Northwest Singers and Entertainers for academic credit. It is not mandatory that the student be classified as full-time, except for those on scholarship.

### **Northwest Jazz Band**

Open to Northwest students who wish to participate in a musical group emphasizing jazz and show tune styles of music, the Jazz Band performs at basketball games and at other college activities. Participation is by audition and is open to full-time college students only.

### **The Northwest Rangerettes**

The precision drill and dance team accompanies the Ranger Band in performances at football games and in public appearances throughout the state. Membership is determined by tryouts held in the spring and summer. Participation is open to full-time college students only.

### **Northwest Singers**

The Northwest Singers is an all-purpose choral ensemble which is open to anyone who wishes to broaden the scope of his musical horizons. All participants must be registered for academic credit, though it is not mandatory that the student be classified as full-time, except for those on scholarship. Membership is determined by audition and is entirely at the discretion of the director.

### **Ranger Band**

The Northwest marching band is open to any full-time student by audition. Its purpose is to provide color and atmosphere for athletic and community events and to promote and enhance the dignity and reputation of the college. Scholarships are available to qualified students.

### **Speech and Theatre Productions**

In keeping with our mission to generate interest in theatre at Northwest and in the community itself, the Speech and Theatre Department encourages participation from area residents as well as students, faculty, and staff.

In addition, the department strives to enrich creativity and skills of actors and technicians by including guest artists in some productions. Participation is by audition only.

# Athletics

## Intercollegiate

Northwest Mississippi Community College provides the opportunity to compete in various sports on the intercollegiate level. Varsity sports which are available for participation include: football, basketball (men's and women's), baseball, rodeo (men's and women's), soccer (men's and women's), women's softball and women's volleyball. Northwest is a member of the Mississippi Association of Community Colleges Conference and the National Junior College Athletic Association. Rodeo is a member of the National Intercollegiate Rodeo Association.

# Student Activities

## Contests and Nominations

To be eligible for nomination to a position such as cheerleader, Hall of Fame, Mr. or Miss NWCC, Homecoming queen or maid, Most Beautiful or campus beauty, or Outstanding Student, the student must be enrolled on a full-time basis and must not be on either disciplinary probation or academic probation.

## Yearbook Features and Contests

**Most Beautiful**—Most Beautiful and four Beauties will be selected in an annual pageant. The qualifications for participation are the following:

1. Must be a full-time, female student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Cumulative GPA of 2.0 or higher
3. Must not be on academic probation, disciplinary probation or residence hall dismissal
4. Must attend all scheduled rehearsals and the Beauty Review
5. Must meet all application deadlines, contestants meetings, rehearsals, etc. Failure to comply with said dates and rules will automatically result in elimination of contestant from the Beauty Review

**Mr. and Miss NWCC**—Both a male and a female student will be selected by vote of the entire student body of a particular campus. Qualifications are the following:

1. Must be a full-time student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Sophomore student—defined as having completed 24 or more hours
3. Cumulative GPA of 2.5 or higher
4. Must not be on academic probation, disciplinary probation or residence hall dismissal
5. It is advisable that the student check with responsible college officials at their respective campus to ensure their nomination before posting election signs
6. Mr. NWCC must be a male student
7. Miss NWCC must be a female student

**Nomination for Mr. and Miss NWCC** is by the following means, in respect to the campus the student is attending:

**Senatobia campus**—Students on the Senatobia campus may be nominated by any student club/organization, residence hall, athletic team or defined student group (band, cheerleading, student recruiter, etc.). It is mandatory for that student to be a member of that organization. For further information, please contact the Office of Student Activities.

**DeSoto Center**—Students at DeSoto Center may be nominated by *one of two ways*:

1. Be nominated by a student club/organization
2. Complete and submit a petition form with 20 student signatures

For further information regarding Mr. or Miss NWCC at DeSoto Center, please contact the chair of the Student Government Association Committee at DeSoto Center.

**Lafayette-Yalobusha Technical Center**—Students at LYTC must complete and submit a petition form with 20 student signatures. To get a copy of the petition and for further information please contact the Student Services Coordinator at the Oxford center.

**Homecoming Court**—The Homecoming Court will be composed as follows:

Senatobia Campus—two freshmen and two sophomores

DeSoto Center—two freshmen and two sophomores

Lafayette-Yalobusha Technical Center—two freshmen and two sophomores

One Homecoming Queen will be elected from all sophomore maids.

One election for Homecoming Court will be held per campus. The Homecoming Queen will be the Sophomore Maid who receives the highest number of votes. While the Homecoming Court will be announced after elections are completed, the Homecoming Queen will not be announced until Homecoming Day.

A student may represent only one campus.

Qualifications for *freshman* Homecoming maid are as follows:

1. Must be a full-time student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Freshman student—defined as having completed 23 or less hours or enrolled as a first-year student of a Career-Tech program
3. Cumulative GPA of 3.0 or higher
4. Must not be on academic probation, disciplinary probation or residence hall dismissal

5. Must be a female student

6. It is advisable that the student check with responsible college officials at their respective campus to ensure their nomination before posting election signs

Qualifications for *sophomore* Homecoming maid and Homecoming queen are as follows:

1. Must be a full-time student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Sophomore student—defined as having completed 24 or more hours
3. Cumulative GPA of 3.0 or higher
4. Must not be on academic probation, disciplinary probation or residence hall dismissal

5. Must be a female student

6. Must have attended Northwest for at least one semester prior to elections

7. It is advisable that the student check with responsible college officials per campus to ensure their nomination before posting election signs.

**Nomination for freshman or sophomore Homecoming maid** is by the following means, in respect to the campus the student is attending:

**Senatobia campus**—Students on the Senatobia campus may be nominated by any student club/organization, residence hall or athletic team. It is preferable, but not necessary, for that student to be a member of that organization. It is at the discretion of the staff/faculty adviser as to whether the nominee must be a member of

that organization. For further information, please contact the Office of Student Activities.

**DeSoto Center**—Students at DeSoto Center may be nominated by *one of two ways*:

1. Be nominated by a student club/organization
2. Complete and submit a petition form with 20 student signatures

For further information regarding freshman or sophomore Homecoming maid at DeSoto Center, please contact the chair of the Student Government Association Committee at DeSoto Center.

**Lafayette-Yalobusha Technical Center**—Students at LYTC must complete and submit a petition form with 20 student signatures. To get a copy of the petition and for further information please contact the Student Services Coordinator at the Oxford center.

Each member of the Homecoming court selects escorts from the student body. These escorts are subject to the approval of the Homecoming Committee.

# CAMPUS REGULATIONS

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# CAMPUS REGULATIONS

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## Statement of Conduct and Philosophy

The following is the policy of the Board of Trustees regarding conduct of students at Northwest Mississippi Community College. The rights, responsibilities, and prohibitions contained in this statement are incorporated as a part of these regulations.

The Board of Trustees of Northwest Mississippi Community College reaffirms its policies to fully support freedom of expression by each member of the student body and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, and peaceful and non-disruptive protest and dissent. Under the Constitution of the State of Mississippi, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of Northwest Mississippi Community College and the preservation of academic freedom at the institution. The Board cannot and will not divest itself of this responsibility.

The Board of Trustees stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on the campus of Northwest, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination.

The Board of Trustees reaffirms its belief that all segments of the college community are under strong obligation and have a mutual responsibility to protect the campus community from conduct of disorderly, disruptive, or obstructive actions which interfere with academic, career, and/or technical pursuits of teaching, learning, and other campus activities.

College regulations provide guides for college life. A student is expected to display an attitude in which cooperation, good judgment, and good taste are standards of life at the College. Regulations are designed to protect the interest and well being of the student, his or her family, the College, and society. Disciplinary measures are designed to be corrective and beneficial to the educational development of the student. Disciplinary measures may range from the counseling of, to the expulsion of, the student from the college community.

## Purpose of the Code of Student Conduct

The purpose of the Northwest Mississippi Community College Code of Student Conduct, related rules and regulations, and disciplinary procedures are to provide a framework for disciplinary policy and action which shall be consistent with principles of fundamental fairness for the student and with the philosophy of Northwest.

The aim and intention of Northwest Mississippi Community College is to institute within its operations and uphold with its procedures a high regard for the health, safety, education, and moral development of the student body. Hence, there is a need for basic policies governing the actions of students as they relate to fellow students, faculty, and administrators in the academic community. The guiding force in the determinations of such policies is the realization that certain minimum standards of conduct must be met in order to create an atmosphere in which students

and others can work toward and realize their educational and developmental objectives with minimum interference and maximum support and encouragement.

While the student has an obligation to observe college policy, it is realized that breaches of policy will occur. When a student is found to be in violation of policy, those personnel charged with dealing with such problems must operate within an established framework which has been made known to the student. In attempting to direct student behavior or to sanction a student whose behavior has been unacceptable, the administrator is obligated to do so in a fair and equitable manner and in accordance with stated policy of the institution. Therefore, the obligation of the College and its administrators is of great consequence and not to be taken lightly by students, parents, administrators, or the public.

The procedures outlined here clearly show what the College must and will do in the process of administering discipline of significant consequence to a student. They are in every respect consistent with other statements of policy issued by this institution. Within the framework of this manual, official bulletins of the College, and any official notices of the College one can find all statements of policy, regulations governing student conduct, minimum requirements for continuing at Northwest, and penalties for violations. In addition, the proper channels of appeal are listed along with the positions of persons to whom appeals may be made.

## Definitions of Terms Used in Code of Student Conduct

1. The term “college” means Northwest Mississippi Community College.
2. The term “student” includes all persons registered for classes at the College, both full-time and part-time. It does not include former students not currently registered for classes.
3. The term “faculty member” means any person hired by the College to conduct classroom activities.
4. The term “college official” includes any person employed by the College performing assigned administrative, professional, or staff responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, college official, or any person employed by the College. A person’s status in a particular situation shall be determined by the Vice President for Finance.
6. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or controlled by the College.
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
8. The term “disciplinary authority” means any persons authorized by the College to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The “Dean of Students” is defined as the person designated by the President to be responsible for the administration of the Student Code. The Dean may designate other college officials to assist in the administration of the Code.
10. A “hearing officer” is defined as a college official designated to conduct informal hearings.
11. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code, the *Bulletin*, and official notices.

# Code of Student Conduct

Students who register at Northwest agree to conform to its regulations and policies, and are subject to disciplinary action upon violation of these regulations and policies. Any student found to have committed the following misconduct is subject to the disciplinary action outlined in this *Bulletin*.

## 101—Weapons

Illegal or unauthorized possession or use of weapons, including but not limited to:

- a. Firearms, fireworks, explosives, dangerous chemicals, ammunition, air guns, pellet guns, or other weapons on college premises (even in automobiles).
- b. Possession or use of any item resembling a firearm (e.g. cap pistol, paint ball gun or water gun).

## 102—Violence to Persons

Violence to persons and offenses of abuse including but not limited to:

a. Physical assault, abuse, or detention of any person, or conduct which endangers the health or safety of any person. Threat of physical assault, abuse, or detention of any person.

b. Harassment, intimidation, bribery, bullying, or cyberbullying of any student, faculty, or staff. Harassment is considered to be words, behaviors, and/or actions which intentionally inflict serious mental or emotional distress on others and/or disrupt the educational environment.

c. Violation of the Hazing Policy (see page 305 of this *Bulletin*).

d. Sexual Harassment, defined as any unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature. (See page 307 of this *Bulletin* for further details of the Sexual Harassment policy.)

e. Sexual Assault includes, but is not limited to, rape and is defined as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Sexual contact with a person who is unable to consent is prohibited. (See page 309 of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

f. Domestic Violence is defined by Mississippi law as one or more of the following acts between family or household members who live together, or who formerly lived together; or, between persons who are in a current dating relationship:

1. attempting to cause; or, intentionally, knowingly, or recklessly causing bodily injury with or without a deadly weapon;
2. placing, by physical menace or threat, another in fear of imminent serious bodily injury; or,
3. criminal sexual conduct committed against a minor.

A dating relationship is defined as a social relationship of a romantic or intimate nature. Family or household members means spouses, former spouses, persons living as spouses, parents and children, or other persons related by blood or marriage. (See page 309 of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

g. Dating Violence is defined as a pattern of behavior where one (1) person intentionally threatens or actually uses physical, sexual, verbal or emotional abuse to harm, intimidate or control another person with whom that person has a dating relationship. (See page 309 of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

h. Stalking is defined as a course of conduct directed at a specific person, or making a credible threat, and knowing, or should know, that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. (See page 309 of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

### **103—Drugs**

Use of drugs, including but not limited to:

a. Use, possession, distribution, or manufacture of narcotics, illegal drugs, illegal steroids, prescription narcotics, and/or drug-associated paraphernalia or controlled substances as defined by the laws of the State of Mississippi, except as expressly permitted by law, while on campus, or at an event and/or trip formally sponsored by an organization of the College (prescribed prescription narcotics possessed or taken as prescribed while under a licensed physician's care do not apply).

b. Public Intoxication (see page 304 of this *Bulletin*).

### **104—Alcohol**

Use of alcohol, including but not limited to:

a. Possession, consumption, or evidence of consumption, of alcoholic beverages on campus, or at an event formally sponsored by an organization of the College (even in automobiles).

b. Public Intoxication (see page 304 of this *Bulletin*).

### **105—Disorderly Conduct**

Disorderly conduct including but not limited to:

a. Obstruction or disruption of teaching, research, administration, public service functions, the flow of vehicular or pedestrian traffic, or other college activities.

b. Participation in a campus demonstration which disrupts the normal operations of the College and interferes with the rights of other members of the college community. Inciting or refusing to leave the scene of an unauthorized demonstration or gathering when ordered to do so by an authorized official.

c. Breach of peace, disorderly conduct, and aiding, abetting, or procuring another to breach the peace of the campus. This includes excessive noise; or lewd, indecent or obscene conduct or language; or public displays of affection, not in good taste, in buildings or on the grounds of the College.

d. Gang-related activity.

e. All students are responsible for the actions of their guests while on the campus.

f. Gambling defined as wagering: the practice of playing games of chance or wagering in the hope of winning monies.

### **106—Acts of Dishonesty**

Acts of dishonesty including but not limited to:

a. Falsification of records.

b. The act of willfully and knowingly giving false information is strictly prohibited. This includes oral or written statements to college officials, faculty, or staff and alteration or misuse of college documents, records, or identification cards.

### **107—Safety and Endangerment**

a. Interfering with safety regulations, emergency evacuations, and/or equipment, including but not limited to:

1. The setting of, or adding to, unauthorized fires on college premises, willful damage or misuse of fire protection equipment, initiation of a false alarm, or failure to evacuate during a fire alarm or drill.
  2. Violation of the campus tobacco policy (see page 119 of this *Bulletin*).
  3. Violations of automobile and parking regulations (see page 95 of this *Bulletin*).
- b. Endangering another's or one's own physical well being, including but not limited to:
1. Skateboarding, roller skating, rollerblading, segways, hoverboards or the like are prohibited.
  2. Possession or use of water balloons and water guns.
  3. Compromising the safety of a residence hall or other college facility, thereby endangering the health, safety and welfare of oneself, the building occupants and/or their property (e.g. propping open outside doors, allowing unauthorized access to others, introduction of chemicals or pesticides of any kind on surfaces or in the air, blocking exit access, etc.).
  4. Administering or receiving a tattoo, piercing, or other procedure on the grounds of the College.

### 108—Trespassing

Trespassing, including but not limited to:

- a. Unauthorized entry to or use of college premises, including both buildings and grounds.
- b. Unauthorized possession or use of keys or access card to any college facility or other property.
- c. Unauthorized Contractual Services for maintenance, repair, or other work regarding campus facilities.
- d. Violation of the Curfew Policy (see page 306 of this *Bulletin*).
- e. Violation of the Guest Policy (see page 306 of this *Bulletin*).
- f. Solicitation of funds and distribution of leaflets and/or materials (door-to-door offerings) are prohibited on campus without written permission of the Dean of Students. Buying, selling, and/or attempting to sell merchandise or services (profiting by any means) is also prohibited.

### 109—Compliance

- a. Failure to comply with the directions of a College official in the performance of his/her duties, including but not limited to:
  1. Interfering with or failure to comply with directions of college officials and/or law enforcement officers acting in performance of their duties.
  2. Failure to identify one's self to officials when requested to do so.
  3. Actions which are abusive or disrespectful in nature that are directed toward college officials.
  4. Disregard of financial obligations to the College.
- b. Abuse of the discipline system, including but not limited to:
  1. Failure to obey the summons of a hearing officer or body.
  2. Disruption or interference with the orderly conduct of a discipline proceeding.
  3. Attempt to discourage or improperly influence an individual's participation or use of the discipline system.
  4. Harassment or intimidation of an individual involved in a discipline proceeding.

5. Failure to comply with a sanction imposed under the Student Code.
- c. Failure to carry a College Identification card or other violation of the college identification policy (see page 118 of this *Bulletin*).

#### **110—Property Abuse**

Abuse of College property or private property, including but not limited to:

- a. Theft of, unauthorized possession of, damage to, or destruction of property of the College or to property of a member of the college community or of a visitor to the College.
- b. Littering of the campus.

#### **111—Technology**

Abuse of computers and other technology, including but not limited to:

- a. Unauthorized entry into a file, to use, read, change, or transfer the contents, or for any other purpose.
- b. Misrepresentation of self or a student or a student organization through computer or electronic means.
- c. Unauthorized use of another individual's identification and /or password.
- d. Use of computing facilities to interfere with the work of another member of the college community.
- e. Use of computing facilities to view or send obscene or abusive messages.
- f. Use of computing facilities to interfere with normal operation of the college computing system.
- g. Other violations of the computer usage policy (see page 111 of this *Bulletin*).

#### **112—Residence Hall Policies**

See page 100 of this *Bulletin*.

#### **113—Learning Resources Code of Conduct**

See page 118 of this *Bulletin*.

#### **114—Dress Code**

See page 119 of this *Bulletin*.

#### **115—Student Organization Regulations**

See page 109 of this *Bulletin*.

#### **116—Federal, State and/or Local Laws**

Students should reference the Student Conduct Procedures found in the Annual Security Report section of this *Bulletin*.

## **Automobile Regulations**

### **Vehicle Services**

The following services are available to all students while located on school property; Northwest is not liable for any damage incurred during these services. Vehicle services are not available off campus.

- Vehicle Unlock
- Vehicle Boost (by use of power packs **only**; no booster cables will be used)

If a vehicle requires one of the above services more than once in an eight-hour

period, there will be a \$5 charge for all services after the initial service.

These services are by courtesy of the Campus Police Department and are subject to officer availability.

## General Regulations

Northwest strives to be a pedestrian-friendly campus. All drivers are admonished to respect the rights of pedestrians while driving on campus. Thorough understanding of these regulations is important because violations will result in needless expense and inconvenience to the student.

1. A vehicle is defined as any car, truck, motorcycle, or any other type of movable motorized transportation.

2. All students, faculty, administration, and staff must register and obtain a decal for vehicle operation on campus at the time of school registration. The decal is to be permanently affixed to the left rear window or bumper of the vehicle in a manner in which removal of a decal would destroy the decal. Taping a decal to the window is not sufficient.

3. There is no cost for the decal of the first vehicle registered. To obtain your first decal please have the following information: your student ID number; the tag number of the vehicle; the year, make, model and color of the vehicle; and your promissory note. Additional decals are \$5 each.

4. A student who changes his or her place of residence or whose decal becomes illegible is responsible for re-registration of his or her car immediately in order to secure the proper decal. Also, when the owner trades his or her car, he or she is responsible for removing the old decal. Any violations noted against the old decal will be charged to the person to whom it was issued.

5. No motor vehicle shall display more than one Northwest Mississippi Community College decal at any one time. No person who has registered a vehicle and received a decal shall affix, or permit any other person to affix, such decal to any vehicle other than the vehicle for which the decal was issued. Decals are non-transferable.

6. Driving in a reckless manner is prohibited.

7. Northwest is not responsible for contents in vehicles parked on campus.

8. Speed limit on the Northwest campus is 20 mph unless posted differently. Speed limit in all parking lots is 5 mph.

9. Registered operators must observe and obey all traffic and parking signs on campus.

10. Registered students are responsible for their vehicles on campus.

11. Vehicle operators must not repair vehicles on campus grounds or parking lots.

12. Abandoned vehicles are not to be left on campus for more than 48 hours.

13. Vehicles are not to be parked on grass, sidewalks, entrances, streets or exits.

14. All accidents should be reported immediately to Campus Police.

15. Northwest reserves the right to impound vehicles or remove illegally parked vehicles at the expense of the owner or registered student.

16. No faculty or staff person shall register any vehicle and obtain a decal for any full- or part-time student. No person shall utilize in any manner a decal issued to some other person.

17. Summer school students must obtain a decal if they did not obtain one during the previous fall or spring semester.

18. Records of all violations are kept by Campus Police.

19. Music volume must be adjusted so that it can only be heard by the occupants of the vehicle.

20. Any window of a vehicle that has tint film or that has been darkened otherwise, so that the interior of the vehicle has light transmittance of 35 percent or more, must have a certifying label attached to the window approving that the tint is within state, county, and city guidelines.

21. All motor vehicles must at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusually loud noise and/or annoying smoke. No vehicle is allowed using a muffler that has been cut out, bypassed, or altered using external devices.

22. **Temporary Decal:** Temporary Decals will be issued by Campus Police for a period not to exceed two weeks. Students will be issued 1 temporary decal per semester for personal vehicles and any vehicle used throughout the semester. After the expiration of the temporary decal a permanent decal must be purchased and properly displayed on the vehicle. Students driving a rental car will only be required to display a temporary decal.

There is no fee for the temporary decal. The first permanent decal is free, and \$5.00 for each additional. Please be aware that due to temporary decals being placed on the interior of the rear glass, dark tint can hinder Campus Police from being able to see the decal.

In addition to the above rules and regulations, all state laws pertaining to traffic and all other state and federal laws are in full force at all times.

## **Parking Regulations—Senatobia**

The responsibility for finding legal parking spaces rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of any parking regulation. The College does not guarantee a parking space in your desired zone. The Howard Coliseum parking lot is designated as an overflow parking area. Failure by any individual to find a legal parking space shall not be an excuse for the violation of these regulations.

1. The color of the decal issued will designate the zone in which vehicles may be parked. Any motor vehicle which is parked in an area not designated as the proper zone will be ticketed. Resident students must park at their assigned residence hall lot.

2. Decals for the Senatobia campus are color coded as follows:

- a. Male residence hall students—white
- b. Female residence hall students—blue
- c. Commuting students—green
- d. Faculty and staff—red

3. No student may park in a red zone (faculty and staff parking space) for any reason for any length of time.

4. If a student changes residence halls, the student must obtain and affix the appropriate parking decal on the day of the move. There is no charge for this change of decal.

5. Commuting students must park only in their designated parking areas. Commuter students are not permitted to park at residence halls for any reason. Residence hall students are only permitted to park at their residence hall. Having a white decal (male residence hall) does not entitle a student to park in any male residence hall parking lot, other than the residence hall they are assigned to. Having a blue decal (female residence hall) does not entitle a student to park in any female residence hall parking lot, other than the residence hall they are assigned to. Administrators, faculty, and staff may park wherever necessary on campus (except in spaces designated for the disabled, where curbing is painted yellow, on sidewalks,

across parking lanes, or on campus lawns).

6. In the event that a residence hall student must attend a class at the Oxford or DeSoto Centers, their residence hall decal will be honored as a commuter decal. These students must park in areas designated for commuter parking only. These students are not permitted to park in areas designated for faculty and staff.

7. The Band Field Parking Lot, the Highway 51 Parking Lot and the North Physical Science Parking Lot, with the exception of faculty/staff parking spaces, are for commuter parking only.

8. Disabled persons will receive special consideration upon application to the Office of Disability Services.

9. Vehicles are not to be parked where curbing is painted yellow, on sidewalks, across parking lanes, in the street, or on campus lawns. Students, faculty, or staff members may park in the 15-minute zones at any time, but not longer than 15 minutes.

10. Abandoned vehicles or vehicles causing a traffic hazard may be towed by a local wrecker service at the owner's expense without warning to the owner.

11. Any vehicle operated by a person whose driving privileges have been suspended will be towed away at the owner's expense if found by Campus Police.

12. Any vehicle parked in a reserved or no parking area can be towed if deemed necessary by Campus Police.

## **Parking Regulations—DeSoto Center/ Lafayette-Yalobusha Technical Center**

The responsibility for finding legal parking spaces rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of any parking regulation.

1. The color of the decal issued will designate the zone in which vehicles must be parked at **all times**. Any motor vehicle improperly parked will be ticketed.

2. Disabled persons will receive special consideration upon application to the Office of Campus Police.

3. Vehicles are not to be parked where curbing is painted yellow, in the street, on sidewalks, across parking lanes, or on campus lawns.

4. Abandoned vehicles or vehicles causing a traffic hazard may be towed by a local wrecker service at the owner's expense without warning to the owner.

5. Any vehicle operated by a person whose driving privileges have been suspended will be towed at the owner's expense if found by Campus Police.

6. Any vehicle parked in a reserved or no parking area can be towed if deemed necessary by Campus Police.

7. The DeSoto Center front gate opens at 7 a.m. and closes at 10 p.m. **Vehicles left in the parking lot after 10 p.m. will remain secured until 7 a.m. the next morning.**

8. The speed limit in all parking lots is 5 mph.

## **Visitor Parking**

Only visitors are allowed to park in spaces designated for visitors. For the purpose of these regulations, the term "visitor" includes all individuals who are NOT affiliated with the College as a student enrolled in classes, staff, faculty, external employee or vendor/construction worker.

## **Penalties**

Penalties for violations shall be as follows:

### **1. Moving Violations**

- a. Running stop signs \$50

b. Careless driving	\$75
c. Speeding:	
up to 10 mph above limit	\$25
11 to 20 mph above limit	\$50
over 20 mph above limit	\$100
d. Reckless/dangerous driving	\$100

## 2. Parking/Other Violations

a. Improper parking	\$25
b. Parking in no parking zones	\$25
c. Unauthorized parking in faculty/staff space	\$25
d. Unauthorized parking in disabled space	\$150
e. Decal improperly located	\$10
f. Excessive noise (radio or muffler)	\$100
g. Other violations	\$20
h. Unauthorized parking on lawns	\$25
i. No decal	\$20
j. Tinted window violation	\$50

Cost of decals are as follows:

First faculty/staff decal	Free
Extra faculty/staff decal	\$5
First student decal	Free
Extra student decal	\$5
Temporary decal (2 weeks maximum)	Free
Summer school (new students)	Free

Decals are valid for one academic year (including summer school) and expire July 31.

Students are reminded that violations of automobile and parking regulations are also violations of the Code of Student Conduct. As such, these violations can be forwarded for discipline procedures.

## Procedure for Paying Tickets

1. Tickets are to be paid at the College Business Office or via the myNWCC student portal.

2. Northwest traffic regulations apply to all faculty and staff. Faculty and staff will be ticketed.

## Appeals

A student wishing to appeal a violation penalty should make the appeal to the Campus Police Office **within five working days of receiving a citation**. Any person who fails to appear and contest a ticket after five days from the date of the ticket shall be considered to have waived the right to an appeal. **Ignorance of the regulations or unavailability of a legal parking space is not grounds for an appeal.** Ticket appeals will be forwarded to the issuing officer for review. If the ticket is not dismissed by the officer, it will be referred to the Ticket Appeal Committee for consideration. The decision of the committee is final; there is no second appeal process. Any student found responsible for violating Sections 105, 106, or 109 of the Student Code of Conduct automatically terminates their right to filing an appeal for a citation connected to that incident.

Information about the Ticket Appeal Committee, including meeting dates, may be obtained at the Campus Police Office.

### **Tips for Writing a Successful Citation Appeal:**

Read over the traffic and parking rules and regulations to see why your citation was issued. Determine if there is something stating your documented violation is allowed by the traffic and parking rules and regulations. Appealing for the wrong violation will not result in a successful appeal.

Common reasons for unsuccessful appeals:

1. Improper display of decal or the decal is not permanently affixed
2. Failure to purchase any decal or appropriate decal
3. Inclement weather
4. Late arrival for class or meeting
5. Parking in a disabled space when you do not have the required decal

Also, keep in mind that traffic and parking citations are given all day, every day. Lastly, remember that you are responsible for your registered vehicle. If someone else is driving your vehicle and it is issued a parking citation, you are responsible for the citation.

## **Residence Hall Policies**

### **Residence Halls**

Residence halls are provided by Northwest Mississippi Community College for the convenience of students who cannot or do not wish to commute on a daily basis. Residence hall life often makes for a fuller and richer college experience for students. Our mission is to first serve the residents of our eleven-county district and then the other residents of the state of Mississippi. Northwest does not offer campus housing to out-of-state students due to demand from in-district and in-state students (exceptions are made for scholarship athletes, special programs, and during the spring semester if there is available space after all in-state students are housed).

Northwest operates nine residence halls housing approximately 1,069 students. Residence halls are available only to students who take a full academic, career, or technical courseload (excluding virtual classes) and who attend class regularly. Students must also meet the grade point requirement for residence students. Students are limited to six semesters (not including summer sessions) to reside in the residence halls. All residence hall policies are described in the *Bulletin*.

Students who wish to apply for housing should obtain a residence hall application from the Housing or Recruiting offices or via the Housing page of the Northwest website. Completed housing applications should be submitted to the Housing Office, located on the first floor in Tate Hall, with a deposit of \$100 for Benton, DeSoto, Marshall or Tallahatchie halls or \$50 for all other halls. The deposit is refundable under certain circumstances as described in the *Bulletin*, less a \$25 cancellation fee.

### **Liability**

Northwest does not assume any legal obligation to pay for loss or damage to the student's personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the period of the student's residence on-campus. The student or student's parents are encouraged to carry appropriate insurance to cover such losses.

## **What is a Residence Life Coordinator?**

An “RLC” is a professional Northwest employee who supervises the Residence Hall Supervisors within a designated area. The RLC resides on campus and is an additional resource for their residents. The RLC assists the residence hall staff in maintaining order in the residence halls through room inspections, as further discussed on page 107 of this *Bulletin*, and via a “Campus Appearance Ticket” for behaviors that violate the Student Code of Conduct.

## **What is a Residence Hall Supervisor?**

A Residence Hall Supervisor is a Northwest Mississippi Community College employee who manages the residence hall in which he/she resides. The Residence Hall Supervisor is the student’s first point of contact and is a great resource to our campus for their residents. The Residence Hall Supervisor oversees all aspects of check-in, check-out, open residence hall, and any other information that may be relayed from the Housing Office. In addition, the Residence Hall Supervisor maintains order in his/her residence hall through room inspections as further discussed on page 107 of this *Bulletin* and via a “Campus Appearance Ticket” for behaviors that violate the Student Code of Conduct.

## **Requirements**

Residence halls are available only to students who take a full academic, career, or technical course load (excluding virtual classes) and attend class regularly. Class attendance will be monitored by the Housing Office. Students will be notified when they fall below full-time status and will be asked to vacate the residence hall. Exceptions to this policy are made by the Dean of Students or designee under the most unusual of circumstances.

### **In-State Residency**

The mission of Northwest Mississippi Community College is to first serve the residents of our eleven-county district and then other residents of the state of Mississippi. In recent years, Northwest has experienced a high demand for our residence halls and has not been able to house out-of-state students. Northwest does not offer campus housing to out-of-state students (exceptions are made for scholarship athletes and special programs).

### **In-District**

The mission of Northwest Mississippi Community College is to first serve the residents of our eleven-county district. Out-of-district students should apply for housing prior to May 31 for the fall semester. Out-of-district students applying after May 31 will be assigned a residence hall room only after all in-district students have been assigned.

### **Six Semester Limit**

In order to foster academic progression, residence hall students are limited to six (6) semesters of residence hall living (not including summer semesters).

### **GPA and Credit Requirements**

1. Northwest Mississippi Community College views satisfactory academic progress as indicative of a student’s efforts to achieve his or her educational goals. To encourage progress toward those goals, all residence hall students must meet the College grade point average and credit requirements for living in the residence halls. These requirements are similar to those used by the Admissions and Financial

Aid offices in determining satisfactory progress.

a. At the completion of the second semester of full-time study at the college, a student must have accrued a minimum of 12 credits and have a cumulative grade point average of at least 1.35.

b. After the completion of the third semester, a student must have a GPA of 1.55 and accrued at least 20 credits.

c. After the completion of the fourth semester, the student must maintain a 2.0 cumulative GPA.

2. Students who do not meet the minimum requirements will lose their privilege to live in the residence halls and will be notified by letter that they will not be able to live on campus.

3. Students who wish to request an exception due to extraordinary circumstances may appeal to the Dean of Students.

a. The Dean will forward the appeal to an Ad Hoc Committee on Residence Hall GPA Appeals.

1. The committee will consist of the Assistant Director of Campus Life and Housing (chair); the Coordinator of Housing Operations; one Residence Life Coordinator; one Residence Hall Supervisor; and one student appointed by the chair.

b. Students must file an appeal within 15 days from the date of their notification letter. The notification letter will specify the date, time, and location of the committee meeting.

c. Students may appear in person at the meeting or may submit a written appeal for consideration by the committee.

d. Students will be notified by letter of the outcome of their appeal.

## **Application New Students**

1. All applications for residence halls should be sent directly to the Housing Office for review and approval.

2. No residence hall room reservation is made until a student's housing application and room reservation fee of \$100 for Benton, DeSoto, Marshall and Tallahatchie, or \$50 for all other halls, is on file in the Housing Office.

## **Returning Students**

1. Current residents whose intent is to return to the residence halls for the next year should do the following to ensure their priority:

a. Complete and submit future semester Housing Intent Form (typically scheduled for the week of pre-registration, see calendar and residence hall postings for dates).

1. Students who reside on-campus during the fall or spring semester have the opportunity to reclaim their present residence hall or request a different residence hall for the future fall or spring semester.

2. Students will complete a Returning Residence Hall Student Application (Room Reclaim) on line via the college's website.

3. Students will receive their assignment for the future semester.

b. If student did **NOT** complete a Returning Residence Hall Student Application, they should indicate their intention on their check-out form.

## **Cancellations**

The room reservation fee is non-refundable. It can be transferred to future semesters.

## No Shows

Students with residence hall reservations that are not claimed by noon the first day of classes shall forfeit their room and room reservation fee.

## Assignments

### 1. Priority

a. Returning students who participate in Room Reclaim are given first priority. Those who reclaim their same residence hall are assigned first. Students requesting other Residence Halls are then assigned by initial date of deposit, and space availability.

b. Returning students, who did not pre-register or participate in Room Reclaim, should complete a returning student application at check-out. These applicants are assigned to residence hall preference by date of deposit.

c. New students are assigned to residence hall preferences by date of deposit.

d. New out-of-district applications received after May 31 will be assigned a room only after all in-district students are assigned and space is available.

e. Due to space limitations, private rooms are not available.

### 2. Roommate Requests

a. All attempts are made to honor roommate requests when requests are mutual and deposits are submitted within 5 days of each other. Mutual roommate requests are prioritized based on the latest date of deposit of requested applicants.

### 3. Room Changes

a. Requests for change of room and/or roommates will be considered after the second week of the semester.

b. Room changes must be approved by the Residence Hall Supervisor and appropriate paperwork process completed.

### 4. Residence Hall Changes

a. Often times, students do not receive their first reference of residence hall choice. The Housing Office maintains a waiting list for each type of housing (apartments and suites) prioritized by date of deposit. When an apartment or suite vacancy arises, the Housing Office contacts the applicants on the waiting list.

b. Should a student accept the offer to relocate, the following process is followed:

1. Student picks up Residence Hall Transfer Form from the Housing Office.
2. Student pays fee difference at the Cashier's window of the Business Office.
3. Student properly checks out of current residence hall.
4. Student obtains new parking decal for vehicle.
5. Student properly checks into new residence hall.
6. Entire process is completed within allotted time frame.

### 5. Consolidation

The Housing Office may consolidate rooms to full capacity when vacancies occur and may move students to another room when such consolidation becomes necessary. Consolidation will begin the week after the room change period for the fall semester and continue through the 10th week of classes. Consolidation will begin the second week of classes for the spring semester and continue through the ninth week of classes.

a. The Residence Hall Supervisor will submit a list of all residents who do not have a roommate within that residence hall to the Housing Office on a weekly basis.

b. The Housing Office will first offer vacant spaces to any students on the waiting list for a specific residence hall or the housing waiting list.

c. ALL residents without a roommate will be notified by the Housing Office of the following options:

1. Select a roommate from the list of residents who is also in this process.

a. Inform the Housing Office which room both students will occupy.

2. Wait for the Housing Office to assign the student to a new room or assign a roommate to the student's room.

d. Resident will be given five business days to complete the consolidation process.

#### **6. Residence Hall Relocation and Dismissal**

The Dean of Students has the right to relocate or dismiss a student from the residence halls.

### **Check-In Procedures**

1. Students are issued a Residence Hall Housing Inventory Form, resident's personal data card, resident's confidential medical information form, room key(s), and information on how to access the Student Bulletin and Missing Persons Contact form via the college's website.

a. The student is to inspect the room and document the current condition of the room as indicated on the inventory sheet.

b. The student is to complete the personal data card and confidential medical information form.

c. The student is to obtain their room key.

2. All forms should be returned to the Residence Hall Supervisor no later than the residence hall's mandatory meeting.

3. Students should attend any residence hall meeting(s) assigned by their Residence Hall Supervisor. All students must complete the Campus Life and Housing module via Canvas no later than 2 weeks after the first day of class.

### **Roommate Agreements**

At check-in, residents are provided a roommate agreement to complete with their roommate. The agreement is a list of questions to start dialogue between roommates to assist in communication, establish boundaries, encourage mutual respect, and lessen conflicts. Residents are encouraged to submit these completed agreements to the residence hall supervisor within the first two weeks of classes.

### **Holiday and Break Housing**

Although classes are not in session during these times, the residence halls remain open during the Labor Day, Fall Break, Martin Luther King Jr., and Easter holidays and breaks.

1. In order to protect the safety of students, all students intending to remain in the residence halls during the holiday and corresponding weekend must complete the Holiday Housing Agreement via the college website.

2. The Holiday Housing Agreement is available via a link on the college website one week prior to the holiday until 12 p.m. the day before the holiday or corresponding weekend.

3. The Holiday Housing Agreement states: By clicking submit, I acknowledge that the supplied name, residence hall, room number, and phone number submitted are assigned to me. I further acknowledge that I will be remaining in my residence hall during this holiday time. I understand that this accommodation is a privilege;

and violation of the Code of Student Conduct during this time may result in the loss of this privilege, fines, and/or dismissal from the residence halls.

The residence halls are closed to all students during the Thanksgiving, Christmas, and Spring breaks, as well as breaks between the spring and summer semesters and fall and summer semesters. Please refer to the academic calendar and postings in your residence hall for specific residence hall closure dates and times.

## **Laundry Facilities and Equipment**

Each apartment unit within DeSoto and Marshall Halls has a washer and dryer. These appliances are to be used by the assigned residents only. Bobo, Benton, Gainey, Panola, Quitman, Tallahatchie, and Taylor Halls each have laundry rooms where washers and dryers are available for residents to utilize.

## **Guest Policy**

### **Visitation Policy (Same Sex)**

Resident students may have a guest (non-student, commuter student, or another residence hall student of the same sex) visit them at their residence hall room under the following guidelines:

1. Residents may have a guest in their room between the hours of 10 a.m. and 10 p.m. Monday through Thursday.
2. The guest must be 18 years of age and have a valid form of identification on their person.
3. The resident student is responsible for the guest's behavior.
4. The resident student must accompany the guest at all times.
5. All guests in Bobo, Gainey, Panola, Quitman, and Taylor residence halls must sign in at the hall's front desk. The guest will be subject to the same code of conduct expected from the resident.
6. All guests must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.
7. Resident students are NOT permitted to visit other residence halls between 10 p.m. and 10 a.m.
8. Unauthorized persons present between 10 p.m. and 10 a.m. are subject to disciplinary action or arrest.
9. Visitation is a privilege for residents. Abuse of the privilege can result in individual restrictions or loss of visitation for an entire residence hall.

## **Residence Hall Lobbies & DeSoto Courtyard**

DeSoto Courtyard, Bobo, Gainey, Marshall, Panola, Quitman and Taylor residence hall first floor lobby areas are places for the residents of those halls to participate in study groups and socialize. Residents may also have a guest (same sex or opposite sex) in the lobby during lobby/courtyard visitation hours for a short duration.

1. The guest must be 18 years of age and have a valid form of identification on their person.
2. The host (resident) student is responsible for the guest's behavior.
3. The host student must accompany the guest at all times.
4. The guest may be required to sign in and out of the lobby or courtyard.

## **Lobby/Courtyard Visiting Hours**

Bobo: Mondays 1-5, Tuesdays 2-4 & 6-10, Wednesdays 2-4 & 6-10, Thursdays 1-5

DeSoto: Mondays 6-10, Tuesdays 6-10, Wednesdays 7-9, Thursdays 7-9

Panola: Mondays 1-5, Tuesdays 2-4 & 6-10, Wednesdays 2-4 & 6-10, Thursdays 1-5

Quitman: Mondays 2-4 & 6-10, Tuesdays 1-5 & 8-10, Wednesdays 1-5 & 8-10, Thursdays 2-4 & 6-10

Taylor: Mondays 2-4 & 6-10, Tuesdays 1-5 & 8-10, Wednesdays 1-5 & 8-10, Thursdays 2-4 & 6-10

## Visitation Policy Opposite Sex

During designated hours, residents are allowed to have a guest of the opposite sex in their room. These hours are posted weekly at the main desk of the residence hall. These hours are subject to change with notice. Residents are expected to abide by the following while hosting a guest of the opposite sex.

1. Guests must be at least 18 years of age.
2. The resident whose room the guest is visiting must sign in the guest at the front desk of the residence hall where the student lives (resident may not check a guest into any room except their own).
3. The guest must leave a Northwest student ID card, an ID card from another recognized college or university, or a valid driver's license at the front desk when he/she signs in.
4. The guest must be signed in to a specific room (one guest per resident).
5. Each resident may check-in one guest.
6. The guest will not be permitted to go from room to room or wander through hallways or upper level lobbies.
7. The host student must stay in the room with the guest until the guest is ready to sign out.
8. Once the guest enters the room, a light must be on at all times, and students must be and remain fully dressed while the guest is present.
9. When the guest is ready to leave or when open residence hall is over, the host student must escort the guest back to the front desk and sign the guest out.
10. Visitors of the opposite sex in Bobo, Gainey, Panola, Quitman, and Taylor should use the bathroom facilities provided in the lobby.

## Check-Out Procedures

### Regular Check Out

1. The residence hall student must make an appointment with their Residence Hall Supervisor during regular working hours to check out of his/her assigned room. This appointment should be made within 12 hours of the student's last exam. All check-out appointments should be made no later than 4 p.m. on the last day of final examinations unless special permission has been previously obtained.
2. The student must have all of his/her belongings removed from the room.
3. The room must be cleaned (see Residence Hall Supervisor for specifics).
4. The student must return the issued room key to the Residence Hall Supervisor.
5. The student must read and sign the check-out form.

### Improper Check Out

1. Any residence hall student who fails to utilize express check-out or make an appointment with their Residence Hall Supervisor for regular check-out will be considered an improper check-out.
2. Improper check-out automatically results in the student's forfeit of their entire room deposit.
3. If the room was not cleaned, the student will be charged a cleaning fee in addition to the loss of room deposit.
4. If the room has any damages (including not returning the room key), the student will be charged for repair in addition to loss of room deposit.

## General Residence Hall Policies

### Expectations of Residence Hall Students

Living in the residence halls is considered a privilege and not a right. A student's residence on campus is contingent on that student's compliance with the policies

established for the general welfare of all residence hall students. It is the responsibility of all students in the residence halls to become aware of and observe all published rules affecting their status within the residence hall system at Northwest.

## Rules and Regulations

The following Rules and Regulations must be observed by all residents and guests:

1. Posted Room Inspection
  - a. Six times during a semester, there will be posted room inspections.
  - b. Residence Hall Supervisors will post the date of room inspections at least 2 working days in advance.
  - c. During this time, the residence halls will be inspected for the following:
    1. Cleanliness (garbage removed, floors cleaned, no odors, bath rooms cleaned (where appropriate).
    2. Safety (no appliances, candles, or other items that would endanger the safety of the community as well as cleared exit paths, etc.)
    3. Security (doors are locked and working properly)
  - d. Residence Hall Supervisors will issue notices (“gigs”) if deficiencies in cleaning standards are found.
    - Warning gig encourages you to speak with your Residence Hall Supervisor to make certain you understand what is expected.
    - 1st gig will result in a \$10 fine.
    - 2nd gig will result in a \$25 fine.
    - 3rd gig will result in a referral to the Residence Life Coordinator which may result in relocation, dismissal from the residence hall, and/or additional fines.
2. Unannounced Room Inspections
  - a. Supervisors may inspect residence hall rooms for cleanliness, safety, or security, unannounced.
  - b. Gigs are not issued; but, instructions and/or deadlines given by the Supervisor, are expected to be met.
  - c. Failure on the resident's part to follow instructions will result in disciplinary action.
3. What is and what is NOT allowed
  - a. *Allowed*
    - Cooking appliances to include crock pots, coffee makers, self contained grilling machines, Instant Pots and small hot pots. Refrigerators that are 4.5 or less cubic feet.
    - In order to preserve painted wall surfaces, residents are asked to use tape or adhesive to attach wall decorations which can easily be taken down without removal of paint or destruction of walls.
    - Room decorations which are in good taste.
  - b. *NOT allowed*
    - Pets and other animals (including fish and reptiles).
    - Refrigerators over 4.5 cubic feet, electric heaters, air fryers, sunlamps, and appliances such as microwave ovens, toasters, fryers, and hot plates are prohibited.
    - Nails, tacks, or screws are not allowed to be used for any reason on windows, walls, or furniture.
    - Exercise equipment and/or other items that could be considered disruptive, damaging, or injurious are not permitted. Treadmills, bicycles, and weights are specifically not permitted.

- Candles, combustible substances, dangerous chemicals, pesticides.
- Natural or artificial trees.
- Christmas lights, rope lights or tubular party lights.
- Plug-in air fresheners or incense.
- Cinder blocks.
- Room decorations that are NOT in good taste.
- Alcohol beverage containers (full or empty).
- Gambling is prohibited in all residence halls.

*All outside furniture designated for the common areas of apartment-styled buildings must be approved by the Residence Hall Supervisor. Novelty or decorative items that may cause a distraction to onlookers should not be placed in windows, doorways, or breezeways.*

4. Residence Hall Quiet Hours begin in all residence halls at 10 p.m. and end at 10 a.m. the next day. This includes adjacent parking lots.

a. Excessive noise at any time will result in disciplinary action.

b. Alarm clocks, radios, televisions, stereo equipment, and any other sound apparatuses shall not be loud enough to be heard in other rooms or disturb or disrupt the normal tone of the residence hall. Stereo speakers are limited to no more than ten (10) watts.

c. Students are not to engage in conversation out of windows or across balconies or make unnecessary noise in the residence hall (interior, exterior, outlying areas, and parking lots).

d. Gathering or congregating in such a manner as to disturb the normal educational process of the residence hall is not permitted.

5. Babysitting is not permitted.

6. Room Condition

a. No furniture or other items of inventory may be removed from the residence hall without written permission from the Housing Office.

b. Window blinds are furnished in each room.

Curtains may be hung using a spring-type rod only.

c. Vandalism or abuse to living quarters is prohibited. Students found responsible shall be assessed the cost of repair, the replacement of damaged or missing items, and/or the cleaning of the room.

7. Compliance

a. Students must comply with a request by a college official to disperse or leave the residence hall or any adjacent area when they are acting in a disorderly, disruptive, and/or excessively noisy manner.

b. All thefts, damage to property, etc. should be reported immediately to the Residence Hall Supervisor and Campus Police. The College assumes no responsibility for loss or damage.

c. Loitering around the entrances and in the lobbies of the residence halls is not permitted. Loitering will not be permitted around unauthorized areas.

d. Solicitation of funds and distribution of leaflets and/or materials (door-to-door offerings) are prohibited in the residence halls without written permission of the Dean of Students. Buying, selling, and/or attempting to sell merchandise or services (profiting by any means) on any Northwest campus is prohibited.

e. Unauthorized room changes are not permitted.

f. For residence halls with breezeways, visits by members of the opposite sex in breezeway should be of limited duration.

g. Students will be held responsible for violations of any other college policies or regulations. See the Code of Student Conduct and other college regulations for further information.

## 8. Safety

- a. Residence hall rooms (entry doors) are expected to be locked at all times.
- b. All students are expected to enter or leave the residence halls only by the designated entrance after the residence halls are secured for the night.
- c. Fire and insurance regulations prohibit the burning of any material in the residence halls.
- d. Each student is responsible for his/her key at all times. Lost or stolen keys should be reported immediately to the Residence Hall Supervisor and Campus Police. Keys may not be loaned out. A \$100 fee will be charged for each lock recore.
- e. When a student is locked out of his or her residence hall room, the resident should contact the Residence Hall Supervisor during their scheduled working hours and Campus Police when the Residence Hall Supervisor is off duty. Campus Police will be en route as quickly as possible. (Unlocks do not take precedence over more important calls, duties or assignments.)
  1. The Residence Hall Supervisor or Campus Police Officer will request the student's I.D. to verify that the student does reside in that residence hall room.
  2. The resident will be issued a Campus Appearance Ticket as a receipt that the room was unlocked.
  3. The first time a resident's room is unlocked in a semester, there will be no charge.
  4. All subsequent unlocks will result in a fine of \$5 each. The fines will be posted to the student's account as a discipline fine and will be due at the time of clearance.
- f. No ball playing (frisbee) at residence halls or adjoining parking lots.

### **Emergency Residence Hall Closure**

If a residence hall or residence hall room must close due to circumstances beyond the control of the College, students may be asked to vacate the premises for a period of time. Northwest will attempt to find accommodations for these displaced students.

### **Emergencies**

Any accident, sickness, or other emergency situation in the residence hall should be reported to the Residence Life Coordinator, Residence Hall Supervisor or Campus Police.

## **Student Organization Regulations**

Northwest Mississippi Community College is committed to the principle that students should be encouraged to participate in worthwhile campus activities. The college experience is enriched by participation in social, spiritual, cultural, physical, educational, and professional programs. To assist student organizations in realizing their full potential, the following guidelines and regulations have been developed.

1. To retain the status of a recognized organization, all student organizations must submit an annual registration form. Any changes in the organization's purpose or constitution must also be submitted at that time.

Registration forms will be distributed to all faculty and staff members early in the fall semester. Forms will also be available in the Office of Student Services.

2. All student organizations must be recognized by Northwest Mississippi Community College. To receive official recognition, new organizations must submit to the Dean of Students the following information:

- a. Name and phone number of a qualified campus adviser;
- b. Name and phone number of president or other student leader;
- c. Statement of purpose;
- d. Constitution or by-laws of the organization; and
- e. Roster of members.

The Dean of Students will review such materials and determine if the organization's mission and purpose are congruent with that of Northwest Mississippi Community College. The Dean will also verify that the organization's constitution, statement of purpose, etc. is in compliance with all college rules and regulations. Upon initial approval by the Dean, the organization's materials will be reviewed by the Activities Committee of the College which will grant final approval.

Upon final approval, the Dean of Students will issue a formal letter of recognition or disapproval to the organization. New organizations are recognized on a provisional basis for a two-year period. During this time, the Dean of Students will monitor the new organization so as to assist with the group's growth and development. Organizations on provisional status may lose their recognition should they fail to meet expectations of student organizations or if membership drops to unsustainable levels.

All student organizations of Northwest Mississippi Community College are expected to comply with all student organization and college regulations. The following policies will apply to all activities sponsored by recognized organizations:

- a. Only recognized student organizations may utilize college facilities. The only exception to this policy is organizational meetings by new groups held with the permission of the Dean of Students. Organizations must comply with all facilities usage policies.

- b. Northwest Mississippi Community College shall not be responsible for injuries or damages to persons or properties resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations. Organizations are also responsible and liable for the conduct and actions of all members and guests.

3. Each organization must agree to comply with all policies, regulations, and procedures established by Northwest, as well as with all municipal, state, and federal laws. The organization's purpose and philosophy must be congruent with that of the College.

4. Organizations having a national affiliation must be members in good standing with their national office in order to be recognized by the College.

5. No discrimination on the basis of age, sex, race, color, creed, national origin, or disability is to be practiced by organizations in selection or maintaining membership. Exceptions involve some organizations that by their nature include only members of a certain religion. Such exceptions may only be made by the Dean of Students.

6. Each organization must have a campus adviser. A campus adviser is a faculty or staff member, employed full-time by the College, who is approved by the Dean of Students. Exceptions to full-time status may be made by the Dean of Students. A group may not orient new members without a campus adviser.

- a. The campus adviser will be required to do the following:
  1. Help develop and review the organization's statement of purpose as needed.
  2. Help the officers develop a strategic plan for service to the College and the community.
  3. Assist the organization in fulfilling its purpose.
  4. Advise the organization on questions of college policy.

5. Be available as a resource person for information concerning the organization.
  6. Attend any on-campus event sponsored by the organization.
  7. Approve activities sponsored by the organization.
- b. Should the adviser resign from the College or the organization, the group will have three weeks to identify a new adviser before losing related privileges. Extensions will be granted by the Dean of Students only when evidence is presented that a concerted effort to identify a new adviser has failed.
7. No person or organization may use the name, seal, or any symbol of the College in any manner without written permission from the Dean of Students.
  8. A minimum number of six (6) members is required for groups to maintain recognition by the College. Failure to meet this membership minimum, or to maintain a demonstrated and continued interest, may result in loss of recognition by the College.
  9. Active membership in any student organization shall be limited to currently enrolled students. Professional organizations may include members of the business community.
  10. No organization may use the same name as a currently registered organization, or one similar to it, or have purposes which are similar to those of a currently registered organization.
  11. Deposits and withdrawals of all organization funds must be made through the Business Office. Expenditures must be approved by both the adviser and president of the organization.
  12. No organization may solicit funds from any outside person, business, or organization without written approval from the Dean of Students. Any fundraising event shall be for the benefit of the organization as a whole or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain. Fundraising events must comply with all college fundraising regulations.

## **Transportation**

Northwest has vans that are available to campus organizations for group travel. The following procedure must be completed by the sponsor at least seventy-two (72) hours before departure:

1. Submit a completed Travel Authorization Form to the office of the appropriate Dean or Director.
2. Contact the Transportation Center office about vehicle availability, keys, and mileage forms. Users are assessed the standard mileage charge set annually by the Business Office.

No student is to drive a Northwest vehicle without proper authorization.

The Mississippi Community College Board has ruled that any and all student groups that attend a convention, conference or workshop must be accompanied by an official of that school.

# **General Policies and Regulations**

## **Acceptable Use Policy for Computing**

### **Definition of the Northwest Network**

The computing facilities at Northwest Mississippi Community College consist of a network that encompasses all three campuses. The network provides connectivity for Northwest-owned devices, personal devices, and peripherals. Users consist of ALL students, faculty, staff, and guest users. These facilities are provided to users

for educational and administrative activities. All users must utilize these systems in an efficient, ethical, and legal manner. Use of these facilities must be consistent with Northwest policies as well as all existing federal and state laws. Access to computing facilities is a privilege, not a right. Failure to abide by these guidelines may result in disciplinary action as described in the *Northwest Bulletin* or the *Northwest Policy Manual*.

### **Privacy**

- Data files or messages being sent via the network are not private or secure communications.
- Northwest reserves its right, as owner of the network, to examine, capture, and archive any messages transmitted over the network and to review any data stored on Northwest-owned devices under the direction of the Network Administrator or Director of Management Information Systems.
- If the security of the network is threatened, Northwest's requirement to maintain the network's integrity and protect the rights of users may supersede the individual user's privacy.

### **Safety from Threats**

While unwanted or unsolicited contact cannot be controlled within the network, users who receive threatening communications should notify Northwest Campus Police. Electronic threats are not tolerated. The College will respond to alleged threats consistent with policies in the *Bulletin* or the *Policy Manual*.

### **User Responsibilities**

Responsibilities are a part of the privilege of network access. Users are expected to adhere to these responsibilities. Users who violate these regulations will be subject to disciplinary action as specified in the *Bulletin* or *Policy Manual*. Violators may have their network access suspended, and depending on the seriousness of the violation, their actions may have further consequences. Furthermore, actions that violate federal or state laws may result in referral to the appropriate legal authority. Violations should be reported to the Help Desk Coordinator, the Dean of Students, or the Director of Management Information Systems.

- Users are responsible for the security of all logins/passwords and all assigned computer accounts. Access to logins, passwords or computer accounts may not be given to or obtained by any other party. Applications and services by unauthorized parties must be approved by the Network Administrator or by the Director of MIS.
- Users may not misrepresent themselves or their data on the network.
- Users may not use the Northwest network's resources to gain or attempt to gain unauthorized access to remote computers.
- Users may not install/uninstall any software/hardware/network devices on any Northwest-owned computer or on the Northwest network. Any software/hardware changes or requests should be submitted to the Help Desk Coordinator.
- Users may not deliberately perform an act which will seriously impair the operation of computers, peripherals, other devices or networks. Such acts include but are not limited to: tampering with components of a local area network, blocking communication lines, or interfering with the operational readiness of any computer or device.
- Users may not run or install any unauthorized program on any component of the network, including but not limited to, the classes of programs known as computer viruses, Trojan horses, Malware and worms.
- Personal equipment connected to the network in the residence halls must have proper virus prevention software installed.

- Users may not attempt to circumvent data protection or exploit security loopholes.
- Unauthorized wireless access points are prohibited on campus.
- Northwest is bound by Title 17 of the United States Code on Copyright and supports the provisions contained therein; therefore, users must abide by the terms of all software licensing agreements and copyright laws. Users do not have the right to receive or use unauthorized copies of software or make unauthorized copies of software for others. Users do not have the right to download materials subject to copyright laws using the Northwest campuswide network. Users may not duplicate or post another party's copyrighted material (such as music, movies, software, written materials) unless permitted by a license or within the fair use doctrine.
- Users may not use the Northwest network to send, print, request, view, display or store fraudulent, illegal, harassing, racial, obscene, pornographic, indecent, profane or inappropriate materials.
- Users may not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others. Any person operating a network-intensive application or a defective device that overloads the Northwest network will be notified, and steps will be taken to protect the overall network. This may include disconnecting the offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the network or disrupts the activities of others, the offending computer system or the subnet to which it is attached may be disconnected without advance notice.
- Users may not attempt to monitor another's data communications, nor may they read, copy, change, or delete another user's files or software without permission of the owner.
- Computing and networking resources are provided to support the mission of Northwest Mississippi Community College and may not be used for commercial purposes by any user.
- All network traffic exiting Northwest is subject to the policies of the network through which it flows, as well as to all Northwest policies.
- All Northwest computing and networking facilities are provided for use by the faculty, staff, and students for relevant academic, research, or administrative pursuits. The classroom computer lab in the McLendon Center may be reserved through the Help Desk Coordinator. Like all other Northwest facilities, private use must be approved in advance through the Student Services Office.
- The content of any information made available to others via the Northwest network is the sole responsibility of the person who created that information. It is their responsibility to be aware of all applicable federal laws, state laws, and Northwest policies. That person is liable for any violations of federal laws, state laws, or Northwest policies.
- The Network Administrator and the relevant authorities should be notified about violations of computer laws and policies and potential loopholes in, or breaches of, the security of its computer systems and networks.

### **Regulations for Administrative Use**

- Users must observe all provisions of the Family Educational Rights and Privacy Act (FERPA) when accessing student records. Northwest strives to maintain all sensitive and confidential data in a secure environment. Identifying information such as complete tax identification numbers or bank/credit card account numbers should not be included in email messages. The user of sensitive or confidential reports is responsible for ensuring policy compliance.
- All computer software written in-house, purchased by or licensed to North-

west, is college property and may only be used on college equipment and by employees or other authorized persons.

- Maintenance of the college's web page on the Internet is the responsibility of the MIS Department. Approval for changes to the site must be obtained via the regulations set forth in the Information Systems Web Site Policy.

## **Student Computing**

### **General Computer and Network Information**

Northwest maintains a website at [www.northwestms.edu](http://www.northwestms.edu). Students will find contact information for administrative offices, a faculty listing, course offerings, academic calendars, and other helpful information there.

An IT Help Desk is available, open from 8 a.m. to 4:30 p.m., Monday through Friday. It is located in the McLendon Center, room 210, on the Senatobia campus, inside the open computer lab. The Help Desk offers software help and limited hardware troubleshooting.

To contact the Help Desk, call 562-3934 or e-mail [helpdesk@northwestms.edu](mailto:helpdesk@northwestms.edu).

### **Student Access**

Students may access information such as their class schedule, course history, traffic fines, etc., via myNWCC on the Northwest website using their student ID number and PIN. Students who attended Northwest in Spring 2014 and before will log in with their password that was assigned to them at that time. If you do not know your PIN, click on "Forgot ID/PIN?" and you will be prompted to select how/where you would like the information sent, via text or email. New students logging into myNWCC for the first time should use their six-digit birthdate as their PIN. These students will be prompted to change their PIN upon login to a six-digit number of their choice for access to myNWCC only. During registration, eligible students may also register and complete their registration through this portal. If students misplace their PIN, they may click on the "Forgot ID/PIN?" in myNWCC to retrieve that information.

### **Network Access**

Student User/Login ID for all Northwest IT services is the student ID number, providing a single sign on experience for students. The student's password is the same as their password/PIN# in myNWCC. These login credentials will provide access to login to computers on campus, CANVAS, the network storage ("H drive") as well as webmail. If students misplace their PIN#, they may click on the 'Forgot ID/PIN' in myNWCC to retrieve that information or, it may be obtained by contacting a counselor at the DeSoto campus, an employee in the library of the Oxford campus, or by going to the Help Desk in the McLendon Center computer lab with a student ID. Help Desk personnel are not allowed to give login information over the phone. A student's username is their first initial, last name, and the last four digits of their student ID number.

### **E-mail Accounts**

Students are automatically assigned a Northwest e-mail address when they register. E-mail addresses are in the form of [username@northwestms.edu](mailto:username@northwestms.edu). All e-mail accounts can be accessed through the WebMail link on the Northwest Web site using the username they are assigned. Student's Username is the first initial of their first name, full last name and last four digits of their student ID. The Students password is the same as their password/PIN# in myNWCC. Student email accounts are not active until the first day of classes and are deleted when the account is not accessed for up to one year.

## **Network Storage**

Students are allowed 50MB of storage space on the Northwest network to store coursework or other classroom projects. Access to this network storage space is given to the student upon login to the network in the form of an extra (virtual) drive listed under the “My Computer” icon on the PC. This storage space may be accessed from any classroom, lab, or residence hall computer connected to the Northwest network, as well as via the Northwest website. Storage space is deleted at the end of July each year. Students are encouraged to backup any files they would like to save to another media before the end of the semester.

## **Internet Access**

Students will login using the username they are assigned. The student’s username is the first initial of their first name, full last name and last four digits of their student ID. The student’s password is the same as their password/PIN# in myNWCC.

There is wireless Internet available on all three Northwest campuses. The connection is called NWCC\_Student. Internet connections ARE monitored for appropriate usage. Students are required to read and follow the Acceptable Use Policy for Computing which is located on the Northwest website and in the previous section of the *Bulletin*.

## **Computers on Campus**

Northwest maintains open computer labs for faculty and student use. On the Senatobia campus they are located in the McLendon Center and in the R.C. Pugh Library. On the Southaven and Oxford campuses, the open labs are located in the library. These computers have the most recent versions of Microsoft Office, Internet browsers, and various academic programs. All users must be prepared to show a current Northwest ID to utilize the labs. Check page 82 of this *Bulletin* for lab hours. Users are not allowed to install/delete any programs or change any desktop settings on these computers.

## **Canvas System**

Through any Internet connection and on a wide variety of mobile devices, students can at their convenience access materials for courses taught at Northwest. Canvas is used for all online courses and for supplemental resources in on-campus courses. A link to the Northwest Canvas system is provided through the Northwest Web site, or can be reached directly at <https://northwestms.instructure.com>. Students may log in to the Northwest Canvas system using the same username and password assigned to them for utilizing the Northwest network. A Canvas tutorial can be found online at [http://www.northwestms.edu/index.php/?page\\_id=7854](http://www.northwestms.edu/index.php/?page_id=7854).

## **Information Systems Privacy Policy for Students**

Northwest Mississippi Community College is committed to protecting your privacy while employing technology that gives you a useful and safe online experience. This Statement of Privacy applies to the Northwest Mississippi Community College’s Web site, and governs data collection and use for all of Northwest Mississippi Community College sites and services. Please read the complete Student Privacy Policy to learn additional details about how some of these sites and services protect your personal information. Below is an explanation of how we gather, use, and protect your information.

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes privacy rights of students with regard to educational records. FERPA gives enrolled students the right to review their educational records, request amendment of records, to consent to disclosures of personally identifiable information. Unless there is a Waiver of Rights to Privacy of Records form on file in with the college, student education and financial records can only be discussed with and made available to the student.

This information is made available to Northwest employees representing campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans).

The following student information will be treated as Directory Information for Public Records Requests:

Name, home address, phone number and email address.

Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, degrees awarded and dates granted, and campus attended.

Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

Directory Information is treated as general information and will be released upon request unless a written request that it not be released is received by the Office of Admissions and Records within thirty (30) days from the beginning of any period of registration.

## **Information Technology Facilities**

The management of the Northwest network is consistent with the parameters outlined in our Acceptable Use Policy for Computing.

The information technology facilities at Northwest Mississippi Community College consist of a data network that encompasses all three campuses. The network provides connectivity for Northwest-owned devices, personal devices, and peripherals. Users consist of ALL students, faculty, staff, and guest users. These facilities are provided to users for educational and administrative activities. All users must utilize these systems in an efficient, ethical, and legal manner. Use of these facilities must be consistent with Northwest policies as well as all existing federal and state laws. Access to computing facilities is a privilege, not a right. Failure to abide by these guidelines may result in disciplinary action as described in the Northwest *Bulletin* or the Northwest Policy Manual.

## **Use of Cookies**

The Northwest website does not require the use of cookies (bits of data passed by your browser to our site). Some of the links within the site to other sites or portals do incorporate their use. For instance, the myNWCC portal uses cookies for the sorting of tables, however, nothing is stored in the cookies that identifies the user. If you prefer not to receive cookies, you can turn them off in your browser or set your browser to ask you before accepting new cookies.

## **Network Traffic**

The College uses programs to collect data about traffic on our network. We do not

attempt to personally identify users unless the data we collect represents prohibited traffic.

Northwest has appropriate physical, electronic, and managerial processes and procedures in place to safeguard and help prevent unauthorized access, to assist in maintaining data security, to quickly identify and address any vulnerabilities, and to assist in correctly using the information we collect online.

Data files or messages being sent via the network are not private or secure communications.

Northwest reserves its right, as owner of the network, to examine, capture, and archive any messages transmitted over the network and to review any data stored on Northwest-owned devices under the direction of the network administrator or director of Information Technology.

If the security of the network is threatened, Northwest's requirement to maintain the network's integrity and protect the rights of users may supersede the individual user's privacy.

### **Security Precautions You Should Take**

Although we make every effort to secure our network, the College cannot guarantee privacy of online communications. Use discretion in providing information in online classes, chat rooms, or other open forums on the web. When using myN-WCC or Canvas to access personal records, be sure to 'LOGOUT', exit the site AND close your browser. Otherwise, the next person to use the computer may see your information.

### **Alternate Ways to Submit Information**

You have a choice about whether to provide personal information online. For other options, contact us and learn how you can provide information by phone, in person, or by email to [registrar@northwestms.edu](mailto:registrar@northwestms.edu).

### **Links to Other Web Sites**

The Northwest Mississippi Community College website contains links to sites outside the college; these sites may have their own privacy statement—or none at all. We urge you to exercise caution when providing personal data to any site. Check their policies and contact them if you have questions.

### **Changes to this Statement**

Northwest Mississippi Community College policies are subject to change. You should periodically review this Statement or check the College's Privacy and Security page at [http://www.northwestms.edu/index.php/?page\\_id=26763](http://www.northwestms.edu/index.php/?page_id=26763) to remain informed of how the College is protecting your information.

### **Social Media Policy for Students**

Northwest encourages the use of social media. The Office of Communications manages the official Facebook, Twitter, Instagram, YouTube, LinkedIn and Snapchat pages. Using these platforms to ask questions or leave comments is welcomed. If an official student organization or department wishes to start a social media account, they should first consult with the Office of Communications. All social media pages affiliated with the College should include a member of the Communications staff as an administrator.

Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to Northwest. However, posted content and/or language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed.

Any social media post that violates a code of student conduct will be handled in accordance with the college's student conduct procedures as outlined in this *Bulletin*.

## **Learning Resources Code of Conduct**

Northwest Learning Resource Centers (LRC) are committed to providing an educational environment conducive to learning. Students play a critical role in creating this environment by respecting the rights of others while using library resources.

- To provide a suitable environment for group or individual study, quiet areas are offered throughout the libraries. Cell phones should be set to silent and the volume on headphones should be turned down when working in the library.
- A certain amount of noise is expected at all service desks where librarians often interact with faculty, staff and students. Otherwise, librarians and students are expected to minimize noise by keeping conversations low.
- Students must present a current NWCC ID in order to check out materials.
- Students must log in to computers in the labs with their NWCC credentials.
- Students who use language or act in a way which is obscene, profane or threatening will be removed from the library.

The library faculty and staff reserve the right to ask students to conform to the Code of Conduct. If misconduct occurs, the librarian will request an ID from the student. An incident report will be filed with Campus Police at this point, or the student will be asked to leave the library.

## **Student Identification Number**

Northwest Mississippi Community College uses a six-digit college identification number to identify each student's permanent records, such as the registration, grades, transcript, enrollment certifications, student accounts, etc. This is known as the student ID number.

New students receive their Northwest ID number through the admission process.

Students in need of their student ID number may contact the Office of Admissions and Records, Financial Aid Office, eLearning, or the Computer Help Desk. The student will need to provide two forms of identification. Examples include date of birth and social security number.

## **Identification Policy**

The College issues each student an identification card at the beginning of each semester. This card is to be used to identify the recipient as a student at Northwest Mississippi Community College; to secure tickets to athletic events; for admission to concerts, artists' series, and college theater productions and for voting in campus elections. This card is a valuable document and must be in the student's possession at all times.

Any misuse of the identification card by its holder, or attempted use by another person will result in the cancellation of the privileges provided and in disciplinary action.

The loss or theft of an identification card should be reported immediately to Campus Police. A substitute card will be issued only after payment of a \$10 fee. Students are allowed to possess only one ID card and must surrender this card upon withdrawal from Northwest.

All students are required to have their ID cards on their person at all times. Failure to present the ID card to college officials in authority, identify one's self to college officials, or giving false information will be grounds for disciplinary action.

## **Tobacco Policy**

Northwest Mississippi Community College facilities, grounds and vehicles are tobacco free. This tobacco free policy prohibits the use of all tobacco products as defined by the American College Health Association, which includes all tobacco derived or containing products, including but not limited to cigars, cigarettes, hookah smoked products and oral tobacco (spit and spitless, smokeless, chew and snuff). The use of electronic smoking devices (also known as electronic cigarettes or e-cigarettes) is prohibited. This policy applies to faculty, staff, students and visitors.

## **Film/Photography Consent**

Students may be filmed or photographed for journalistic or marketing purposes for the college. If a student DOES NOT wish to appear in student or college publications or college marketing materials (including online), they should fill out a Personal Image Publication Refusal Form in the Communications Office at the beginning of the school year. Students should also alert any Communications staff member immediately if they do not wish to be photographed/videoed at the time of the photograph/taping, so they preemptively keep their image out of the photo/footage. Otherwise it is understood that the college has permission to use images of students in all journalistic or marketing materials.

## **Dress Code**

No manner of dress will be allowed which disrupts the normal educational process. In order to prepare students for careers and occupations, all students are expected to dress in good taste and be well groomed. Shirts must be worn at all times except within a student's assigned residence hall room or if engaged in an outdoor athletic activity. Underwear and undergarments should remain covered at all times except in a student's assigned residence hall room.

All pants and shorts must be worn at the waist. Pajamas are not to be worn outside the student's assigned residence hall.

In public areas, personal grooming should be kept as minimal and discreet as possible. No hairdressing, nail painting, etc. is allowed in public areas.

## **Medical Emergencies**

The College does not have the facilities, equipment, or personnel to administer medical treatment to persons who are sick or injured. Therefore, if a student or other person on campus is sick or injured, and if in the opinion of college officials a medical emergency exists, then college officials may call for an ambulance to transport sick or injured persons to a medical facility. Calling for an ambulance or other emergency agencies will be at the discretion of college officials, and students or other persons involved in the emergency must cooperate and follow the directions of college officials. It will be considered a violation of policy if any student refuses or interferes with the directions of college officials during such emergencies.

Such students will be subject to disciplinary action. Expenses for professional care

or treatment are the responsibility of the sick or injured student or guest.

If it is determined by college officials that it would be hazardous to a student's health or safety to reside in campus housing due to certain medical conditions (such as a student's refusal to take prescribed medication, to follow doctor's orders, etc.), the College may require a clearance letter from a qualified physician in order for the student to reside in campus housing.

Students needing medical assistance or a medical referral should contact the Dean of Students at the Senatobia campus, or the Center Dean if attending a center.

## **Service/Assistance Animal Policy**

Northwest Mississippi Community College recognizes the importance of service and assistance animals to individuals with disabilities. This policy provides that students with disabilities, who require the use of service and assistance animals as a reasonable accommodation, receive the benefit of the therapeutic support they provide. In accordance with the Americans with Disabilities Act, Service animals may accompany their handler in all public areas of the College. The use of assistance animals is governed by the Fair Housing Act, and therefore limits assistance animals to the individual student's residence hall. The College allows approved students with disabilities the use of an assistance animal in student housing to facilitate their full participation and equal access to the residential experience. To protect the rights and privileges of all, the College has developed specific requirements and guidelines concerning the appropriate use of service/assistance animals.

### **Section I. Distinction between Service Animal and Assistance Animal**

#### **A. Service Animal**

A service animal is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service animal. Other animals, whether wild or domestic, do not qualify as Service animals. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. Service animals are working animals, not pets. The work or task a Service animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service animals.

#### **B. Assistance Animal**

Assistance animals (also called comfort or therapy animals) are animals that enable a person with a disability an equal opportunity to use and enjoy student housing by alleviating the symptoms of the disability. Unlike a service animal, an assistance animal might not be trained and it does not accompany a person with a disability at all times. Although assistance animals may be considered for limited access to College housing, they are not permitted in other areas of the College (e.g. libraries, classroom buildings, classrooms, labs, student center, office buildings, residence halls other than the handler's assigned residence, etc.).

### **Section II. Additional Definitions**

#### **A. Pet**

A pet is an animal kept for ordinary use and companionship. A pet is not considered an assistance animal and is not covered by this policy. Residents are not permitted to have pets.

## B. Approved Animal

An approved animal is an assistance animal for use in the residential environment that has been granted as a reasonable accommodation due to the impact of the handler's disability.

## C. Handler

The handler is the student who has requested the accommodation and has received approval from the Disability Support Services office to bring the Approved Animal into the residence halls.

### **Section III. Guidelines Regarding Service Animals**

1. Service animals do not require any special registration with Disability Support Services. In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

2. The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, and grooming and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal.

3. The service animal is subject to all vaccination and licensing requirements of the municipality in which the College is located.

4. Please refer to the College's procedure for requesting accommodations for details. The College offers a voluntary registration program for all service animals. The registry serves important purposes, for example, by ensuring that emergency staff know to look for service animals during an emergency evacuation. Registries for purposes are permitted under the ADA. No office or entity may however require that a dog be registered as a service animal as a condition of being permitted in College facilities.

### **Section IV. Exceptions and Exclusions for Service Animals**

1. The ADA does not require covered entities to modify policies, practices, or procedures if it would "fundamentally alter" the nature of the goods, services, programs, or activities provided to the public. Nor does it overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. For example, at a College, service animals could be restricted from a specific area of a residence hall reserved specifically for students with allergies to dog dander.

2. In addition, if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded.

### **Section V. Guidelines Regarding Assistance Animals**

1. The handler must complete an Assistance Animal Registration form for the approved animal and provide related documentation to Disability Support Services.

2. The handler is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.

3. The handler is financially responsible for the actions of the approved animal including bodily injury or property damage. The handler's responsibility covers but

is not limited to cleaning or replacement of furniture, carpet, windows, and wall covering.

4. The handler is responsible for any expenses incurred for cleaning beyond standard cleaning or repairs to College premises that are assessed after the student and animal vacate the residence.

5. The handler must notify the Disability Support Services Office in writing if the approved animal is no longer needed or is no longer in residence. To replace an approved animal, the Handler must file an updated Assistance Animal Registration form.

6. The handler's residence may be inspected for fleas, ticks or other pests during normal Health and Safety Inspections or as needed. If fleas, ticks or other pests are detected, the residence facility will be treated using approved fumigation methods by a College -approved pest control service provider. The Handler will be billed for the expense of any pest treatment beyond standard pest management in the residence facility.

7. All roommates or suitemates of the handler must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the handler and approved animal or the non-approving roommates or suitemates may be moved to a different location. This provision is only applicable for students residing in a shared room and/or apartment.

8. Due to maintenance or other Housing staff needing to occasionally enter student rooms, it is imperative that the approved animal is housed in an appropriate enclosure or kennel at all times while the handler is away. The enclosure must be of an appropriate size for the animal. Caged and kenneled animals are to be kept in appropriate cages with flooring and liner to prevent any damage to floors and to allow sanitary removal of pet waste. When outside the residence, the handler of an assistance animal shall carry proof that the animal is an approved animal.

9. Approved animals may not be left overnight in Housing to be cared for by another student. Animals must be taken with the student if they leave campus for a prolonged period and dogs especially should not be left unattended through the day.

10. The handler understands that reasonable accommodations which may constitute an exception to a policy that otherwise would prohibit having an animal do not constitute an exception to any other policy.

11. Should the approved animal be removed from the premises for any reason, the Handler is expected to fulfill his/her housing obligations for the remainder of the semester.

12. Care and supervision of the animal are the responsibility of the handler who benefits from the Approved Animal's use. The handler is responsible for the health and hygiene of the animal, including daily grooming and occasional baths as may be required to keep animal odor to a minimum. Handlers should not use the sinks or showers in the residence hall to bathe the approved animal.

13. The handler is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in an outside trash receptacle. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

14. In accordance with local ordinances and regulations the approved animal must

be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. Local licensing requirements must be followed.

15. When outside the handler's room, the approved animal must be on a leash, if appropriate for the animal, at all times.

16. Cruelty to animals is forbidden. Beating, neglecting, or otherwise harming an animal by the handler will result in the animal being removed.

17. The College may place other reasonable conditions or restrictions on the approved animals depending on the nature and characteristics of the animal.

18. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the College disciplinary process.

#### **Section VI. Exceptions and Exclusions for Assistance Animals**

The College may place restrictions on, and may exclude, an assistance animal. Restrictions or exclusions will be considered on a case-by-case basis. An animal may be excluded if:

1. It is out of control and effective action cannot control it or is not taken to control it;
2. Its size is prohibitive in relation to the size of the residence hall;
3. It is not housebroken;
4. It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications. An animal with a history of biting or aggression may be considered to pose such a threat;
5. Its presence fundamentally alters the nature of programs, services, or activities in student housing;
6. It is unruly or disruptive (e.g. barking, running around, bringing attention to itself, jumping up on people, whining, squawking, scratching, chewing)
7. Other reasons as may be determined.

#### **Section VII. Conflicting Health Conditions**

Housing personnel will make a reasonable effort to notify roommates/apartment/suite mates in the residence building where the approved animal will be located.

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Housing Office.



# ACADEMIC REGULATIONS

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# ACADEMIC REGULATIONS

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## Graduation

All students expecting to become candidates for degrees or certificates must file an application for graduation with the Office of Admissions and Records by the announced deadline date found in the school calendar.

## Requirements for Degrees

Northwest Mississippi Community College grants two associate degrees — the Associate of Arts Degree and the Associate of Applied Science Degree.

### Associate of Arts Degree

The Associate of Arts Degree is awarded for programs designed as the first two years of a four-year college or university program leading to a Baccalaureate degree.

To graduate from the college with the Associate of Arts Degree a student must:

1. Earn a minimum of sixty (60) semester hours to include the thirty-five (35) semester hours listed in the Academic Core Curriculum.
2. Earn a minimum grade point of 2.0 on all work completed at Northwest Mississippi Community College.
3. Complete the remaining courses designated by the chosen academic pathway.
4. Earn not more than eighteen (18) semester hours through the College Level Examination Program (CLEP) or Advanced Placement Examination.
5. Complete a minimum of fifteen (15) semester hours at Northwest Mississippi Community College in the area of study.

### Associate of Applied Science Degree

The Associate of Applied Science Degree is awarded for programs designed to meet the educational needs of students who are seeking preparation for employment in occupational fields not requiring a four-year degree.

To graduate from the college with the Associate of Applied Science Degree a student must:

1. Earn a minimum of sixty (60) semester hours to include the fifteen (15) semester hours listed in the Technical Core Curriculum.
2. Complete the remaining courses designated by the program of study.
3. Earn a minimum grade point of 2.0 on all work completed at Northwest Mississippi Community College.
4. Complete a minimum of fifteen (15) semester hours at Northwest Mississippi Community College in the area of study.
5. Earn not more than fifteen (15) semester hours through any combination of the following: College Level Placement Examination (CLEP) or Advanced Placement Examination. Credit by examination may be given to participants in articulated workforce training programs.

## Career and Technical Certificates

Certificates for specific programs are awarded to students who successfully complete requirements for these programs of study as outlined in the college **Bulletin**. Students completing a one-year minimum of 30 hours career program will receive a Career Certificate, and those students completing a minimum of 45 hours technical program will receive a Technical Certificate.

To graduate from the college with a certificate in a particular program of study a student must:

1. Make a passing grade and average a minimum 2.0 grade point on those courses required in the curriculum. Grades in the courses not listed in the curriculum will not be counted in calculating the grade point average.

## Academic Core Curriculum

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges or universities in Mississippi. This curriculum contains the core curriculum required by all colleges and universities under the State Board of Trustees, Institutions of Higher Learning.

English Composition .....	6 semester hours
Humanities/Fine Arts .....	9 semester hours
Social/Behavioral Science .....	6 semester hours
Natural Sciences .....	6 semester hours
Natural Sciences Laboratory .....	2 semester hours
Mathematics.....	3 semester hours
Basic Computer Skills.....	3 semester hours
Total .....	35 semester hours

Approved courses for the Academic Core Curriculum are as follows:

English Composition 6 Semester Hours  
 ENG 1113 and ENG 1123

Humanities/Fine Arts 9 Semester Hours  
 (Approved Choices)

SPT 1113 Public Speaking I (REQUIRED) = 3 Semester Hours

### *Fine Arts Electives*

ART 1113 Art Appreciation  
 MUS 1113 Music Appreciation  
 MUS 1423 Survey of Popular Music (Entertainment Industry  
 Studies pathway only)

SPT 2233 Theatre Appreciation

### *Humanities Electives*

ENG 2323 British Literature I  
 ENG 2333 British Literature II  
 ENG 2223 American Literature I  
 ENG 2233 American Literature II  
 ENG 2423 World Literature I  
 ENG 2433 World Literature II  
 ENG 2513 Survey of African-American Literature  
 ENG 2613 Film as Literature  
 PHI 1113 Old Testament Survey  
 PHI 1133 New Testament Survey  
 PHI 2113 Introduction to Philosophy  
 PHI 2143 Introduction to Ethics  
 PHI 2613 World Religions I  
 PHI 2713 Introduction to Logic

= 3 or 6 Semester Hours

(At least 3 Semester Hours MUST BE TAKEN from these courses)

*Other Approved Humanities Electives*

- ENG 2133 Creative Writing I
- ENG 2143 Creative Writing II
- MFL 1113 French I
- MFL 1123 French II
- MFL 2113 French III
- MFL 2123 French IV
- MFL 1213 Spanish I
- MFL 1223 Spanish II
- MFL 2213 Spanish III
- MFL 2223 Spanish IV
- MFL 2513 Occupational Spanish
- SPT 1163 Argumentation and Debate
- SPT 2173 Interpersonal Communication

= 3 Semester Hours

(3 Semester Hours  
MAY BE TAKEN  
from these courses)

Social/Behavioral Science

(Approved Choices)

- GEO 1113 World Geography
- GEO 1123 Principles of Geography
- HIS 1113 Western Civilization I
- HIS 1123 Western Civilization II
- HIS 1163 World Civilizations I
- HIS 1173 World Civilizations II
- HIS 2213 American History I
- HIS 2223 American History II
- PSC 1113 American National Government
- SOC 2113 Introduction to Sociology I
- SOC 2133 Social Problems
- SOC 2143 Marriage and Family
- ECO 2113 Principles of Macroeconomics
- ECO 2123 Principles of Microeconomics
- PSY 1513 General Psychology
- PSY 2553 Psychology of Personal Adjustment
- EPY/PSY 2533 Human Growth and Development
- PSY 2513 Child Psychology
- PSY 2523 Adolescent Psychology
- PSY 2543 Applied Behavioral Analysis

6 Semester Hours

Natural Sciences

(Approved Choices)

- |   |          |
|---|----------|
| BIO 1113 Principles of Biology I        | BIO 1111 |
| BIO 1123 Principles of Biology II       | BIO 1121 |
| BIO 1133 General Biology I              | BIO 1131 |
| BIO 1143 General Biology II             | BIO 1141 |
| BIO 1213 Environmental Science          | BIO 1211 |
| BIO 1313 General Botany I               | BIO 1311 |
| BIO 1323 General Botany II              | BIO 1321 |
| BIO 1533 Survey of Anatomy & Physiology | BIO 1531 |
| BIO 2513 Anatomy & Physiology I         | BIO 2511 |
| BIO 2523 Anatomy & Physiology II        | BIO 2521 |
| BIO 2414 General Zoology I              | BIO 2410 |
| BIO 2424 General Zoology II             | BIO 2420 |
| BIO 2923 Microbiology                   | BIO 2921 |
| CHE 1213 General Chemistry I            | CHE 1211 |

Laboratory

8 Semester Hours

CHE 1223 General Chemistry II	CHE 1221
CHE 1313 Principles of Chemistry I	CHE 1311
CHE 1323 Principles of Chemistry II	CHE 1321
CHE 2423 Organic Chemistry I	CHE 2421
CHE 2433 Organic Chemistry II	CHE 2431
PHY 1113 Introduction to Astronomy, Lecture	PHY 1111
PHY 2243 Physical Science I, Lecture	PHY 2241
PHY 2253 Physical Science II, Lecture	PHY 2251
PHY 2413 General Physics I	PHY 2411
PHY 2423 General Physics II	PHY 2421
PHY 2513 Engineering Physics I	PHY 2511
PHY 2523 Engineering Physics II	PHY 2521

Mathematics 3 Semester Hours

(Approved Choices)

MAT 1313 College Algebra
MAT 1323 Trigonometry
MAT 1513 Business Calculus I
MAT 1523 Business Calculus II
MAT 1613 Calculus I
MAT 1623 Calculus II
MAT 2613 Calculus III
MAT 2623 Calculus IV
MAT 2113 Introduction to Linear Algebra
MAT 2913 Differential Equations

Basic Computer Skills 3 Semester Hours

CSC 1113 or higher

ART 1513 Computer Art (for students in the Art pathway only)

## Technical Core Curriculum

The Technical Core Curriculum is designed for students who plan to complete the Associate of Applied Science Degree.\* This Core Curriculum is incorporated in all programs of study leading to an Associate of Applied Science degree as outlined in this *Bulletin*.

English Composition .....	3 semester hours
Public Speaking .....	3 semester hours
Humanities/Fine Arts .....	3 semester hours
Social/Behavioral Science .....	3 semester hours
Natural Science/Mathematics .....	3 semester hours
Total .....	15 semester hours

\* Developmental courses cannot be used as electives to meet graduation requirements.

Approved courses for the Technical Core Curriculum are as follows:

English Composition	3 Semester Hours
ENG 1113 or ENG 1123	
Oral Communication	3 Semester Hours
SPT 1113 Public Speaking I	
Humanities/Fine Arts	3 Semester Hours
(Approved Choices)	
<i>Fine Arts Electives</i>	
ART 1113 Art Appreciation	

MUS 1113 Music Appreciation  
SPT 2233 Theatre Appreciation

*Humanities Electives*

ENG 2323 British Literature I  
ENG 2333 British Literature II  
ENG 2223 American Literature I  
ENG 2233 American Literature II  
ENG 2423 World Literature I  
ENG 2433 World Literature II  
ENG 2513 Survey of African-American Literature  
ENG 2613 Film as Literature  
PHI 1113 Old Testament Survey  
PHI 1133 New Testament Survey  
PHI 2113 Introduction to Philosophy  
PHI 2143 Introduction to Ethics  
PHI 2613 World Religions I  
PHI 2713 Introduction to Logic

Social/Behavioral Science

3 Semester Hours

(Approved Choices)

GEO 1113 World Geography  
HIS 1113 Western Civilization I  
HIS 1123 Western Civilization II  
HIS 2213 American History I  
HIS 2223 American History II  
PSC 1113 American National Government  
SOC 2113 Introduction to Sociology I  
SOC 2133 Social Problems  
SOC 2143 Marriage and Family  
ECO 2113 Principles of Macroeconomics  
ECO 2123 Principles of Microeconomics  
PSY 1513 General Psychology  
EPY/PSY 2533 Human Growth and Development  
PSY 2513 Child Psychology  
PSY 2523 Adolescent Psychology  
PSY 2543 Applied Behavioral Analysis

Natural Sciences/Mathematics

Laboratory

3 Semester Hours

(Approved Choices)

AGR 1214 Animal Science      AGR 1210  
AGR 1313 Plant Science      AGR 1310  
AGR 2314 Soils      AGR 2310  
BIO 1113 Principles of Biology I      BIO 1111  
BIO 1123 Principles of Biology II      BIO 1121  
BIO 1133 General Biology I      BIO 1131  
BIO 1143 General Biology II      BIO 1141  
BIO 1213 Environmental Science      BIO 1211  
BIO 1313 General Botany I      BIO 1311  
BIO 1323 General Botany II      BIO 1321  
BIO 1533 Survey of Anatomy & Physiology      BIO 1531  
BIO 2513 Anatomy & Physiology I      BIO 2511  
BIO 2523 Anatomy & Physiology II      BIO 2521  
BIO 2414 General Zoology I      BIO 2410  
BIO 2424 General Zoology II      BIO 2420

BIO 2923 Microbiology	BIO 2921
CHE 1213 General Chemistry I	CHE 1211
CHE 1223 General Chemistry II	CHE 1221
CHE 1313 Principles of Chemistry I	CHE 1311
CHE 1323 Principles of Chemistry II	CHE 1321
CHE 2423 Organic Chemistry I	CHE 2421
CHE 2433 Organic Chemistry II	CHE 2431
PHY 1113 Introduction to Astronomy, Lecture	PHY 1111
PHY 2243 Physical Science I, Lecture	PHY 2241
PHY 2253 Physical Science II, Lecture	PHY 2251
PHY 2413 General Physics I	PHY 2411
PHY 2423 General Physics II	PHY 2421
PHY 2513 Engineering Physics I	PHY 2511
PHY 2523 Engineering Physics II	PHY 2521
MAT 1313 College Algebra	
MAT 1323 Trigonometry	
MAT 1513 Business Calculus	
MAT 1523 Business Calculus II	
MAT 1613 Calculus I	
MAT 1623 Calculus II	
MAT 2613 Calculus III	
MAT 2623 Calculus IV	
MAT 2113 Introduction of Linear Algebra	
MAT 2913 Differential Equations	

## Application for Graduation

An application for graduation (diploma) should be filed with the Office of Admissions by the intended graduating semester deadline. Deadlines to apply for graduation are listed in the calendar section of this *Bulletin*.

## eBook Policy

In an effort to reduce the price of books for our students, Northwest began implementing digital technology for books during the fall 2016 term. The following policies and procedures have been defined for implementing electronic textbooks (eBooks) in courses as well as how courses with eBooks are processed through the Student Information System and accessed by the students.

- Courses utilizing digital technology are selected and approved by full-time faculty who teach the specified course and the Department Director for the area of study. Every faculty member teaching the selected course is required to use the eBook approved.
- The negotiation of pricing for the eBooks is handled by the Director of eLearning in cooperation with the Department Director for that area of study.
- Fees for eBooks are attached to each section of the course. This fee is due when completing the registration process.
- If the course is all digital, students are NOT REQUIRED to purchase a book from the Bookstore.
- eBooks are available through CANVAS the FIRST day of class.
- An app is provided within CANVAS to download the eBook to as many as three of the student's devices. The eBook can be accessed at any time after downloading it to the device, even when no Internet connection is available.

- Students may print information from their eBook using the app provided within CANVAS.
- If students prefer a hard copy of the entire textbook, black and white loose-bound books are available for purchase in the Northwest Bookstore for most eBooks.
- eBook fees will not be credited to a student's account when withdrawing from the course any time after the last day to make schedule changes, as defined in the Northwest *Bulletin* for the term.
- Adjustments for eBook fees must be made through the Business Office before the last day to make schedule changes, as defined in the Northwest *Bulletin* for the term, in order to receive credit on a student's account.
- eBook fees are assessed each time the student enrolls in the course.
- Any student receiving Title IV assistance has the option to "opt-out" of the eBook charge. In order to do this, the student must provide proof of purchase elsewhere, must opt-out by the add/drop deadline, and must notify the Director of eLearning in order for the Business Office to credit the charge. If the course requires digital components other than a book, proof of purchase of those components or codes must be provided as well.

## Credits and Grades

### Course Placement

Northwest Mississippi Community College requires applicants for admission to the college to be tested prior to completion of the registration process. Northwest utilizes the ACT exam for placement in English, Math, and Reading classes.

**ENGLISH:** Students with an English ACT sub-score of 17 or above are placed in ENG 1113 English Composition. Students with an English ACT sub-score of 16 or below are placed in ENG 0123 Intermediate English and Reading (a prerequisite to ENG 1113). Students with an English ACT sub-score of 15 or 16 may choose to be placed into an alternate corequisite pathway (if sections/seats are available); these students take both ENG 1113 and ENG 0143 (Composition Studio Companion) in the same semester, with the same instructor for both, with the corequisite ENG 0143 class period immediately following the ENG 1113 class period.

**MATH:** Students with a Math ACT sub-score of 19 or above and completing two years of high school Algebra are placed in MAT 1313 College Algebra. Students with a Math ACT sub-score of 17 or 18 are placed into MAT 1233 Intermediate Algebra. Students with a Math ACT sub-score of 16 or below are placed into MAT 0123 Beginning Algebra.

**SCIENCE:** Students with a Composite ACT score of below 18 may take BIO 1113/1111 Principles of Biology, BIO 1213/1211 Environmental Science or BIO 1533/1531 Survey of Anatomy and Physiology.

In order to enroll in BIO 1313/1311 Botany, BIO 2414/2410 General Zoology, or BIO 2513/2511 Anatomy & Physiology, a student must have a Composite ACT score of 18 or better **OR** a "B" or better in a college-level biology course. To enroll in BIO 1133/1131 General Biology I (the "Majors Biology"), a Composite ACT score of 19 or better **OR** a "B" or better in a college-level biology course is required. These lectures and their labs are co-requisites. Students must have a grade of C or better in the course to take the part II of the course. In order to enroll in CHE 1213/1211 General Chemistry I (the "Majors Chemistry"), a student must have a Math ACT subscore of 22 or higher **OR** a "B" or better in CHE 1313.

**READING:** Students with a Reading ACT sub-score of 17 or above are not required to take Reading. Students with a Reading ACT sub-score of 13-16 are placed in REA 1223 Reading Enhancement II. Students with a Reading ACT sub-score of 12 or below are placed in REA 1213 Reading Enhancement I.

**STUDENTS WITHOUT ACT SCORES:** Students who do not have ACT scores are required to take the local placement tests in English, Math, and Reading (unless they are registering for a program that requires no academic classes at all). These placement tests are administered via the Accuplacer system.

**CHALLENGE TO ACT PLACEMENT:** Students who wish to challenge their ACT placement in order to try to be placed higher in a particular area must take the appropriate local placement test in Accuplacer.

## The Semester Hour

The unit of credit is the semester hour. A semester hour, as defined by the Mississippi Community College Board, is a minimum student-teacher contact of 750 minutes for lecture, and 1,500 minutes for laboratory credit. This does not include time spent in registration.

## Grading Symbols

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

### Passing Grades

A – Excellent

B – Good

C – Satisfactory

D – Lowest Passing Grade\*

### Grading With No Credit

F – Failure

I – Incomplete

W – Official Withdrawal

AU – Audit Grade

Grades of "F" will not be counted against a student's grade point average provided the course has been repeated and a better grade earned. The student's grade point average on the student's academic record card will reflect the true average, although the student's grade report will not discount "F" grades that have been repeated.

When a student repeats a passed course ("D" or "C") for grade improvement the better grade becomes the official grade of record.

\* For certain classes, a "D" is not passing in terms of being able to exit the course and move on to the next course in the sequence. For most of these classes, students must earn a "C" or better in order to exit or to pass and move on to the next course in the sequence. Examples are developmental classes (such as ENG 0123, MAT 0123 and MAT 1233, and REA 1213 and REA 1223) and certain math and science classes. Details are provided in the course descriptions in the back of this Bulletin and in the standard syllabi for the relevant courses.

## F Grade

A grade of "F" is recorded if the student has failed on the combined evaluation through the semester and the final examination or if the student fails to submit a paper for final examination or fails to attend the final examination and offers no acceptable reason for absence.

Students in the Associate Degree Nursing program should familiarize themselves with the specific policies regarding "F" grades for that program. These policies are

listed on page 167 of this *Bulletin* and on intake materials received and signed by students upon admission to the program.

## **I Grade**

An incomplete grade may be assigned if, upon completion of a grading period, unavoidable circumstances have kept the student from meeting some course requirements. An incomplete grade is not allowed on the basis of course deficiency not caused by an unavoidable circumstance. The “I” grade must be removed by the end of the semester that immediately follows the semester in which the “I” grade was given. If the incomplete is not removed in this period of time, it automatically becomes an “F” grade. The “I” grade is computed as an “F” grade until the course requirements are met to the instructor’s satisfaction.

## **W Grade**

The “W” grade is recorded if the student officially withdraws from a course before the last day specified in the College Calendar. However, the student must be passing the course to receive the “W” grade if the student officially withdraws after the specified date. The “W” grade is not computed in determining the grade point average.

## **AU Grade**

The “AU” is recorded for those students auditing a course, and this grade is not computed in determining a student’s grade point average.

## **Grade Reporting**

Students may access their grades in Canvas. They may also access their midterm grades after the first nine weeks of school and their end of the semester grades by logging into their student account via the Northwest website. End of the semester grades will be mailed to the address given by the student.

## **Student Grade Appeal Procedure**

The grade appeal procedure is designed to provide a student with a procedure for appealing the assignment of a course grade which is believed to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In all cases the student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. If the student fails to pursue any step of the procedure outlined below, the disposition of the student’s complaint made in the last previous step shall be final. All correspondence and records will be retained in the campus dean’s office. The grade appeal procedure involves the following steps:

- (1) The student shall submit the complaint in writing to the Director of Instruction or appropriate dean within 15 days from the date the grade was received.
- (2) (a) The Director of Instruction or appropriate dean will attempt to resolve the complaint in conference between the student and the instructor, to be held within 15 days from the date the complaint was received. (b) If the Director of Instruction was the instructor of the course involved in the complaint, the written complaint of the student shall be submitted to the Associate Vice President for Academic Instruction, District Dean for Career-Technical Education or appropriate dean, who will attempt to resolve the

issue in conference with the student and the director to be held within 15 days from the date the complaint was received.

- (3) If the complaint is not resolved in (2)(a), the student may submit the complaint to the Associate Vice President for Academic Instruction or District Dean for Career-Technical Education within 15 days from the date of the dissolution of step 2.
- (4) If the Associate Vice President for Academic Instruction or District Dean for Career-Technical Education does not resolve the complaint the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Instruction within 15 days following the Associate Vice President's or Dean's decision in the matter.
- (5) The Northwest Mississippi Community College Student Grade Appeals Committee shall be composed of seven members and constituted as follows: a Chairperson designated by the President, three faculty members selected by the President, and three students who are Student Government officers or are enrolled in or have completed the leadership course. Alternate students may be chosen by the Vice President for Instruction.

### **Auditing a Course**

To audit a course means to enroll as a student in a course and attend in the usual manner, but without credit or grade. Declaration of intention to audit must be made at the time of registration. Regular fees are charged for auditing.

### **Declaration of Academic Pathway or Career-Technical Program**

Every student must indicate an intended academic pathway or Career-Technical program during the registration process.

### **Change of Academic Pathway or Career-Technical Program**

Students who wish to change their academic pathway or Career-Technical program should contact their adviser or the Office of Admissions and Records for advisee assignment. Students must recognize that changing their pathway or program could result in having completed courses that will not apply to their new pathway or program. Students desiring veteran's benefits must also secure approval of the veteran's advisor. Failure to do so may result in loss of benefits.

## **Class Attendance Policy**

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "W." Online courses have additional information regarding class attendance included in the instructor's Course Outline. Please see the chart on the following page for the number of absences allowed for each class:

Number of Days Per Week Class Meets	Total Number of Allowed Absences			
	16-Week Course (Campus Only)	15-Week Course (Online Only)	8-Week Course	4-Week Course
1	2	2	1	N/A
2	4	N/A	2	1
3	6	N/A	3	1.5
4	8	N/A	4	2
5	10	N/A	5	2.5

16-Week Course = Traditional fall and spring semesters (campus only)

15-Week Course = Traditional fall and spring semesters (online only)

8-Week Course = Mini-term Sessions (campus and online), Summer Evening Campus Classes, Summer Online Classes

4-Week Course = Summer Day Classes

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed.

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, contact the Center Dean, the Associate Vice President for Academic Instruction or the District Dean for Career-Technical Education.

## Official Absences

Official absences are absences caused by a student representing the College for an approved function. These absences shall not count toward the student's total absences.

## No Show Policy

### Purpose

Northwest Mississippi Community College (NWCC) recognizes that attendance and participation in class is extremely vital to student success and the overall achievement of a student's educational goals. NWCC is also committed to compliance with the rules regarding the Return of Title IV funds based on attendance.

The no show policy and procedure helps prevent students from accruing unwanted balances as well as receiving final grades of "W" on their permanent records.

## No Show Policy and Procedure

A “no show” student is identified as a registered student who does not attend at least one class session (in person or students who do not log into their course and complete an instructor-designated activity for online classes) by the end of the registration period. Faculty are responsible for recording attendance, identifying “no show” students, and reporting “no show” students to the Office of Admissions and Records. All courses reported by the instructor as a “no show” will be administratively removed from the student’s schedule the week following the registration period.

“No show” students will not be responsible for the tuition for that course, but class removal could result in a loss of financial aid. There may be serious financial aid consequences for students who are receiving financial aid, since this will reduce the number of enrolled credit hours. Also, please be aware that charges will increase if a student’s registered status changes from full-time student to part-time student.

If students believe their instructor reported them as a “no show” in error, they must contact the instructor immediately to resolve the issue. Only students who were reported in error will be allowed to be enrolled back into the class.

\*MSVCC has their own state mandated no-show policy to which they adhere.

## Classroom Code of Conduct

Northwest Mississippi Community College is committed to providing an educational environment that is conducive to learning for all students. Students play a critical role in creating an environment in which learning can take place. The purpose of this Code of Conduct is to address student behavior within the classroom.

1. All electronics, including communication and listening devices, i.e. cell phones, Ipods, etc., must be deactivated and stored during class time. Students who are enrolled in courses that are utilizing e-books, may use their cell phones to access course information along with laptop computers, iPads, Kindles, or similar technology, if they have the book downloaded on those devices. Any other exceptions must be approved in advance by the instructor.
2. All students must respect other people’s rights, opinions, and beliefs even though they may be different from their own. It must be understood by each student that his/her rights end where other students’ rights begin.
3. No food, drink, or tobacco products are allowed in the classroom.
4. No manner of dress will be allowed which disrupts the normal educational process.
5. All dishonesty, including cheating, plagiarism, or knowingly providing false information, either in oral or written form, is prohibited.
6. Language which is appropriate to the classroom is expected of all students.
7. All students must do their own work, except where instructors state that group work is permissible.
8. Students must arrange to take restroom and water breaks before or after class hours. Any student who leaves class once the class has begun will not be allowed to return to that session and will be counted absent.
9. Students must attend class, arrive on time, stay through the entire period, bring all necessary materials and come prepared.

10. Student must conform to the Code of Student Conduct.

The instructor has the right to remove from the classroom any student whose behavior is disruptive to the learning process. The instructor has the authority to determine which behaviors are disruptive.

A student who is removed from the classroom for disruptive behavior must report to the appropriate administrator as advised by the faculty member. Potential penalties may range from warnings to temporary or permanent removal from the course.

## Cheating/Plagiarism Appeal Procedure

Students who wish to appeal the decision of their instructor with regards to an allegation of cheating or plagiarism should notify the Associate Vice President for Academic Instruction or the appropriate Dean in writing within one (1) week of the formal decision by their instructor. The Associate Vice President or appropriate Dean will, within a reasonable amount of time, convene an Ad Hoc Committee to hear the student's appeal and will notify the student in writing of the date, time, and location of the hearing. The Ad Hoc Committee will be chaired by the Associate Vice President or appropriate Dean and may consist of up to two (2) faculty members and two (2) students. The Committee will review all supporting documentation and hear from the accused student in person. The accused student may submit any documentation and present witnesses in his/her defense at that time. The Committee will render a decision following the hearing and the decision of the Committee is final.

## Intellectual Property Rights Policy

All work products created or produced using the College's resources, facilities or time are considered to be property of Northwest Mississippi Community College. Products developed on personal time using personal resources shall be deemed property of the individual. All revenue derived from College-owned products is unrestricted for institutional budgeting purposes, while any revenue gained from individually-owned work products is discretionary for the developer. This policy is applicable to all faculty, staff and students.

## Standards of Academic Progress

A student, to move assuredly toward a degree should maintain the following grade point average:

Total Semester Hours	Cumulative Grade Point Average
1-6	1.25
7-12	1.35
13-20	1.55
21-35	2.00
36-49	2.00
50-64	2.00
For Graduation	2.00

## Academic Warning & Academic Probation

Standards of satisfactory academic progress for full-time and part-time students is

the same as those required to maintain financial aid eligibility. (See SATISFACTORY ACADEMIC PROGRESS POLICY on pages 48-51.)

If a student fails to maintain the minimum GPA on the first level of the scale (6 hours passed with a minimum semester GPA of 1.25), the student is placed on “Academic Warning” at the end of the semester. If the student fails to attain the prescribed GPA in the second level of the scale (12 hours passed with a minimum cumulative GPA of 1.35), the student is placed on “Academic Probation”. The student who is on Academic Probation may find certain campus privileges are suspended until they are once again making satisfactory progress toward their educational goals. Students not making satisfactory academic progress are also encouraged to utilize academic support services.

A student who does not achieve the designated cumulative GPA (2.00 with 21 or more semester hours passed) remains on Academic Probation. A student may continue to pursue their education at Northwest with an Academic Probation status, however, the student may be restricted from federal financial assistance, scholarships, and other benefits for students in good academic standing.

## Withdrawal from School

A student who finds it necessary to withdraw from school for any reason should do so properly. The proper withdrawal procedure is as follows:

1. Students are to pick up the withdrawal form from the Student Development Center on the Senatobia campus or the Academic or Career-Technical counselor’s office at the Centers, where the student will be instructed as to the proper withdrawal procedure.
2. After obtaining the required signatures, the student turns the withdrawal form in to the Center Dean or if withdrawing from the Senatobia campus, to the cashier in the Business Office. The cashier will sign the form and turn it in to the Office of Admissions and Records.
3. Refund of any payment due will be made at the Business Office.

A student who properly and officially withdraws will receive a grade of “W” (official withdrawal) in all classes. Withdrawal must be made prior to exam week. An unofficial withdrawal is attributed to a student who leaves Northwest without going through the published withdrawal procedures.

## Change of Schedule

Students should set up their program of study and schedule with extreme care and exert every effort to keep that schedule. Regulations concerning a change of schedule are:

**Schedule changes can be made up to the second week of class by the Associate Vice President for Academic Instruction, District Dean for Career-Technical Education, Center Dean, or the student's adviser. Please see the college calendar for the exact dates.**

### Adding a Course

1. A new course cannot be added after the end of late registration.

### Dropping a Course

1. A new course cannot be dropped after the end of late registration. After late registration, the student must use the withdrawal process to withdraw from a course.

## Withdrawing From a Class

A student may withdraw from a class passing or failing through the ninth week of school.

(For exact date, see college calendar. After the ninth week, the student must be passing the course to withdraw from that course. If the student carries out the entire class withdrawal procedure correctly, he/she will receive a grade of “W” for that course.)

## Procedures for Withdrawing from a Course

1. Go to the Student Development Center in Tate Hall (on the Senatobia campus) or Center Dean’s Office.

## Course Load

The normal load of work is from 12 to 18 semester hours. No student may enroll for more than 19 hours in one semester without the approval of the adviser and the appropriate dean or the Associate Vice President for Academic Instruction.

## Classification

Students are classified according to the following standards:

Freshman - 0 to 29 credit hours;

Sophomore - 30 or more credit hours.

Credit hours include accepted transfer hours and do not include developmental credit hours.

# Academic Record-Transcript Release Policy

One of the major services of the Office of Admissions and Records is to maintain accurate and permanent records of a student’s academic work while the student is enrolled at Northwest. In accordance with the rules and regulations governing the release of these records, the Office of Admissions and Records follows these policies:

1. Before a transcript can be released, all admission papers must be on file in the Office of Admissions and Records – transcript(s), HSE scores if applicable, and ACT scores or SAT.
2. No transcript can be released if the student has a “balance due” in the Business Office. The student’s account must be paid in the Business Office by cash, money order, or bank check, and receipt taken to the Office of Admissions and Records before a transcript can be released.
3. Authorization from the student may be submitted via an online transcript request.
4. Transcripts sent to other colleges, employers, or agencies will bear the official college seal and will be an **official transcript**. Transcripts sent directly to the student that makes the request will not bear the college seal and will be an **unofficial transcript**. Official Transcripts can only be sent directly to other colleges, employers, and agencies.
5. Employers or other agencies who request information about a Northwest student should get the signature of the person in question before sending a request. This signature serves as authorization for this office to release information.
6. The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) relates to the rights of access assuring certain privacy of students’

records. This act provides students or parents of dependent students (children or wards claimed for income tax purposes) the right to review, inspect, and challenge the accuracy of information kept in the “office of record” of the institution. At Northwest, they may do so by completing an NWCC Waiver of Rights to Privacy of Records (FERPA) form. All students have the opportunity to complete the form as it is available on the website: [http://www.northwestms.edu/wp-content/uploads/2013/06/FERPA-Waiver\\_fillable.pdf](http://www.northwestms.edu/wp-content/uploads/2013/06/FERPA-Waiver_fillable.pdf). In completing the form, the student is waiving their right to privacy of records, allowing the Northwest office overseeing the record requested to release the student’s records to the person(s) listed on the form at their request.

A repository or “office of record,” for “personally identifiable” information relating to students is maintained, according to the designated data, at the locations listed below.

A. Records accessible to a student and his/her parents as indicated above.

1. Office of Admissions and Records
  - a. Academic records
  - b. Permanent file of personal data for all students
  - c. Course enrollments
  - d. Official transcripts for all schools
  - e. Application for Admission files, including test scores
2. Athletic Department
  - a. Data on athletes’ competitive abilities
3. Financial Aid
  - a. Application and certification
4. Student Services
  - a. Disciplinary records
5. Business Office
  - a. Fiscal records

Unofficial copies of records and official copies of records (certified with Northwest seal) may be obtained by contacting the Office of Admissions and Records. These documents will be released upon written authorization. (Charges are subject to change.)

B. “Directory Information”

The following categories of information have been designated by Northwest as “Directory Information,” and as such may be used as a matter of public record. However, should a student desire that this information not be released, it will be withheld if notification is given in writing to the Registrar (Office of Admissions and Records) within three weeks after the first day of class registration.

1. The student’s name
2. Address
3. Telephone listing
4. Date and place of birth
5. Field of study
6. Participation in officially recognized activities and sports
7. Weight and height of member of athletic teams
8. Dates of attendance
9. Degrees, awards, and honors
10. The most recent previous educational agency or institution attended by the student
11. School or college year (freshman or sophomore)
12. Degree sought

13. Class schedule
  14. E-mail address
- C. Other items
1. Except as provided by the law, data released to outside sources will be in aggregate form and no “personally identifiable” records will be made available.
  2. When grades are reported, they are accessible via the student's myNWCC account.
  3. Should you have questions or object to the policy stated above, you are encouraged to discuss your concern with the Registrar, who is located in the Office of Admissions and Records in Yalobusha Hall. Policy appeals may be made by written petition to Registrar, Northwest Mississippi Community College, Senatobia, MS, 38668. A hearing will be afforded the petitioner, if requested. Students will be informed, in writing, as to the disposition of the petition.
  4. In the event any part of this policy is in conflict with state or federal law, statutory or judicial decisions will govern access to records.
  5. All official non-credit records of the College are maintained in the Office of Admissions and Records. Additionally, only the Registrar is authorized to issue official transcripts of non-credit work.

## Honors

### Graduation Honors

A student who has earned an average of 3.50 through 3.79 quality points per semester hour is entitled to be graduated with honors.

A student who has earned an average of 3.80 to 3.99 quality points per semester hour is entitled to be graduated with special honors.

A student who has earned an average of 4.00 quality points per semester hour is entitled to be graduated with highest honors.

### Hall of Fame

An honor that may be conferred on a student is selection for the annual Hall of Fame, which is the highest honor that a Northwest student can achieve. Selection is based on a minimum GPA of 3.0 and high qualities of leadership, character, scholarship, and participation in college activities. Members must have sophomore standing.

### Outstanding Student

One outstanding student may be chosen for each academic pathway or Career-Technical program. The choice is made by faculty within the department. The student must attend full-time, and only one outstanding student may be chosen for each pathway or program.

### President's List and Vice President's List

The honors lists are announced at the end of each semester. To be eligible a student must be classified as a full-time student. Criteria are as follows:

1. President's List: 3.75 quality points to 4.0 quality points
2. Vice President's List: 3.5 quality points to 3.74 quality points

## Honors Program & Organizations

Northwest Mississippi Community College strives to meet the needs of the academically advanced student in a variety of ways. First, qualified students can request an Honors contract in any course in which they are enrolled. Teacher and student agree on accelerated or enhanced requirements to be completed by semester end. No penalty is levied for attempting an Honors contract and not completing it.

Second, the college promotes active Phi Theta Kappa chapters to meet both academic and social needs of our students. Phi Theta Kappa (PTK) is an invitational honor society with chapters on all three campuses. Eligibility requires a minimum of 12 transferable credit hours and a cumulative GPA of 3.5. Students are invited to join each semester. Once membership dues are paid, students are eligible for exclusive PTK transfer scholarships.

Third, the college promotes active National Technical Honor Society (NTHS) chapters to recognize the scholastic achievement of Career and Technical students. Among the benefits of membership are well deserved recognition, scholarship opportunities, cultivation of excellence in tomorrow's workforce, and career opportunities. Thousands of schools and colleges throughout the U.S. and its territories have established NTHS chapters on their campuses.

Northwest has a strong commitment to offering several ways in which our advanced students can continue to be challenged.



# ACADEMIC EDUCATION

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# ACADEMIC EDUCATION

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The Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges reached in 1991 an articulation agreement on the transfer of student course work between state universities and community colleges. This agreement provides for the smooth transfer from the community college to over 166 programs of study offered by the universities. Each university will accept the courses listed on a particular transfer program without loss of credit toward the conclusion of the four-year degree. It is intended that this articulation agreement be a minimum program transfer for all students moving from the community college to the university system — acting as a “safety net” for transfer students. The agreement does not replace any individual articulation agreement between a particular community college and a university which would allow additional courses to transfer into a specific program of study. For purposes of advising Northwest students, a copy of the **Articulation Agreement** has been placed in the office of every faculty adviser.

Northwest offers classes in eight academic departments: the Business Department, the Education Department, the Fine Arts Department, the Humanities Department, the Social Science Department, the Nursing Department, the Mathematics Department and the Natural Sciences Department. Students in the A.A. Degree Program (with the exception of the Nursing Program), follow educational pathways leading to transfer to a four-year university or college. Pathways for specific four-year programs are listed under the corresponding academic department. Course requirements for each pathway may be found at the College’s website, [www.northwestms.edu](http://www.northwestms.edu). Also listed are the academic advisers for each campus in each of the eight departments, as well as the department-specific courses offered by the College.

Please refer to the listing below for abbreviations of four-year universities and colleges in Mississippi:

ASU	Alcorn State University
BMC	Blue Mountain College
DSU	Delta State University
JSU	Jackson State University
MI	Millsaps College
MC	Mississippi College
MSU	Mississippi State University
MUW	Mississippi University for Women
MVSU	Mississippi Valley State University
UM	University of Mississippi
UMMC	University of Mississippi Medical Center
USM	University of Southern Mississippi
WC	William Carey University

Abbreviations for other area colleges:

ME	University of Memphis (Memphis, TN)
BC	Baptist College of Health Sciences (Memphis, TN)
BN	Baptist School of Nursing (Memphis, TN)
UT	University of Tennessee Health Sciences (Memphis, TN)

# BUSINESS DEPARTMENT

The Business Department offers several pathways of study that provide a solid educational foundation for students planning to transfer to a senior institution. Business students will utilize modern computer labs to get hands-on experience using the most up-to-date software applications. Students can also get involved on campus through department clubs and organizations including Phi Beta Lambda, a national business organization.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN BUSINESS-RELATED FIELDS:**

Accountancy (university undecided/general pathway)

Accountancy at ASU

Accountancy at DSU

Accountancy at JSU

Accountancy at MSU

Accountancy at MUW

Accountancy at MVSU

Accountancy at UM

Accountancy at USM

Business Administration (university undecided/general pathway)

Business Administration at ASU

Business Administration at DSU

Business Administration at JSU

Business Administration at MSU

Business Administration at MUW

Business Administration at MVSU

Business Administration at UM

Business Administration at USM

Business and Computer Teacher Education (university undecided/general pathway)

Business and Computer Teacher Education at MSU

Business and Computer Teacher Education at USM

Computer/Management Information Systems (university undecided/general pathway)

Business Information Systems at MSU

Computer Information Systems at DSU

Management Information Systems at MUW

Management Information Systems at UM

Computer Science (university undecided/general pathway)

Computer Science at ASU, JSU, MVSU

Computer Science at MSU

Computer Science at UM—BA

Computer Science at UM—BS

Computer Science at USM—BA

Computer Science at USM—BS

Health Informatics & Information Management (university undecided/general pathway)

Health Informatics & Information Management at UM

Integrated Marketing Communications (university undecided/general pathway)

Integrated Marketing Communications at UM

Office Administration (no university preference)

Office Administration at MSU

Office Administration at MVSU

*See the Northwest website for course requirements for each specific pathway.*

## **BUSINESS DEPARTMENT ACADEMIC ADVISERS:**

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*Accountancy*

## **BUSINESS-SPECIFIC COURSES OFFERED:**

### **Accounting (ACC)**

ACC 2213	Principles of Accounting I
ACC 2223	Principles of Accounting II

*(see page 234 for course descriptions)*

### **Business Administration (BAD)**

BAD 2323	Business Statistics
BAD 2413	Legal Environment of Business
BAD 2523	Personal Financial Management
BAD 2713	Principles of Real Estate
BAD 2723	Real Estate Law
BAD 2733	Real Estate Finance
BAD 2743	Real Estate Appraisal
BAD 2763	Property Management

*(see page 243 for course descriptions)*

### **Business and Office Administration (BOA)**

BOA 2533	Word Processing
BOA 2613	Business Communications

*(see page 245 for course descriptions)*

### **Computer Science (CSC)**

CSC 1113	Computer Concepts
CSC 1123	Computer Applications I
CSC 1133	Computer Applications II
CSC 1213	Visual Basic Programming I
CSC 1613	Computer Programming I
CSC 2134	Computer Programming I with “C++”
CSC 2144	Computer Programming II with “C++”
CSC 2623	Computer Programming II
CSC 2844	Data Structures

*(see page 252 for course descriptions)*

### **Economics (ECO)**

ECO 2113	Principles of Macroeconomics
ECO 2123	Principles of Microeconomics

*(see page 258 for course descriptions)*

# EDUCATION DEPARTMENT

Students in the Education Department at Northwest have several options from which to choose. Students complete their Associate of Arts degree at Northwest and then transfer to a senior institution to earn a bachelor's degree. The Northwest Education Association gives students an opportunity to network with other education students, graduates and guest speakers already in the field while getting real-world experience observing in area schools.

Students may study one of the following pathways:

Elementary Education—designed to prepare students to enter a bachelor's degree program leading to K elementary education certification.

English-Math-Science-Social Science Education—designed to prepare students to enter a bachelor's degree program leading to 7-12 secondary education certification.

Health and Physical Education—designed to prepare students to enter a bachelor's degree program leading to physical education certification.

Recreation—designed for students intending to continue their study at a senior college and seek employment as a recreational professional in public, private or volunteer agencies.

Communicative Disorders—designed to prepare students to transfer to a senior college's communicative disorders program, leading to career opportunities in audiology, speech-hearing science, speech-language pathology and teaching the deaf.

Exercise Science—intended primarily for an exercise science major who intends to continue on to the bachelor's degree and beyond. May be qualification for, or a first step toward, a broad range of career options, including personal trainer, sports medicine physician, coach and physical therapist.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN EDUCATION-RELATED FIELDS:**

Communicative Disorders (university undecided/general pathway)

Communicative Disorders at DSU, JSU, MUW, UM, USM

Elementary Education (university undecided/general pathway)

Elementary Education at ASU, DSU, JSU, MSU, MUW, MVSU, UM

Elementary Education at USM

English Education at ASU

English Education at DSU

English Education at JSU

English Education at MSU

English Education at MUW

English Education at MVSU

English Education at UM

English (Licensure) at USM

Exercise Science (university undecided/general pathway)

Exercise Science at UM, USM

Health and Physical Education (university undecided/general pathway)

Health, Physical Education and Recreation (Non-Teaching) at DSU

HPER/Kinesiology at DSU, JSU, MSU, MVSU

Human Performance (Kinesiotherapy) at USM

Human Performance (K-12 Physical Education Licensure) at USM

Kinesiology at MSU, MUW

Mathematics Education at ASU

Mathematics Education at DSU  
 Mathematics Education at JSU  
 Mathematics Education at MSU  
 Mathematics Education at MUW  
 Mathematics Education at MVSU  
 Mathematics Education at UM  
 Mathematics Education at USM  
 Recreation (university undecided/general pathway)  
 Recreation at ASU  
 Recreation (Recreation Administration or Therapeutic Recreation) at USM  
 Recreation Administration at UM  
 Biology Education at ASU  
 Biology Education at DSU  
 Biology Education at MSU  
 Biology Education at MUW  
 Biology Education at UM  
 Biology Education at USM  
 Chemistry (Licensure-BS) at USM  
 Science Education (Licensure) at MVSU  
 Science Education (Chemistry & Physical Science) at ASU  
 Science Education (Chemistry) at DSU  
 Science Education (Chemistry) at MSU  
 Science Education (Physical Science) at MUW  
 Science Education (Chemistry) at UM  
 Science Education (Physics) at MSU  
 Science Education (Physics) at UM  
 Science Education (Physics Licensure) at USM  
 Secondary Education (university undecided/general pathway)  
 Secondary Education at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM  
 Social Science Education at ASU  
 Social Science Education at DSU  
 Social Science Education at JSU  
 Social Science Education at MSU  
 Social Science Education at MUW  
 Social Science Education at MVSU  
 Social Science Education at UM  
 Social Science Education at USM  
 Special Education at JSU  
 Special Education at MSU  
 Special Education at UM  
 Special Education at USM  
 Sport Coaching Education at USM  
 Sports Management at ASU, USM

*See the Northwest website for course requirements for each specific pathway.*

### **EDUCATION DEPARTMENT ACADEMIC ADVISERS:**

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*Exercise Science-Kinesiology*

## **EDUCATION-SPECIFIC COURSES OFFERED:**

### **Family & Consumer Science (FCS)**

FCS 1253          Nutrition  
(see page 263 for course descriptions)

### **Health, Physical Education & Recreation (HPR)**

HPR 1111          General Physical Education Activities I  
HPR 1121          General Physical Education Activities II  
HPR 1131          Varsity Sports I  
HPR 1141          Varsity Sports II  
HPR 1213          Personal and Community Health  
HPR 1313          Introduction to Kinesiology/Health, Physical Education, & Recreation  
HPR 1511(2)      Team Sports I

HPR 1521(2)	Team Sports II
HPR 1531(2)	Individual and Dual Sports I
HPR 1541(2)	Individual and Dual Sports II
HPR 1551	Fitness and Conditioning Training I
HPR 1561	Fitness and Conditioning Training II
HPR 2111	General Physical Education Activities III
HPR 2121	General Physical Education Activities IV
HPR 2131	Varsity Sports III
HPR 2141	Varsity Sports IV
HPR 2213	First Aid and CPR
HPR 2511(2)	Team Sports III
HPR 2521(2)	Team Sports IV
HPR 2531(2)	Individual and Dual Sports III
HPR 2541(2)	Individual and Dual Sports IV
HPR 2551	Fitness and Conditioning Training III
HPR 2561	Fitness and Conditioning Training IV

*(see page 268 for course descriptions)*

### **Learning & Life Skills (LLS)**

LLS 1311	Orientation
LLS 1321	Career Exploration
LLS 1331	Introduction to Health Professions
LLS 1411	Improvement of Study
LLS 1423	College Study Skills
LLS 1721	Employment Readiness

*(see page 276 for course descriptions)*

### **Library & Information Science (LIS)**

LIS 1121	Basic Library Research
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*(see page 277 for course description)*

### **Reading (REA)**

REA 1213	Reading Enhancement I
REA 1223	Reading Enhancement II

*(see page 289 for course descriptions)*

# FINE ARTS DEPARTMENT

The Fine Arts Department is comprised of visual and performing arts. Students pursuing a music pathway have many performance opportunities, while students pursuing a theatre pathway get hands-on set construction and acting experience. Students pursuing an art pathway build a portfolio of their art and are given opportunities to exhibit their work. Instructors are highly educated and competent professionals who actively practice their arts at Northwest and in the surrounding communities. Advisers work with senior institutions to ensure a successful transfer from Northwest to a four-year college.

*Students who wish to pursue an Art, Music, or Theatre pathway must attend the Senatobia campus.*

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN ART-RELATED FIELDS:**

Art (university undecided/general pathway)  
Art at DSU, JSU, MC, MSU, MUW, MVSU, UM

*See the Northwest website for course requirements for each specific pathway.*

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN MUSIC-RELATED FIELDS:**

Music Education (university undecided/general pathway)  
Music Education at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM  
Music Performance at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM  
Entertainment Industry Studies at DSU

*See the Northwest website for course requirements for each specific pathway.*

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN THEATRE-RELATED FIELDS:**

Theatre (university undecided/general pathway)  
Theatre at MSU, MUW, UM, USM, WC, ME (Memphis, TN)

*See the Northwest website for course requirements for each specific pathway.*

## **FINE ARTS DEPARTMENT ACADEMIC ADVISERS:**

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*Music Education, Woodwinds*

## **FINE ARTS-SPECIFIC COURSES OFFERED:**

### **Art (ART)**

ART 2713	Art History I
ART 2723	Art History II
ART 1313	Drawing I
ART 1323	Drawing II
ART 1433	Design I
ART 1443	Design II
ART 1213	Introductory Art
ART 1513	Computer Art
ART 1913	Art for Elementary Teachers
ART 2513	Painting I
ART 2523	Painting II
ART 2613	Ceramics I
ART 2623	Ceramics II
ART 2433	Communication Arts I
ART 2463	Communication Arts II

*(see page 237 for course descriptions)*

### **Music (MUA/MUS/MUO)**

MUA 1511	Class Piano I
MUA 1521	Class Piano II
MUA 2511	Class Piano III
MUA 2521	Class Piano IV
MUS 1214	Music Theory I Lecture/Lab
MUS 1224	Music Theory II Lecture/Lab
MUS 2214	Music Theory III Lecture/Lab
MUS 2224	Music Theory IV Lecture/Lab
MUS 1910	Recital Class I
MUS 1920	Recital Class II
MUS 2910	Recital Class III
MUS 2920	Recital Class IV

Major Applied Music I II III IV

Chorus and/or Band I II III IV

*(see page 280 for course descriptions)*

### **Entertainment Industries (MUS)**

MUS 1413	Basic Computer Skills for Musicians
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MUS 1423	Survey of Popular Music
MUS 2413	Computer Recording I
MUS 2423	Computer Recording II
MUS 2443	Audio Engineering I
MUS 2453	Audio Engineering II

*(see page 280 for course descriptions)*

### **Theatre (SPT)**

SPT 1233	Acting I
SPT 2283	Acting II
SPT 1213	Fundamentals of Theatre Production
SPT 1241	Drama Production I
SPT 1251	Drama Production II
SPT 2241	Drama Production III
SPT 2251	Drama Production IV
SPT 2223	Stagecraft
SPT 1153	Voice, Diction and Phonetics
SPT 2143	Oral Interpretation
SPT 1223	Theatrical Makeup

*(see page 291 for course descriptions)*

# HUMANITIES DEPARTMENT

The Humanities Department provides quality instruction in English, foreign language, and media communications study. The department offers a variety of educational options for students who plan to transfer to a senior institution. The Liberal Arts curriculum emphasizes the development of the student's verbal, written and analytical skills. In order to meet specific curriculum requirements for transfer, the student is strongly advised to consult the catalog of the university at which he plans to complete the Bachelor of Arts degree.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN HUMANITIES-RELATED FIELDS:**

Liberal Arts at MSU, UM

*See the Northwest website for course requirements for each specific pathway.*

## **HUMANITIES DEPARTMENT ACADEMIC ADVISERS:**

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*Liberal Arts*

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*Liberal Arts*

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## **HUMANITIES-SPECIFIC COURSES OFFERED:**

### **Communications/Broadcasting (COM)**

COM 2463 Writing for the Electronic Media  
COM 2483 Introduction to Mass Communication  
(see page 252 for course descriptions)

### **Communications/Journalism (JOU)**

JOU 1313 News Writing and Reporting I  
JOU 1323 News Writing and Reporting II  
(see page 276 for course descriptions)

### **English (ENG)**

ENG 0123 Intermediate English  
ENG 0143 Composition Companion  
ENG 1113 English Composition I  
ENG 1123 English Composition II  
ENG 2133 Creative Writing I  
ENG 2143 Creative Writing II  
ENG 2223 American Literature I  
ENG 2233 American Literature II  
ENG 2323 British Literature I  
ENG 2333 British Literature II  
ENG 2423 World Literature I  
ENG 2433 World Literature II  
ENG 2513 Survey of African-American Literature  
ENG 2613 The Film as Literature  
ENG 2813 Writing Center Peer Tutoring  
(see page 262 for course descriptions)

### **Modern Foreign Language (MFL)**

MFL 1113 French I  
MFL 1123 French II  
MFL 1213 Spanish I  
MFL 1223 Spanish II  
MFL 2113 French III  
MFL 2123 French IV  
MFL 2213 Spanish III  
MFL 2223 Spanish IV  
MFL 2513 Occupational Spanish  
(see page 279 for course descriptions)

# SOCIAL SCIENCE DEPARTMENT

The Social Science Department provides courses to help students understand institutions, cultures, and behaviors. Such courses acquaint students with fundamental concepts, theories, and methods of analysis used in the social and behavioral sciences. They enable students to think critically about human behavior and society. The department includes pathways leading to baccalaureate degrees for students interested in the fields of law, criminal justice and other “helping professions.” The curriculum is designed for students planning to transfer to a senior institution.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN SOCIAL SCIENCE-RELATED FIELDS:**

Criminal Justice (university undecided/general pathway)  
Criminal Justice at ASU, BMC, DSU, MVSU, UM, USM  
General College (university undecided/general pathway)  
General College at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM  
Psychology (university undecided/general pathway)  
Psychology (BA) at DSU, MUW, UM, USM  
Psychology (BS) at ASU, JSU, MSU, USM  
Social Work (university undecided/general pathway)  
Social Work at ASU, DSU, JSU, MSU, MVSU, UM, USM

*See the Northwest website for course requirements for each specific pathway.*

## **SOCIAL SCIENCE DEPARTMENT ACADEMIC ADVISERS:**

**PLEASE NOTE:** *All full-time academic faculty serve as advisers for the General College pathway.*

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## **SOCIAL SCIENCE-SPECIFIC COURSES OFFERED:**

### **Criminal Justice (CRJ)**

CRJ 1313 Introduction to Criminal Justice  
CRJ 1323 Police Administration and Organization  
CRJ 1363 Introduction to Corrections  
CRJ 1373 Introduction to Homeland Security  
CRJ 1383 Criminology  
CRJ 2313 Police Operations  
CRJ 2323 Criminal Law  
CRJ 2333 Criminal Investigation  
CRJ 2513 Juvenile Justice  
CRJ 2713 Foundations of Terrorism

*(see page 255 for course descriptions)*

### **Education (EPY)**

EPY 2533 Human Growth and Development

*(see page 258 for course descriptions)*

### **Geography (GEO)**

GEO 1113 World Regional Geography

GEO 1123 Principles of Geography

*(see page 266 for course descriptions)*

### **History (HIS)**

HIS 1113 Western Civilization I

HIS 1123 Western Civilization II

HIS 1163 World Civilizations I

HIS 1173 World Civilizations II

HIS 2213 American (U.S.) History I  
HIS 2223 American (U.S.) History II  
(see page 271 for course descriptions)

### **Philosophy (PHI)**

PHI 1113 Old Testament Survey  
PHI 1133 New Testament Survey  
PHI 2113 Introduction to Philosophy  
PHI 2143 Introduction to Ethics  
PHI 2613 Introduction to World Religions  
PHI 2713 Introduction to Logic  
(see page 285 for course descriptions)

### **Political Science (PSC)**

PSC 1113 American National Government  
(see page 286 for course descriptions)

### **Psychology (PSY)**

PSY 1513 General Psychology  
PSY 2113 Laboratory in Psychology  
PSY 2323 Stats for Behavioral Sciences  
PSY 2513 Child Psychology  
PSY 2523 Adolescent Psychology  
PSY 2533 Psychology of Personal Adjustment  
PSY 2543 Applied Behavioral Analysis  
(see page 289 for course descriptions)

### **Social Work (SWK)**

SWK 1113 Social Work: A Helping Profession  
(see page 291 for course descriptions)

### **Sociology (SOC)**

SOC 2113 Introduction to Sociology  
SOC 2133 Social Problems  
SOC 2143 Marriage and Family  
SOC 2223 Perspectives on Child Maltreatment and Child Advocacy  
(see page 291 for course descriptions)

# NURSING DEPARTMENT

## Associate Degree Program

The Associate Degree Program in Nursing provides a foundation in general education and nursing. Upon completion of the curriculum, an Associate of Arts degree is awarded. Graduates of the program are eligible to apply for licensure by the National Council for Licensure Examination for Registered Nurses (NCLEX-RN®). Graduates are prepared to provide nursing services in beginning staff level positions and have potential for advancement on an individual basis. The traditional plan of study in the nursing program is four semesters in length, and classes are admitted each fall and spring semester. Clinical practice experiences are available in Memphis and in Northwest Mississippi hospitals and other healthcare agencies. All prospective students should be advised by an associate degree nursing adviser on the Senatobia campus from the list provided.

### PROGRAM REQUIREMENTS

A minimum grade of “C” or better is required in every course outlined in the nursing curriculum for graduation. The Department of Nursing reserves the right to recommend for continuation only those students who, in the judgment of the faculty, satisfy the requirements and aptitude for nursing. Nursing students who fail one required nursing course are eligible to repeat the course and will be readmitted within one calendar year, based on space availability. Failure of two required nursing courses will result in dismissal from the program. Students will be allowed one nursing course withdrawal throughout the program. A second withdrawal from a nursing course will result in dismissal from the program. An exception may be made for a medical or family crisis but only if the student is passing the nursing course at the time of the second withdrawal and the student has incurred no previous nursing course failures. NOTE: Students are only allowed to enroll in the same nursing course twice. Students dismissed for withdrawals or nursing course failures are eligible to reapply to the associate degree nursing program in three years OR after the successful completion of an accredited practical nursing program and passing NCLEX-PN®.

Students must be enrolled in a minimum of 12 credit hours per semester while enrolled in the nursing program. Student schedules will be reviewed by nursing faculty at mid-term. Failure to maintain 12 credit hours will result in the student being withdrawn from the nursing course. The withdrawal will count toward the one withdrawal allowed. Students may be required to enroll in up to 15 credit hours to satisfy scholarship and/or financial aid requirements. It is the student's responsibility to ensure all requirements are met.

### BACKGROUND CHECKS

In compliance with the amended Section 73-15-19 from the 2017 Mississippi Nursing Practice Law ([www.msbn.ms.gov](http://www.msbn.ms.gov)), all students enrolled in the Associate Degree Nursing Program are among those subject to criminal background checks before being allowed to provide patient care. Applicants must provide a list of all prior arrests, convictions, and pending charges. Proof of disposition of charges must be provided upon admission to the nursing program. If at any time the determination is made that a student, as a result of the background check, is not eligible to attend clinical, the student will not be allowed to remain in the nursing program. The Mississippi Board of Nursing requires that graduates are also fingerprinted by the Mississippi Board of Nursing prior to sitting for the licensing exam (NCLEX-RN®). License or practice privilege denial, revocation or suspension:

Grounds for denying, revoking, or suspending license penalties for engaging in prohibited conduct.

1. The Board shall have power to revoke, suspend or refuse to renew any license issued by the Board or to revoke or suspend any privilege to practice, or deny any application for a license, or to fine, place on probation and/or discipline a licensee, in any manner specified in this article upon proof that such person:
  - a. Has committed fraud or deceit in securing or attempting to secure such license;
  - b. Has been convicted of a felony, or a crime involving moral turpitude or has had accepted by a court a plea of nolo contendere to a felony or a crime involving moral turpitude (see entire section at [www.msbm.ms.gov](http://www.msbm.ms.gov)).

All Licensed Practical Nurses (LPNs) in the program who maintain an active license must have an unencumbered license and disclose any disciplinary action that is initiated while enrolled in the program. All licenses will be checked through Nursys® and/or the Board of Nursing. Disciplinary actions by the Board of Nursing are grounds for dismissal from the program.

## **DRUG SCREENING**

All nursing students must be free of any chemical impairment. All students will have initial drug screening and are subject to additional drug screens according to the Nursing Department Drug and Alcohol Policy. Students with a positive drug screen will be dismissed from the program, with eligibility to reapply in 3 years.

The Mississippi Board of Nursing states the board has the power to deny, revoke or suspend a nursing license upon proof of one of the following: Is addicted to or dependent on alcohol or other habit forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effect (Section 73-15-29: Nursing Practice Law).

## **STUDENT HEALTH RECORD REQUIREMENTS**

Nursing students must be able to demonstrate certain essential functions noted in the Student Health Record in order to participate in clinical experiences and care for patients in the clinical area. The Student Health Record, including the essential functions, is available on the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) in the Nursing Student Handbook. Students with disabilities requiring special accommodations should register with the campus Disability Support Services officer. Approval of special accommodations while in the program will not guarantee approval for special accommodations for taking NCLEX-RN®.

All students are required to provide proof of negative tuberculosis (TB) status, immunizations or proof of immunity to MMR/varicella/hepatitis, proof of Tdap, polio, and influenza vaccines before attending the first clinical rotation. All documents submitted in support of an application or clinical requirements documentation become the property of Northwest Mississippi Community College and cannot be returned, copied or forwarded to another individual or school. No exceptions are allowed for this requirement. If a student is pregnant or breastfeeding and cannot have immunizations, they must withdraw before the first clinical rotation. They will be accepted into the next class without re-applying to the program if the requirements are met. The withdrawal for this reason is not counted toward the one withdrawal allowed. Specific information regarding health requirements including all immunizations can be found in the Nursing Student Handbook on the website.

## **SPECIAL ADMISSIONS REQUIREMENTS**

Due to the purpose and objectives of the Associate Degree Nursing Program, the requirements for admission to the program differ from the general admission requirements for NWCC. Meeting the minimum standards for admission to the college does not guarantee admission to the Nursing Program. The number of students admitted each semester is dependent upon educational resources available to the school. Two classes are admitted each year. The fall class

is notified of acceptance in March, and the spring class is notified of acceptance in October each year. Application forms for admission to the Associate Degree Nursing Program are available online on the College's website ([www.northwestms.edu](http://www.northwestms.edu)).

Applications are ONLY accepted between January 1-February 15 for the fall semester and between August 1-September 15 for the spring semester. Applications must be resubmitted each semester for reconsideration. Each applicant must ensure that his or her file in the Office of Admissions and Records is complete by the February 15 deadline for fall applicants and the September 15 deadline for spring applicants. This includes but may not be limited to: Application, high school transcripts, high school equivalency scores, ACT scores, and all other college transcripts. It is the student's responsibility to notify the nursing office if any information changes.

**Admission Requirements:** College admission forms should be sent to the Office of Admissions and Records, and the application to the nursing program should be submitted online to the Nursing Department. ONLY Mississippi residents are admitted to the nursing program.

## ADMISSION CRITERIA

Students are chosen by the admission committee based on the following criteria and a competitive point system:

- An Enhanced ACT composite score of 19 or greater (students who hold a bachelor's degree or higher and Licensed Practical Nurses are considered for admission with a composite ACT score of 18). ACT must have science sub-score (SAT conversion is not accepted).
- Completion of College Algebra (MAT 1313) or an approved higher-level math with a grade of "C" or better (If College Algebra is older than seven years, the highest grade will be used for GPA calculation.).
- Completion of Anatomy & Physiology I with Lab (BIO 2513 and BIO 2511) with a grade of "C" or better within the last seven years (If A&P I with Lab are taken within the past three years, all attempts will be calculated into GPA. If A&P I with Lab grades are four to seven years old, the highest A&P I with Lab grades will be used to calculate GPA.) All required science courses that have been completed prior to entering the nursing program must have been taken within the past seven years.
- GPA of 2.5 on required pre-requisite courses noted above.
- Completion of the PAX pre-admission test. Applicants who score at least 102 are given first consideration for admission. The PAX exam may be repeated as needed to achieve a score of 102.
- Students must be 18 years of age before entering the first nursing course (NUR 1109).
- Students must be a Mississippi resident upon entering the first nursing course (NUR 1109).
- Applicants who have failed a previous nursing program and are ineligible to continue in that program may apply three years from the date of the previous failure.

Refer to the admissions procedure and point calculation information on the Nursing Department page of the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) for detailed information. Refer to the Nursing Department page of the Northwest website for estimated costs for the program. Applicants who have failed a previous nursing program and are ineligible to continue in that program may apply three years from the date of the previous failure. A computer with internet access is required for electronic books, resources, and communication via CANVAS. Students may use computers at the Learning Resource Center (library); however, it is recommended that the student have a computer and internet access at home.

**ACCEPTANCE POLICY**

Notification of acceptance must come from the Director of Nursing Instruction. Admission to the college does not guarantee admission to nursing. Places will not be held for admitted students. If the student is accepted to the nursing program but fails to register, the student must reapply for acceptance for the next semester. **There is no waiting list.**

**TRANSFER STUDENTS**

All students desiring to transfer from another nursing program must consult with the Director of Nursing Instruction. All transfer applicants must be in good standing and eligible for continuation in the previous college and nursing program attended. Additionally, all admission criteria must be met, including the Anatomy and Physiology I and II and College Algebra requirements, prior to transfer into the program. Transcripts from the previous college must be submitted to the Director of Nursing Instruction for prior approval to be applied toward an Associate Degree in Nursing. The applicant will also be asked to submit proof of content for any courses considered for transfer. This may include but not be limited to: course outlines, course syllabi, skills check list, etc. All eligible transfer students are accepted on a space available basis. Out-of-state students are eligible for transfer if accepted. Applicants who have failed a previous nursing program and are ineligible to continue in that program may apply three years from the date of the previous failure.

**ADVANCED STANDING FOR LICENSED PRACTICAL NURSES**

LPNs have the opportunity to seek advanced standing in the Associate Degree Nursing Program by successfully completing the LPN-RN Transition course (NUR 1316) completed during an eight-week summer term which allows entry into the final two semesters of the traditional plan of study. For further information, prospective students may access the information on the College's website ([www.northwestms.edu](http://www.northwestms.edu)). Acceptance in the LPN Advanced Placement option requires completion of the pre-requisite courses or acceptable substitute courses as listed in the LPN-RN Transition plan of study. LPNs in the Transition course must also maintain a current, active, unencumbered license while enrolled in the program.

**PROGRAM ACCREDITATION**

The Nursing Department is accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (phone number 404-975-5000, [www.acenursing.org](http://www.acenursing.org)) and the Board of Trustees of State Institutions of Higher Learning, State of Mississippi located at 3825 Ridgewood Road, Jackson, MS 39211 (phone number 601-432-6198, <http://www.ihl.state.ms.us/nursing/>).

**Traditional Plan of Study**

**PRE-REQUISITES**

BIO 2513, Anatomy and Physiology I	3 hours
BIO 2511, Anatomy and Physiology I Lab	1 hour
MAT 1313, College Algebra	3 hours

**TOTAL**                      7 hours

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
NUR 1109, Nursing I.....	9	NUR 1209, Nursing II.....	9
ENG 1113, English Comp. I.....	3	ENG 1123, English Comp. II.....	3
BIO 2523, Anatomy & Physiology II..	3	EPY 2533, Human Growth and	
BIO 2521, A&P II Lab.....	1	Development* .....	3
		CSC 1113, Computer Concepts .....	3
<b>Total</b>	<u>16</u>	<b>Total</b>	<u>18</u>



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## **NURSING-SPECIFIC COURSES OFFERED:**

### **Nursing (NUR)**

NUR 1109	Nursing I
NUR 1209	Nursing II
NUR 1316	LPN-RN Transition
NUR 2002	LPN Advanced Placement
NUR 2119	Nursing III
NUR 2123	Pharmacology I
NUR 2129	Nursing IV
NUR 2133	Pharmacology II
NUR 2313	Transition to Professional Nursing Practice
NUR 2323	Nurse Externship (Summer)

*(see page 282 for course descriptions)*

# MATHEMATICS DEPARTMENT

The Mathematics Department offers several pathways that provide a solid educational foundation for students planning to transfer to a senior institution in Mathematics or Mathematics-related fields. Advisors utilize the ACT math sub-score for mathematics placement. Deficiencies in mathematics requirements may be made up during the freshman year or in the summer prior to the freshman year. Students are encouraged to get involved in campus activities through departmental clubs and organizations including Mu Alpha Theta, a mathematics honor society for high school and two-year college students.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN MATHEMATICS AND MATHEMATICS-RELATED FIELDS:**

Engineering (university undecided/general pathway)  
Engineering at JSU, MSU, UM, USM  
Aerospace Engineering at MSU  
Biological Engineering at MSU  
Chemical Engineering at MSU, UM  
Civil Engineering at JSU, MSU, UM  
Computer Engineering at JSU, MSU, UM  
Electrical Engineering at JSU, MSU, UM  
Geological Engineering at UM  
Industrial Engineering at MSU  
Mechanical Engineering at MSU, UM  
Mathematics (university undecided/general pathway)  
Mathematics (BA) at MSU, MUW, UM  
Mathematics (BS) at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

*See the Northwest website for course requirements for each specific pathway.*

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*Engineering, Mathematics*

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Phone: 662-562-3454  
Email: mperkins@northwestms.edu  
*Engineering*

## **MATHEMATICS-SPECIFIC COURSES OFFERED:**

### **Mathematics (MAT)**

#### ***Preparatory Emphasis Courses:***

MAT 0123	Beginning Algebra
MAT 1233	Intermediate Algebra
MAT 1313	College Algebra
MAT 1323	Trigonometry
MAT 1343	Pre-Calculus
MAT 1723	Real Number System
MAT 1733	Geometry, Measurement, and Probability

#### ***STEM Emphasis Courses:***

MAT 1613	Calculus I
MAT 1623	Calculus II
MAT 2613	Calculus III
MAT 2623	Calculus IV
MAT 2113	Introduction to Linear Algebra
MAT 2913	Differential Equations

#### ***Applications Emphasis Courses:***

MAT 1513	Business Calculus I
MAT 1523	Business Calculus II
MAT 2323	Statistics
MAT 2513	Elementary Mathematical Analysis

*Your academic adviser and the course description section of this Northwest Bulletin will help guide you toward the specific math course to meet your academic needs (see page 277 for course descriptions).*

# NATURAL SCIENCE DEPARTMENT

The Natural Science Department at Northwest Mississippi Community College offers a vast array of pathways for students planning to transfer to a senior institution in the fields of science and/or medicine. Students enrolled at Northwest will acquire hands-on experience in a laboratory setting alongside their lecture classes to adequately prepare them for continuing their education and beginning their future career. Various clubs and organizations are also available to these students.

## PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN NATURAL SCIENCE-RELATED FIELDS:

Listed below are the pathways offered in the Natural Science Department. After successful completion of the core courses and required number of electives, students will be eligible to receive an Associate of Arts degree from Northwest Mississippi Community College and can transfer to a four-year university.

*Note: Every four-year university sets their own requirements for graduation. It is the responsibility of the student to determine which university they would like to attend and what their requirements are.*

*\* denotes a pathway that requires a degree beyond a baccalaureate degree.*

Animal Science  
Biology (includes Dental, Medical and Optometry) \*  
Chemistry  
Dental Hygiene (bachelor's degree)  
Dental Hygiene (associate degree)  
Forensic Science  
Forestry  
General Agriculture  
Horticulture  
Medical Lab Sciences (3+1)  
Medical Lab Sciences (2+2)  
Occupational Therapy \*  
Pharmacy \*  
Physical Therapy \*  
Physics  
Radiological Sciences  
Veterinary Medical Technology  
Veterinary Medicine \*

*See the Northwest website for course requirements for each specific pathway.*

## NATURAL SCIENCE DEPARTMENT ACADEMIC ADVISERS:

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*Biology*

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*Biology*

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*Biology*

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*Biology & Chemistry*

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*Biology*

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*Biology*

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*Biology*

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*Biology*

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*Biology*

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*Biology & Chemistry*

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*Chemistry*

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*Chemistry*

## NATURAL SCIENCE-SPECIFIC COURSES OFFERED:

### **Agriculture (AGR)**

AGR 1210      Animal Science Laboratory  
AGR 1214      Animal Science  
AGR 1310      Plant Science Laboratory  
AGR 1313      Plant Science  
AGR 1523      Introduction to Forestry  
AGR 2310      Basic Soils Laboratory  
AGR 2314      Basic Soils

*(see page 236 for course descriptions)*

### **Biology (BIO)**

BIO 1111      Principles of Biology I, Laboratory  
BIO 1113      Principles of Biology I, Lecture  
BIO 1121      Principles of Biology II, Laboratory  
BIO 1123      Principles of Biology II, Lecture  
BIO 1131      General Biology I, Laboratory  
BIO 1133      General Biology I, Lecture  
BIO 1141      General Biology II, Laboratory  
BIO 1143      General Biology II, Lecture  
BIO 1211      Environmental Science, Laboratory  
BIO 1311      Botany I, Laboratory  
BIO 1313      Botany I, Lecture  
BIO 1321      Botany II, Laboratory  
BIO 1323      Botany II, Lecture  
BIO 1531      Survey of Anatomy and Physiology, Laboratory  
BIO 1533      Survey of Anatomy and Physiology, Lecture  
BIO 1613      Nutrition  
BIO 2314      Dendrology, Lecture & Laboratory  
BIO 2410      Zoology I, Laboratory  
BIO 2414      Zoology I, Lecture & Laboratory

BIO 2420	Zoology II, Laboratory
BIO 2424	Zoology II, Lecture & Laboratory
BIO 2511	Anatomy and Physiology I, Laboratory
BIO 2513	Anatomy and Physiology I, Lecture
BIO 2521	Anatomy and Physiology II, Laboratory
BIO 2523	Anatomy and Physiology II, Lecture
BIO 2921	Microbiology, Laboratory
BIO 2923	Microbiology, Lecture

*(see page 241 for course descriptions)*

### **Chemistry (CHE)**

CHE 1211	General Chemistry I, Laboratory
CHE 1213	General Chemistry I, Lecture
CHE 1221	General Chemistry II, Laboratory
CHE 1223	General Chemistry II, Lecture
CHE 1311	Principles of Chemistry I, Laboratory
CHE 1313	Principles of Chemistry I, Lecture
CHE 1321	Principles of Chemistry II, Laboratory
CHE 1323	Principles of Chemistry II, Lecture
CHE 1411	Organic and Biochemistry Survey, Lab
CHE 1413	Organic and Biochemistry Survey, Lecture
CHE 2421	Organic Chemistry I, Laboratory
CHE 2423	Organic Chemistry I, Lecture
CHE 2431	Organic Chemistry II, Laboratory
CHE 2433	Organic Chemistry II, Lecture

*(see page 249 for course descriptions)*

### **Forensic Science (FSC)**

FSC 1111	Introduction to Forensic Science, Laboratory
FSC 1113	Introduction to Forensic Science, Lecture
FSC 1123	Forensic Science II, Lecture
FSC 2111	Forensic Science Analytical Techniques, Laboratory
FSC 2113	Forensic Science Analytical Techniques, Lecture

*(see page 263 for course descriptions)*

### **Physics (PHY)**

PHY 1111	Introduction to Astronomy, Laboratory
PHY 1113	Introduction to Astronomy, Lecture
PHY 1213	Survey of Physics I
PHY 2241	Physical Science I, Laboratory
PHY 2243	Physical Science I, Lecture
PHY 2251	Physical Science II, Laboratory
PHY 2253	Physical Science II, Lecture
PHY 2411	Physics I, Laboratory
PHY 2413	General Physics I, Lecture
PHY 2421	Physics II, Laboratory
PHY 2423	General Physics II, Lecture
PHY 2511	Physics Laboratory for Science and Engineering I
PHY 2513	Physics for Science and Engineering I

PHY 2521            Physics Laboratory for Science and Engineering II  
PHY 2523            Physics for Science and Engineering II  
(see page 285 for course descriptions)

*Your academic adviser and the course description section of this Northwest Bulletin will help guide you toward the specific science course to meet your academic needs.*

# CAREER-TECHNICAL EDUCATION

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# CAREER-TECHNICAL EDUCATION

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The mission of Career-Technical Education at Northwest Mississippi Community College is to be the work skills training provider for northwest Mississippi. As such, the College offers Associate of Applied Science degrees, Technical Certificates, Career Certificates, Work-Based Learning, and the support programs needed to help students succeed throughout their education and/or training, such as:

- Beverly Brewer Stark Career Center (see page 74)
- Career-Tech Education Support Services Lab (see page 76)

## Career and Technical Program Admissions

Students are required to meet the general admission requirements for the college. (see page 34).

Special Career and Technical program requirements are listed under individual program descriptions. Admission to the College does not guarantee admission to a program.

## Degrees and Certificates

All students expecting to become candidates for degrees or certificates must adhere to the graduation policy and degree requirements and follow the Technical Core Curriculum (for students planning to obtain the Associate of Applied Science degree) found in the Academic Regulations section (page 129) of this *Bulletin*.

### Associate of Applied Science Degree

The Associate of Applied Science Degree is awarded for programs designed to meet the educational needs of students who are seeking preparation for employment in occupational fields not requiring a four-year degree.

To graduate from the college with the Associate of Applied Science Degree a student must:

1. Earn a minimum of sixty (60) semester hours to include the fifteen (15) semester hours listed in the Technical Core Curriculum.
2. Complete the remaining courses designated by the program of study.
3. Earn a minimum grade point of 2.0 on all work completed at Northwest Mississippi Community College.
4. Complete a minimum of fifteen (15) semester hours at Northwest Mississippi Community College in the area of study.
5. Earn not more than fifteen (15) semester hours through any combination of the following: College Level Placement Examination (CLEP) or Advanced Placement Examination. Credit by examination may be given to participants in articulated workforce training programs.

## Career and Technical Certificates

Certificates for specific programs are awarded to students who successfully complete requirements for these programs of study as outlined in the college **Bulletin**. Students completing a one-year minimum of 30 hours career program will receive a Career Certificate, and those students completing a minimum of 45 hours technical program will receive a Technical Certificate.

To graduate from the college with a certificate in a particular program of study a student must:

1. Make a passing grade and average a minimum 2.0 grade point on those courses required in the curriculum. Grades in the courses not listed in the curriculum will not be counted in calculating the grade point average.

## Early Childhood Academy

The Early Childhood Academy collaborates with participating community and junior colleges, the Mississippi Department of Human Services, and child care providers to ensure that Mississippi's family-based unified and integrated early childhood system connects and integrates resources and services for both parents/caregivers and their children. The office is also responsible for establishing an Early Childhood Academy with a Resource and Referral Center at participating community colleges and Families First to deliver professional development for all centers, delivering and managing technical assistance and coaching, and providing leadership to the Resource and Referral offices.

The Early Childhood Academy (ECA) offers a variety of services and programs designed to meet the early education needs of children across the state of Mississippi. Our services include resources and referral; assistance for families searching for child care; training, coaching, and technical assistance for early childhood professionals; and working with other service organizations and the business community.

Coaches and Professional Development Specialists work with early childhood professional in child care centers to support the improvement and quality of classroom instruction, the classroom environment, and teacher-child interaction by: Encouraging, supporting, motivating, and working interactively with teachers and assistant teachers to develop and implement ongoing goals. Supporting the teacher and teacher assistant to provide a learning atmosphere and opportunities which promote: the child's growth and development, approaches to learning, social-emotional development, creative arts, science, and mathematics. Assisting teachers and assistant teachers to structure environments, routines, and interactions that contribute to positive social-emotional outcomes for the children and families in a program.

Focusing on specific tasks, skills, or techniques which can be mastered and measured. Implementing developmentally appropriate infant and toddler teaching techniques and search-based curriculum for infant, toddler, and preschool aged classrooms.

## Resource Center

The Lending Library is a collection of age-appropriate early childhood resources with a variety of learning materials that include: multiple books, games, puppets, etc., for the use of parents and providers who serve early learners. Items available for lending include puzzles, age-appropriate books, sensory items, infant and toddler resources, dramatic play materials, and much more. Materials are distributed on a "borrow basis" to providers and families. The Resource and Referral Associate is in the Resource Center to help with all of your needs.

For more information please contact Heather Perryman at hperryman@northwestms.edu or 662-560-4201.

## Northwest Child Enrichment Center

The Northwest Child Enrichment Center is located in the Marilyn R. Spears Building on the Senatobia campus. It is operated by the Early Childhood Education Technology program and licensed by the Mississippi Department of Health.

The center is open to preschool children (3-4 years of age) of Northwest faculty, staff, and students as well as children from the surrounding community. Information on the application process and fee schedule can be obtained at the center.

For more information please contact Center Director Ann Ross at aross@northwestms.edu.

## Work-Based Learning Program

Career and technical students at Northwest Mississippi Community College may participate in Work-Based Learning. WBL is designed for students enrolled in a career or technical program and employed in a parallel workplace environment. Students are required to acquire a certain number of Work-Based Learning hours within a single semester to earn semester credit hours.

1 semester credit hour = 45 Work-Based Learning hours

2 semester credit hours = 90 Work-Based Learning hours

3 semester credit hours = 135 Work-Based Learning hours

These hours are verified with the employer by the Northwest Work-Based Learning Coordinator.

Course content is based upon the career-technical course curriculum framework, specific workplace needs, and specific objectives addressing competent workplace performance. Student progress is organized and monitored through an Education/ Training Agreement. Grade is determined collaboratively by the worksite supervisor, major instructor, and the WBL coordinator. The student's course grade is based on work performance and evaluation. Should a student not fulfill all paperwork requirements, be laid off, terminated, or resign without officially withdrawing from the program, a grade of "F" is granted. Semester hour credit is based on quantity/quality of industry contact hours. Six hours of WBL credit may be applied as technical electives and counted toward the graduation requirements of the career-technical course.

## Course Offerings

Listed below are the Career-Technical courses of study offered at each of Northwest's campus locations.

\* *Career Certificate also available*    \*\* *Industry or State Accreditation*

## Senatobia (Main Campus) & Ashland Off-Campus Site

Due to industry partnerships the Agricultural Technology/John Deere Tech, Automotive Technology and Industrial Electronics Engineering Technology programs are considered regional programs.

### TECHNICAL PROGRAMS—SENATOBIA CAMPUS

Agricultural Business & Management Technology \*

Agribusiness or Animal Science  
Agricultural Technology/John Deere Tech  
Automotive Technology \* \*\*  
    Chrysler MOPAR College Automotive Program  
    Light Diesel Automotive Program  
Business & Office Technology  
    Administrative Office Technology \*  
    Business Management Technology \*  
    Medical Office Technology \*  
Civil Engineering Technology \*  
Early Childhood Education Technology \*  
Emergency Medical Technology-Paramedic \*\*  
Graphic Design Technology \*  
Heating, Air Conditioning & Refrigeration Technology \* \*\*  
Electronics Engineering Technology \*  
Information Systems Technology \*  
    Computer Networking, Computer Programming or Coding  
Paralegal Technology \*  
    Legal Studies (Ole Miss 2+2 Option)  
Precision Manufacturing & Machining Technology \* \*\*

#### **CAREER PROGRAMS—SENATOBIA CAMPUS**

Collision Repair Technology \*  
Cosmetology \*\*  
    Nail Technician Option/Instructor Trainee Option \* \*\*  
Emergency Medical Technology–Basic \*\*  
Emergency Medical Technology–Advanced \*\*  
Health Care Assistant \*\*  
Practical Nursing \*\*  
Welding and Cutting \*\*

#### **CAREER PROGRAMS—ASHLAND OFF-CAMPUS SITE**

Cosmetology \*\*  
Practical Nursing \* \*\*

### **DeSoto Center—Southaven & Olive Branch**

#### **TECHNICAL PROGRAMS—SOUTHAVEN CAMPUS**

Business & Office Technology  
    Administrative Office Technology \*  
    Business Management Technology \*  
    Medical Office Technology \*  
Business & Marketing Management Technology \*  
Cardiovascular Technology  
Funeral Service Technology \*\*  
Hotel & Restaurant Management Technology \*  
Paralegal Technology \*  
Respiratory Therapy \*\*

## CAREER PROGRAMS—SOUTHAVEN CAMPUS

Emergency Medical Technology—Basic \*\*  
Health Care Assistant \*\*  
Practical Nursing \* \*\*

## TECHNICAL PROGRAMS—OLIVE BRANCH OFF-CAMPUS SITE

Aviation Maintenance Technology \*\*

## CAREER PROGRAMS—OLIVE BRANCH OFF-CAMPUS SITE

Commercial Truck Driving  
Utility Lineworker \*\*

## Lafayette-Yalobusha Technical Center—Oxford

### TECHNICAL PROGRAMS—OXFORD CAMPUS

Business & Office Technology  
    Administrative Office Technology \*  
    Business Management Technology \*  
    Medical Office Technology \*  
Paralegal Technology \*  
Surgical Technology \*

### CAREER PROGRAMS—OXFORD CAMPUS

Cosmetology \*\*  
Health Care Assistant \*\*  
Practical Nursing \*\*

## Courses of Study

Northwest Mississippi Community College offers more than 30 Career and Technical programs of study. Some programs have special admissions requirements, which are listed with each curriculum to which they apply.

The MS-CPAS2 (Mississippi Career Planning Assessment System) is administered to all Career-Technical students completing a program of study, unless the program requires a specific certification, license or alternative curriculum assessment. Students who lack entry-level skills in math, English, reading, etc. will be provided related studies.

## TECHNICAL EDUCATION

### Agricultural Business and Management Technology/Agribusiness

Adviser: Benton • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Agribusiness Management option is a program designed to provide students with training in a variety of agriculturally related areas. The program is designed for students desiring to enter the broad range of jobs related to the management of agricultural enterprises and the marketing and sales of agricultural supplies and products. Students in the program will complete the CPAS exam.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGT 1112, Survey of Agricultural Technology .....	2	AGR 2314, Soils .....	4
AGR 1214, Animal Science .....	4	AGT 2723, Beef Production II .....	3
AGR 1313, Plant Science .....	3	AGT 2923 Sup. Ag. Experience .....	3
AGT 2713, Beef Production I .....	3	AGT 1813, Fitting/Groom./Judging .....	3
AGT 1413, Principles of Agricultural Management .....	3	*Technical Elective .....	3
Total	15	Total	16

## CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**AGT 1613, Agricultural Records .....	3	**AGT 2263, Appl. Ag. Economics .....	3
**AGT 2663, Appl. Animal Nut. ....	3	**AGT 1513, Prin. of Ag. Mrktg. ....	3
**AGT 2613, Forage/Pasture Crops .....	3	SPT 1113, Public Speaking I .....	3
ENG 1113, English Comp. I .....	3	Fine Arts/Humanities Elective .....	3
Math/Science Elective .....	3/4	Social/Behavioral Science Elective .....	3
Total	15/16	Total	15

\* Any instructor approved technical elective

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## Agricultural Business and Management Technology/Animal Science

Adviser: Benton • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Animal Science Concentration of Agricultural Business and Management Technology is designed to prepare the student for a career in the animal husbandry industry. Students will receive instruction in feeding, breeding, management, and health care of cattle and horses. In addition, the student will complete course work dealing with feed crops and soils. Students in the program will complete the CPAS exam.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGT 1112, Survey of Agricultural Technology .....	2	AGT 1513, Principles of Agricultural Marketing .....	3
AGR 1214, Animal Science .....	4	AGT 1813, Fitting/Groom./Judging .....	3
AGR 1313, Plant Science .....	3	AGR 2314, Soils .....	4
AGT 1413, Principles of Agricultural Management .....	3	AGT 2863, Horse Production .....	3
AGT 1613, Agricultural Records .....	3	AGT 2263, Appl. Ag. Economics .....	3
Total	15	Total	16

## CAREER CERTIFICATE EXIT POINT

*continued on next page*

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**AGT 2713, Beef Production I.....	3	**AGT 2723, Beef Production II .....	3
**AGT 2663, Applied Animal Nutrition.....	3	**AGT 1913, Animal Reproduction ..	3
**AGT 2613, Forage and Pasture Crops.....	3	Social/Behaviorial Science Elective.....	3
ENG 1113, English Comp. I.....	3	SPT 1113, Public Speaking I .....	3
Math/Science Elective .....	3/4	Humanities/Fine Arts Elective.....	3
Total	15/16	Total	15

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## Agricultural Technology/John Deere Tech

Advisers: Johnston, Massey • Offered at Senatobia campus only

*Associate of Applied Science*

Agricultural Technology is an instructional program that prepares individuals to select, operate, maintain, service, and use agricultural power units, machinery, and equipment. Included is instruction in engine design, use, maintenance, and repair techniques. The program covers internal combustion engines service and overhaul, electrical systems, hydraulic systems, power trains, air conditioning, grain harvesting equipment, spray equipment, row crop planting systems, cotton harvesting equipment, hay harvesting equipment compact engines equipment servicing, cutting and welding, and service repair center management and operations.

The Associate of Applied Science degree may be granted to students who complete the curriculum. Students in the program will complete the CPAS exam.

**Special Admissions Requirements:** Students who wish to enter the Agriculture Technology/John Deere Tech program must:

1. Contact program adviser for program visit.
2. Minimum ACT composite score of 15 or be eligible to take Intermediate Algebra and English Composition I.
3. Obtain a sponsorship with a qualified John Deere dealership.
4. Provide their own tools (tool list available on Northwest website at [www.northwestms.edu](http://www.northwestms.edu)).
5. Provide their own laptop.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AMT 1123, Agricultural Mechanics Fundamentals.....	3	AMT 2812, Compact Engines and Equipment.....	2
AMT 1213, Basic Electrical/ Electronics Systems .....	3	AMT 1613, Basic Hydraulic Sys.....	3
AMT 1313, Basic Power Trains .....	3	AMT 2926, Supervised Work Experience in Ag.....	6
AMT 1414, Basic Engines.....	4	AMT 1161, Introduction to Spatial Information Systems .....	1
Humanities/Fine Arts Elective.....	3	Basic Computer Skills Elective .....	3
ENG 1113, Eng. Comp. I.....	3	Total	15
Total	19	Total	15

## SUMMER TERM

AMT 1511, Principles of Air Conditioning .....	1
AMT 2111, Grain Harvesting Equip....	1
AMT 2411, Hay Harvesting Equip.....	1
AMT 2311, Cotton Harvesting Equip.	1
Math/Science Elective .....	3
Social/Behavioral Science Elective.....	3
AMT 2623, Advanced Hydraulics.....	3
	13

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
AMT 1223, Advanced Electrical/ Electronic Systems.....	3	AMT 1424, Advanced Engines .....	4
AMT 1323, Advanced Power Trains...3		AMT 2913, Special Problems in Agriculture Technology .....	3
AMT 2936, Supervised Work Experience in Ag .....	6	AMT 2512, Spray Equipment.....	2
		AMT 2712, Row Crop Planting Sys....	2
		SPT 1113, Public Speaking I .....	3
		AMT 1162, Introduction to Spatial Information Systems .....	2
Total	12	Total	16

Students must progress through AMT coursework in sequence due to the nature of the material covered. A grade of "C" or better is required in all AMT courses for the student to advance to the next semester. Failure to achieve this minimum standard will require the student to repeat the course. Students must maintain a 2.5 GPA to remain in the program.

## Automotive Technology

Advisers: Miller, Jarreau (ASE Certified Instructors) • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Automotive Technology program, fully accredited by the National Automotive Technicians Education Foundation (NATEF) and Automotive Service Excellence (ASE), provides state-of-the-art training for skilled, entry-level automobile service technicians. Upon graduation, a student will have the knowledge and skills necessary to isolate and correct specific automotive problems.

Employment opportunities for graduates of the certificate program may exist as semi-skilled automotive technicians in the automotive industry. Graduates of the technical program may qualify as automotive electronics technicians or assistant diagnostic technicians in the automotive industry. Students will complete ASE National Certifications. General and Chrysler MOPAR CAP students will be administered the eight (8) standard ASE student tests following completion of the program.

The Chrysler MOPAR College Automotive Program (CAP), a two-year associate degree program, is designed to teach late-model Chrysler, Dodge, and Jeep vehicle technology. ASE student tests will be administered. CAP students will co-op with a Chrysler, Dodge, or Jeep dealership. All students accepted in the Chrysler MOPAR CAP program must obtain and maintain a sponsorship with a qualified dealership.

*continued on next page*

**Special Admissions Requirements:** Students who wish to enter the Chrysler MOPAR College Automotive Program (CAP) must:

1. Complete Automotive Program application.
2. Provide their own tools (tool list available on Northwest website at [www.northwestms.edu](http://www.northwestms.edu)).
3. Submit a current negative 5-panel drug screen.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ATT 1715, Engine Repair .....	5	ATT 2434, Engine Performance II .....	4
ATT 1424, Engine Performance I.....	4	ATT 1134, Advanced Electrical/ Electronic Systems .....	4
ATT 1124, Basic Electrical/ Electronic Systems .....	4	ATT 2334, Steering/Susp. Sys.....	4
Math/Science Elective .....	3/4	ATT 1214, Brakes .....	4
ATT 1812, Intro. to Safety & Emp. ....	2	Humanities/Fine Arts Elective.....	3
Total	18/19	Total	19

## CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
*ATT 1314, Manual Drive Trains .....	4	*ATT 2445, Engine Performance III ...	5
*ATT 2325, Automatic Transmissions/ Transaxles .....	5	*ATT 2614, Heating and Air Conditioning .....	4
SPT 1113, Public Speaking I .....	3	Social/Behavioral Science Elective.....	3
Technical Elective .....	3	ENG 1113, English Comp. I .....	3
Total	15	Technical Elective .....	3
		Total	18

\* Courses required in addition to career certificate courses for Technical Certificate.

All other courses listed are the framework for the Associate of Applied Science. Please note that students in the CAP program are required to complete an internship in the second and third semester. Students are also required to have an in-program minimum GPA of 2.0 to continue to the sophomore year.

## Aviation Maintenance Technology

Adviser: Cooper, Lindsey • Offered at DeSoto Center-Olive Branch only

*Associate of Applied Science*

The Aviation Maintenance Technology program offers an FAA-certified curriculum designed to prepare students for a career as aircraft, airframe and powerplant mechanics. Upon completion of the program, students are eligible to receive the Associate of Applied Science degree.

**Special Admissions Requirements:** Admission forms for the Aviation Maintenance Technology Program may be obtained from Northwest/DeSoto Center, 5197 W.E. Ross Parkway, Southaven, MS, 38671. **Admission forms must be sent to both the Office of Admissions and Records and to the Program Director, Aviation Maintenance Technology.**

Admission requirements include:

1. Completed Aviation Maintenance Program application.
2. Interview with Aviation Program lead instructor.
3. Must provide a recent, clean, drug/alcohol screen result at applicant's expense.

4. Applicant must pass a basic, “hands-on” mechanical aptitude test at interview. The Aviation Maintenance Program has a maximum enrollment of 20 students per class as designated by the FAA. Notification of acceptance to the program must be from the Aviation Maintenance Technology Program Director. Applications for admission must be received by July 1.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
APT 1114, Aviation Applied Science.....	4	APT 1214, Reciprocating Engine Overhaul & Inspection .....	4
APT 1123, Aviation Electricity I.....	3	APT 1221, Turbine Engine Theory .....	1
APT 1134, Materials and Processes.....	4	APT 1234, Turbine Engine Overhaul Inspection .....	4
APT 1143, Aircraft Servicing and Weight and Balance .....	3	APT 1161, Reciprocating Engine Theory.....	1
APT 1153, Maintenance Forms, Records and Regulations .....	3	APT 1255, Lubrication & Fuel Metering Systems .....	5
APT 1171, Human Factors .....	1	APT 1263, Induction, Cooling & Exhaust Systems .....	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>

Academic Core Requirements: To be eligible to receive Associate of Applied Science degree.

Social/Behavioral Science Elective.....	3
ENG 1113, Eng. Comp. I.....	3
Basic Computer Skills Elective .....	3
MAT 1313, College Algebra.....	3
SPT 1113, Public Speaking I .....	3
Humanities/Fine Arts .....	3
<b>Total</b>	<b>18</b>

**SOPHOMORE YEAR**

<b>Third Semester</b>	<b>Semester Hours</b>	<b>Fourth Semester</b>	<b>Semester Hours</b>
APT 2115, Aviation Electricity II .....	5	APT 2212, Flight Control.....	2
APT 2122, Propellers .....	2	APT 2223, Aviation Electricity III.....	3
APT 1242, Powerplant Inspection and Review .....	2	APT 2232, Hydraulic & Pneumatic Power Systems .....	2
APT 2136, Structures I .....	6	APT 2243, Landing Gear & Protection Systems .....	3
APT 2143, Structures II.....	3	APT 2251, Environmental Control Systems .....	1
<b>Total</b>	<b>18</b>	APT 2264, Aircraft Instrumentation Systems .....	4
		APT 2271, Aircraft Fuel Systems .....	1
		APT 2282, Airframe Inspection & Review .....	2
		<b>Total</b>	<b>18</b>

# Business and Marketing Management Technology

Adviser: McCann • Offered at DeSoto Center-Southaven only

*Career Certificate • Technical Certificate • Associate of Applied Science*

Business and Marketing Management Technology is a two-year business program designed to prepare students for careers in dynamic marketing professions. Any business, firm, or organization that offers products and/or services can only be competitive if it markets its products/services successfully. Specialized occupational training includes internet marketing, consumer behavior, marketing, entrepreneurship, management, advertising, selling, and retail management. Students in the program will complete the CPAS exam.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MMT 1114, Prin. of Marketing .....	4	MMT 1123, Marketing Management .3	3
MMT 1313, Selling .....	3	MMT 1413, Merchandising Math .....	3
MMT 2213, Prin. of Management .....	3	MMT 1223, Consumer Behavior .....	3
MMT 1712, Marketing Seminar I .....	2	MMT 2423, Retail Management .....	3
MMT 2513, Entrepreneurship .....	3	BOT Computer Elective .....	3
Total	15	Total	15

## CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
**BAD 2413, Legal Environ of Bus.....	3	**MMT 1722, Marketing Sem II .....	2
**MMT 2323, Internet Marketing .....	3	**MMT 1324, Advertising .....	4
Math/Science Elective .....	3	**MMT 2233, Human Res Mgmt .....	3
ENG 1113, English Comp I .....	3	Humanities/Fine Arts Elective.....	3
SPT 1113, Public Speaking I .....	3	Social/Behavioral Science Elective.....	3
Total	15	Total	15

\*\* Courses required in addition to Career Certificate courses for Technical Certificate.

# Business and Office Technology

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions in the following areas: Administrative Office Technology, Business Management Technology, and Medical Office Technology.

Business and Office is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business and Office curriculum.

## Administrative Office Technology

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Administrative Office Technology program is designed to prepare a student for

a career as an administrative assistant. Upon successful completion of the required two-year curriculum, the student will receive an Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession) .....	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession) .....	3	BOT 1823, Microsoft Excel I.....	3
BOT 1313, Appl. Business Math .....	3	BOT 2433, Quickbooks.....	3
BOT 1433, Business Accounting .....	3	BOT 1243, Microsoft Word II .....	3
BOT 1413, Records Management.....	3	*BOT Adviser Approved Elective.....	3
Total	15	Total	15

### CAREER CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2233, Human Resource Mgmt. ....	3	...ENG 1113, English Comp. I .....	3
BOT 2333, Microsoft Access .....	3	SPT 1113, Public Speaking.....	3
BOT 1853, Microsoft Excel II.....	3	Humanities/Fine Arts Elective.....	3
BOT 2183, Career Readiness.....	3	Social/Behavioral Science Elective.....	3
*BOT Adviser Approved Elective.....	3	Math/Science Elective .....	3
Total	15	Total	15

### TECHNICAL CERTIFICATE EXIT POINT

\* BOT Electives: BOT 1493 Social Media Management, BOT 2133 Desktop Publishing, BOT 2723 Administrative Office Procedures, WBL 1913 Work-Based Learning

## Business Management Technology

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Business Management Technology curriculum is a two-year program that provides training in management with an emphasis on planning, organizing, and coordinating. Individuals are trained for career opportunities in production and distribution industries, small businesses, legal offices, insurance companies, financial institutions, and self-employment. Upon successful completion of this program, graduates earn the Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

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## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession) .....	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession).....	3	BOT 1823, Microsoft Excel I.....	3
BOT 1313, Appl. Business Math .....	3	BOT 2433, Quickbooks.....	3
BOT 1433, Business Accounting.....	3	BOT 1243, Microsoft Word II .....	3
BOT 1453, Intro. to Bus. Mgmt. ....	3	BOT 1493, Social Media Mgmt.....	3
Total	<u>15</u>	Total	<u>15</u>

## CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2233, Human Resource Mgmt. ....	3	ENG 1113, English Comp. I .....	3
BOT 2613, Entre. Prob. Solving.....	3	SPT 1113, Public Speaking.....	3
BOT 1853, Microsoft Excel II.....	3	Humanities/Fine Arts Elective.....	3
BOT 2183, Career Readiness.....	3	Social/Behavioral Science Elective.....	3
*BOT Adviser Approved Elective.....	3	Math/Science Elective .....	3
Total	<u>15</u>	Total	<u>15</u>

### TECHNICAL CERTIFICATE EXIT POINT

\* BOT Electives: BOT 2333 Microsoft Access, BOT 2133 Desktop Publishing, WBL 1913 Work-Based Learning

## Medical Office Technology

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Medical Office Technology curriculum is a two-year program that provides training for those who wish to seek a business-related career within the medical profession; such as a hospital, a doctor's office, a clinic, an insurance company, a pharmacy, etc. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession) .....	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession).....	3	BOT 1623, Medical Terminology II .....	3
BOT 1313, Appl. Business Math .....	3	BOT 2743, Medical Office Concepts ..	3
BOT 1433, Business Accounting.....	3	BOT 2763, Elect. Health Records .....	3
BOT 1613, Medical Terminology I.....	3	*BOT Adviser Approved Elective.....	3
Total	<u>15</u>	Total	<u>15</u>

## CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2643, CPT Coding.....	3	ENG 1113, English Comp. I.....	3
BOT 2653, ICD Coding.....	3	SPT 1113, Public Speaking.....	3
BOT 1823, Microsoft Excel I.....	3	Humanities/Fine Arts Elective.....	3
BOT 2183, Career Readiness.....	3	Social/Behavioral Science Elective.....	3
BOT 2673, Medical Insurance Billing.....	3	Math/Science Elective.....	3
Total	<u>15</u>	Total	<u>15</u>

## TECHNICAL CERTIFICATE

### EXIT POINT

\* BOT Electives: BOT 1243 Microsoft Word II, BOT 1853 Microsoft Excel II, BOT 1643 Pathophysiology, BOT 2433 Quickbooks, BOT 2663 Advanced Coding, WBL 1913 Work-Based Learning

## Cardiovascular Technology

Advisers: Stanford-Means, R. Stevens • Offered at DeSoto Center-Southaven only

*Associate of Applied Science*

The Cardiovascular Technology program trains technologists to operate sophisticated equipment in assisting physicians with diagnosing and treating patients with cardiac disease. The primary focus is on invasive cardiology procedures. The technologists are trained to work in a cardiac catheterization laboratory where they prepare patients for and assist the physician with a variety of diagnostic and therapeutic procedures usually performed via radiologically-guided catheters and other instrumentation. Most cardiovascular technologists work in hospital cardiology departments, while some work in cardiologists' offices, cardiac rehabilitation centers, or ambulatory surgery centers. This curriculum was written to meet the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Standards and Guidelines for Cardiovascular Technologists. Graduates of this two-year program will be awarded an Associate of Applied Science degree in Cardiovascular Technology and are eligible to make application to sit for the Cardiovascular Credentialing International (CCI), Registered Cardiovascular Invasive Specialist (RCIS) Exam. Industry standards are based on the Cardiovascular Credentialing International (CCI), Registered Cardiovascular Invasive Specialist (RCIS) Examination Outline.

Admission to the Cardiovascular Technology program is very competitive. A new cohort is accepted each fall semester.

Applications are available from the CVT faculty and will be accepted until Friday before Spring Break of the preceding year. If a student has been removed or has voluntarily withdrawn from the CVT program for any reason, that student may be allowed to re-apply once within a two year period beginning the date of having been removed or voluntarily withdrawing from the program. Re-application does not in any way guarantee re-admission.

**Special Admissions Requirements:** Persons interested in enrolling in the Cardiovascular Technology Program must apply through the program director and will be notified by him regarding acceptance. **Admission to the college does not guarantee admission to the program.** Because of limited enrollment, if the number of applicants exceeds the capacity, students will be selected on a competitive basis by an admissions committee.

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Admission requirements include:

1. Complete prerequisite courses: Anatomy & Physiology I & Lab, Anatomy & Physiology II & Lab, College Algebra.
2. Completed Cardiovascular Technology Program application.
3. Minimum ACT composite of 18.

### Prerequisites

BIO 2513, Anatomy & Physiology I	BIO 2511, Anatomy & Physiology I Lab
BIO 2523, Anatomy & Physiology II	BIO 2521, Anatomy & Physiology II Lab
MAT 1313, College Algebra	

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*Social/Behavioral Science Elective .....	3	CHE 1313, Prin. of Chemistry.....	3
ENG 1113, Eng. Comp. I .....	3	CHE 1311, Prin. of Chem. Lab.....	1
BOA 2613, Business Communications...3		CVT 1415, Cardiovascular Anatomy	
CVT 1113, Foundations of		and Physiology & Pharmacology.....	5
Cardiovascular Technology .....	3	SPT 1113, Public Speaking .....	3
BIO 2923, Microbiology .....	3	CVT 2413, Invasive Cardiology I .....	3
BIO 2921, Microbiology Lab.....	1	CVT 2423, Invasive Cardiology II .....	3
Total	16	Total	18

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
CVT 2716, Cardiovascular Clinical I....	6	CVT 2513, Critical Care Applications..	3
CVT 2726, Cardiovascular Clinical II...6		CVT 2736, Cardio. Clinical III.....	6
Humanities/Fine Arts Elective .....	3	CVT 2746, Cardio. Clinical IV .....	6
Total	15	Total	15

\*Social/Behavioral Science Elective must be PSY 1513, General Psychology

## Civil Engineering Technology

Adviser: T. Watson • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

This program prepares a person for entry-level positions in civil engineering, surveying and similar technical fields. The curriculum includes boundary and construction surveying, principles of road construction, construction materials testing, small unmanned aerial systems (drones) mapping, geographical positioning systems (GPS), geographic information systems (GIS), computer automated drafting (CAD), project management and construction practices.

The graduate is prepared to work with surveyors, civil engineers or other like professionals in the performance of general engineering practices which may include design, drawing, detailing and interpreting working drawings; gathering and interpreting field survey data, inspecting construction, determining equipment, materials and labor required to complete a project, performing various lab tests required in construction and using drones to gather data for engineering, surveying, mapping and construction inspections.

Up-to-date equipment and software used in the program include drafting (AutoCAD 18), engineer (Carlson), GIS (ArcView), and Drones (DJI GO 4 and DJI GS PRO). Also used are automatic levels, total stations, and RTK satellite survey equipment with multiple data collector software programs.

**Special admissions requirements:** Students who wish to enroll in the Civil Engineering Technology program must have an ACT subscore of 17 in Math or be eligible to enroll in Intermediate Algebra.

A minimum of 60 semester credit hours is required to receive an Associate of Applied Science in Civil Engineering Technology. Students who complete a minimum of 30 semester credit hours of required courses in the program may be eligible to receive a career certificate in Civil Engineering Technology. Students who complete a minimum of 45 semester credit hours of required courses in the program may be eligible to receive a technical certificate in Civil Engineering Technology. Students who successfully complete the program will receive a certification and credentials thru the National Center for Construction, Education and Research (NCCER). Students who complete CIT 1133 Intro to Craft Skills, will receive a 10-hour OSHA construction certification.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1163, Eng. Graphics.....	3	CIT 2453, Fund. of GIS.....	3
CIT 1213, Civil Con. Meths & Mat ...	3	DDT 1313, Computer Aided Design...3	
CIT 1413, Elementary Surveying .....	3	CIT 1223, Con. Plans & Specs.....	3
CIT 2913, Special Projects .....	3	CIT 1113, Route Surveying .....	3
CIT 1133, Intro. to Craft Skills .....	3	CIT 2413, Concrete & Asphalt Test...3	
Total	<u>15</u>	Total	<u>15</u>

### CAREER CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**CIT 2113, Legal Prin. of Survey .....	3	**CIT 2423, Mapping/Topography.....	3
**CIT 2433, Land Surveying.....	3	**CIT 2443, GPS Surveying .....	3
Math/Science Elective .....	3	**CIT 2124, Advanced Surveying .....	3
Social/Behavioral Science Elective.....	3	Humanities/Fine Arts Elective.....	3
SPT 1113, Public Speaking I .....	3	ENG 1113, English Composition I.....	3
Total	<u>15</u>	Total	<u>15</u>

\*\* Courses required in addition to Career Certificate courses for Technical Certificate.

## Early Childhood Education Technology

Advisers: Barham, Ross • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Early Childhood Education Technology program provides preparation for a professional career in early childhood education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children in various early childhood professions.

The Early Childhood Education Technology curriculum is a two-year discipline that requires a minimum of 60 semester hours of course work. Successful completion of the Early Childhood Education Technology curriculum results in the student receiving a Career Certificate, Technical Certificate and/or an Associate of Applied Science degree. This curriculum meets the National Association for the Education of Young Children Standards for Early Childhood Professional Preparation and the Mississippi Department of Education Standards and Guidelines for Pre-Kindergarten.

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garten (3- and 4-year-olds). \*The content for the Child Development Associate (CDA) Credential is embedded in the Early Childhood Education Technology course work.

Jobs are available for students who complete this discipline in public, private, corporate or parochial early childhood education programs, including those in public and private child care centers that serve children of all socioeconomic levels and abilities.

The campus child care center is licensed by the Mississippi Department of Health as a Child Care Facility and for food service.

The Early Childhood Education Technology program offers a Child Development Assistant Infant and Toddler Certificate of Proficiency, a Child Development Assistant Pre-school Certificate of Proficiency, a Career certificate, a Technical certificate and/or an Associate of Applied Science. Students in the program will complete the PrePAC exam.

**Special admissions requirements:** Students who wish to enroll in the Early Childhood Education Technology program must:

1. Comply with the criminal background check procedure mandated by the law of the State of Mississippi.
2. Submit a completed Immunization Record Form 121 obtainable from the State of Mississippi Public Health Department.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*CDT 1113, Early Child. Profession ...3		*CDT 1223 HY, Preschool Dev. ....4	
*CDT 1313, Creat. Arts for Yng. Ch. .3		*CDT 1713, Lang. & Lit. Dev. ....3	
*CDT 1213, Infant/Toddler Dev.....4		Fine Arts/Humanities Elective.....3	
*CDT 1343, Child Hlth., Sfty. & Nut.4		Math/Nat. Science Elective .....3	
***CDT 1340, Child Health, Safety & Nutrition Lab.....0		SPT 1113, Public Speaking I .....3	
ENG 1113, English Comp. I.....3			
Total	17	Total	16

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
*CDT 2233, Guid. Soc. & Em. Beh. ....3		**CDT 2413, Dev. of Exc. Ch.....3	
**CDT 2613, Methods/Materials .....3		**CDT 2813 HY, Adm./Prog. for Y.C. 3	
*CDT 2915, Initial Practicum .....5		**CDT 2945, Advanced Practicum ....5	
Social/Beh. Science Elective.....3		**CDT 2513 HY, Family Dynamics ....3	
*CDT 2714, SS/Math/Sci. for Y.C. ....4		CDT 1921, Seminar II .....1	
CDT 1911, Seminar I.....1			
Total	19	Total	15

### CAREER CERTIFICATE EXIT POINT

\* Courses required for Career Certificate.

\*\* Courses required in addition to Career Certificate courses for Technical Certificate.

\*\*\* Co-requisite with CDT 1344

# Electronics Engineering Technology

Advisers: Franks, Ruby • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Electronics Engineering Technology program is designed to prepare graduates for a career in the installation, maintenance, testing, and repair of industrial electrical and electronic equipment and systems.

This program introduces the fundamentals of electricity, electronics, digital techniques, electrical power distribution, motor controls, fluid power systems, programmable logic controllers, and automation systems.

Graduates will possess the skills necessary to enter the workforce as technicians in the field of industrial electronics and electrical servicing, PLC and process control, industrial automation, power distribution, and as general electronic technicians.

Upon satisfactory completion of this curriculum, an Associate of Applied Science degree is awarded along with an NIMS credential.

A minimum grade of “C” or better is required in every EET course outlined in the curriculum for graduation. Any student who fails any EET course will be readmitted according to space available. Failure or withdrawal of two required EET courses will result in dismissal from the program for a period of one year. Readmission into the program will be based on space availability and instructor approval.

**Special admissions requirements:** Students who wish to enroll in the Industrial Electronics Engineering Technology program must:

1. Have an ACT subscore of 17 in Math or be eligible to enroll in Intermediate Algebra.
2. Minimum ACT subscore of 17 in Reading and English or be eligible to take English Composition I.
3. Contact an Industrial Electronics adviser for program visit.
4. Students must submit necessary records and credentials prior to the semester of entrance including, but not limited to, a current negative 5-panel drug screen.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*EET 1145, DC/AC Circuits .....	5	*EET 1334, Solid State Devices .....	4
*EET 1214, Digital Electronics.....	4	*EET 1344, Motor Control.....	4
EET 1154, Equipment Maintenance....	4	*EET 1133, Electrical Power.....	3
MST 1523, Industrial Hand Tools.....	3	EET 1174, Fluid Power.....	4
		EET 1353, Robotics.....	3
Total	16	Total	18

## CAREER CERTIFICATE EXIT POINT

*continued on next page*

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**EET 2354, SS Motor Control. ....	4	Technical Elective .....	3
**EET 2363, PLCs .....	3	Technical Elective .....	3
Technical Elective .....	3	SPT 1113, Public Speaking I .....	3
Humanities/Fine Arts Elective.....	3	Social/Behavioral Science Elective.....	3
ENG 1113, English Comp. I.....	3	MAT 1313, College Algebra.....	3
Total	16	Total	15

All EET/MST courses are restricted to IEET and Manufacturing Technology majors only.

Students must receive a grade of "C" or higher in all EET/MST coursework prior to progressing to the next semester or completing the program.

\*Courses required for career certification in Industrial Electronics.

\*/\*\*Courses required for Technical Certificate in Industrial Electronics.

All technical electives must be adviser approved.

## Emergency Medical Technology–Basic

Advisers: Kuchta, Lance • Offered at Senatobia campus, DeSoto Center-Southaven and Lafayette-Yalobusha Technical Center

### *Career Certificate*

Emergency Medical Technology–Basic is an instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes: airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric and infant patients; and special care of patients exposed to heat, cold, radiation or contagious disease. Students who complete the program will be eligible to take the National Registry's Exam, EMT-BASIC.

Any interested person should contact: David Kuchta, Program Director, at [dkuchta@northwestms.edu](mailto:dkuchta@northwestms.edu) or Jennifer Lance at [jlance@northwestms.edu](mailto:jlance@northwestms.edu). Students who wish to enter Emergency Medical Technology-Basic must:

1. Be 18 years of age prior to the completion of the course.
2. Have an ACT composite score of 18 or better or TABE score of 12 or better.

One Semester	Semester Hours
EMS 1118, EMT .....	8
BIO 2513, Anatomy & Physiology I .....	3
BIO 2511, Anatomy & Physiology I Lab .....	1
(3) hours of the Technical Core Curriculum .....	3

NOTE: If the student does not have the score to enter BIO 2513 or BIO 2523, then they can enroll in BIO 1533 Survey of A & P and BIO 1531 Lab or BIO 1113 Principles of Biology I and BIO 1111 Principles of Biology I Lab.

## Emergency Medical Technology—Advanced

Special admission requirements include limited enrollment, specific program application, and other stipulations. Northwest application for admission, required high school and college transcript(s) and ACT scores must be sent to the Senatobia campus.

Any interested person should contact: David Kuchta, Program Director, at dkuchta@northwestms.edu or 662-562-3986 or Jennifer Lance at jlance@northwestms.edu or 662-560-1127. Students who wish to enter the Emergency Medical Technology-Advanced must:

1. Have a valid EMT National Registry certification.
2. Have a GPA of “C” or better in Anatomy and Physiology I with lab (BIO 2513 and BIO 2511).
3. Be 18 years of age or older with a high school diploma or HSE.
4. Have an ACT composite score of 18 or better or TABE score of 12 or better.

First Semester	Semester Hours	Second Semester	Semester Hours
EMS 1142, Found. of Paramedic Lect	.2	EMS 2743, Con. Trauma Med. Lect....3	
EMS 1151, Found. of Paramedic Lab...	1	EMS 2752, Con. Trauma Med. Lab.....2	
EMS 1242, Con. Airway/Resp. Lect....2		EMS 2312, Fund. of Advanced EMT ..2	
EMS 1251, Con. Airway/Resp. Lab.....1		EMS 2211, Practicum II.....1	
EMS 1343, Con. Cardio Med. Lect. ....3			
EMS 1352, Con. Cardio Med. Lab.....2			
EMS 2912, Concepts of EMS Ops. ....2			
EMS 1514, Practicum I.....4			
Total	17	Total	8

## Emergency Medical Technology—Paramedic

Advisers: Kuchta, Lance • Offered at Senatobia campus only

*Associate of Applied Science*

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills, and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

**Special admissions requirements:** Special admission requirements include limited enrollment, and other stipulations. Any interested person should contact: David Kuchta, Program Director, at dkuchta@northwestms.edu or Jennifer Lance at jlance@northwestms.edu. Students who wish to enter the Emergency Medical Technology-Paramedic Program must:

1. Have a valid EMT-Basic National Registry certification.
2. Grade point average of “C” or better in Anatomy and Physiology I with lab (BIO 2513 BIO 2511).
3. Be 18 years of age or older with a high school diploma or HSE.
4. Have an ACT composite score of 18 or better or TABE A score of 12 or better.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based

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instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department that provides medical control to ALS providers in the field and, according to availability, CCU, ICU, labor and delivery suite, operating room, psychiatric ward, pediatric ward, and geriatric ward. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community. Students need to maintain a “C” average in each individual class in order to continue the Paramedic program the following semester.

A student successfully completing the program will receive an associate degree from the college and be eligible to take National Registry’s Exam as an EMT-Paramedic. This training program is sanctioned by the Mississippi State Board of Health, Division of EMS, the State Department of Education, and the Committee on Accreditation of Educational Programs for the EMS Professions. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.

The curriculum of the Paramedic Program is for four semesters in length, and classes are admitted each fall semester requiring a minimum of 1,500 hours of classroom instruction, clinical, and field internship.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EMS 1142, Found. of Paramedic Lect .2		EMS 2743, Con. Trauma Med. Lect. ....3	
EMS 1151, Found. of Paramedic Lab...1		EMS 2752, Con. Trauma Med. Lab.....2	
EMS 1242, Con. Airway/Resp. Lect. ....2		EMS 1742, Con. Neuro. Med. Lect. ....2	
EMS 1251, Con. Airway/Resp. Lab .....1		EMS 1751, Con. Neuro. Med. Lab .....1	
EMS 1343, Con. Cardio Med. Lect. ....3		EMS 2343, Med. Emerg. Sec. Lect. ....3	
EMS 1352, Con. Cardio Med. Lab .....2		EMS 2351, Med. Emerg. Sec. Lab .....1	
EMS 2912, Concepts of EMS Ops. ....2		EMS 1525, Practicum II.....5	
EMS 1514, Practicum I .....4			
BIO 2523, A & P II Lecture .....3			
BIO 2521, A & P II Lab .....1			
Total	21	Total	17

### SOPHOMORE YEAR

Third Semester	Sem. Hours	Fourth Semester	Semester Hours
EMS 1942, Con. Reprod. Med. Lect. ...2		EMS 2942, Paramedic Capstone Lect..2	
EMS 1951, Con. Reprod. Med. Lab.....1		EMS 2952, Paramedic Capstone Lab...2	
SPT 1113, Public Speaking I .....3		EMS 2566, Practicum III.....6	
Basic Computer Skills Elective .....3		Fine Arts/Humanities Elective.....3	
PSY 1513, Gen. Psychology .....3			
ENG 1113, English Comp. I .....3			
Total	15	Total	13

## Funeral Service Technology

Program Director: Dukes • Adviser: Dukes • Offered at DeSoto Center-Southaven only

*Associate of Applied Science*

The Funeral Service Technology degree program offers a curriculum leading to an Associate of Applied Science degree in Funeral Service Technology. The Associate of Applied Science degree program in Funeral Service Technology at Northwest

Mississippi Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097: phone (816) 233-3747: fax (856) 579-7354: website [www.abfse.org](http://www.abfse.org).

### National Board Exam Pass Rate Statistics:

3-Year Average	Arts	Science	2019 Stats	Take	Pass	Pass Rate
15-16-17	68%	86%	Arts	2	2	100%
16-17-18	67%	74%	Science	2	1	50%
17-18-19	73%	64%				

### 2019 Program Information:

New Students: 17      Graduates: 4      \*Timely Graduates: 4  
 Percent Employed: 100%      \*\*Left Before Completion: 13

\* Timely graduation = program completion in 1.5 times the designated program length

\*\* Left before completion = new enrollees who left before completing the program: did not finish

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's scores and rates, go to Room 221 at Northwest's DeSoto Center in Southaven, or contact Ebone Dukes at (662) 280-6137 or email [edukes@northwestms.edu](mailto:edukes@northwestms.edu).

**Special admissions requirements:** As applications and supporting documents are submitted, an applicant review will be conducted by an admissions committee. Applicants meeting all of the minimum requirements may be selected into the new class. Each class has a limited enrollment, and selection is made on a competitive basis. **Admission to the college does not guarantee admission into the Funeral Service Technology program.**

Specific minimum admission requirements include:

1. Two applications:
  - A. Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores (to be sent to the Senatobia campus).
  - B. Application to the Funeral Service Technology program, ACT scores, and college transcripts (to be sent to Ebone Dukes, program director, Funeral Service Technology Department, Northwest Mississippi Community College/DeSoto Center, 5197 W.E. Ross Parkway, Southaven, MS, 38671).
2. The American College Test (ACT) is required for admittance:
  - A. Composite score of 18.
  - B. Applicants with less than a composite score of 18 should retake the ACT. (Contact the College for exam dates.)
  - C. ACT requirements are waived for applicants who hold a bachelor's degree or higher. (ACT scores are still required.)
3. To transfer from another Funeral Service Technology program, applicants must meet the specific admission requirements as well as:
  - A. Be in good standing and be eligible to return to their previous school.
  - B. Provide a statement explaining reasons for transferring to Northwest Mississippi Community College.
  - C. A grade of "C" or better is required for transfer subjects and must be comparable to those offered at NWCC. (Catalog descriptions are required on transfer subjects.)
  - D. All courses included in the Comprehensive Review class and those that

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- are tested by the Conference of Funeral Service Examining Board (NBE) will not be accepted unless they have been taken within one (1) year of the transfer request. (FST, Accounting, and Chemistry)
- E. See Transfer Credit requirements on page 32 of this *Bulletin* for graduation requirements.
4. Deadline:
    - A. Applications and supporting documents for the Fall Semester (August) must be received by July 15 and for the Spring Semester (January) must be received by November 15.
    - B. **Applicants will be accepted and notified when all of the minimum requirements have been met and approved.**
  5. Once all documents have been received, with the minimum ACT score of 18 or transcripts showing conferment of a B.S. or B.A. degree, the applicant will be invited for an interview for program admission.
  6. If accepted into the program, the applicant must attend a mandatory orientation period prior to registration.

#### Readmission requirements:

1. All students applying for readmission will be reviewed by a Funeral Service admissions committee.
2. Students that are enrolled in the Funeral Service Technology program, but miss one full semester(s) must reapply for admission.
3. Students who have been out of the Funeral Service Technology program for a period of one (1) year or more must repeat all FST courses along with accounting and chemistry.

Upon completion of the program, the student is qualified to write the National Board Examination (NBE) for license requirements. The NBE is not required by the ABFSE for graduation, but is required by most states in order to practice funeral directing and/or embalming in that state (the NBE is required for program completion under Northwest guidelines).

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website ([www.abfse.org](http://www.abfse.org)).

Designed to prepare students for immediate employment as funeral directors and embalmers, the program offers funeral service education for this unique and highly personalized profession.

The aims and objectives of the Funeral Service Technology program are:

#### **Funeral Service Aims and Objectives**

The central objective of Northwest Mississippi Community College's ABFSE-accredited Funeral Service Technology program is to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this objective, NWCC has adopted the following Learning Outcomes:

#### **Program Learning Outcomes**

Upon completion of the accredited program, students will be able to:

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.

4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Recognizing the importance of the care of the bereaved, the department has designed a curriculum not only to educate the student in the care of the deceased, but also in the care of the living. To meet this need, classes are offered in funeral directing, funeral home management, sociology, grief, and death related psychology.

### Grading System for Funeral Service Technology Only

94 to 100	= A
93 to 87	= B
86 to 80	= C
79 to 0	= F

Note: Academic courses, such as accounting and chemistry, that will be tested by the Conference of Funeral Service Examining Boards must have a grade of "C" or better to be accepted.

### DAY PROGRAM (FALL/SPRING ENROLLMENT)

#### Academic Core Requirements (to be taken in other semesters or prior to FST entry)

PSY 1513, General Psychology .....	3
ENG 1113, Eng. Comp. I.....	3
BOA 2613, Bus. Communication.....	3
CHE 1313, Principles of Chem. I** .....	3
CHE 1311, Principles of Chem. Lab**1	
Math/Science Elective .....	3
Humanities/Fine Arts Elective.....	3
SPT 1113, Public Speaking.....	3
CSC 1113, Intro. to Computers .....	3
Total	<u>25</u>

<b>First Semester (Fall)</b>	<b>Semester Hours</b>
BOT 1433, Business Accounting** .....	3
FST 2323, Funeral Merchandising.....	3
FST 1213, Embalming I .....	3
FST 1113, Mortuary Anatomy I .....	3
Total	<u>12</u>

<b>Second Semester (Spring)</b>	<b>Semester Hours</b>
FST 1224, Embalming II .....	4
FST 1123, Mortuary Anatomy II.....	3
FST 1523, Rest. Art/Color/Cosm .....	3
FST 2623, Microbiology.....	3
FST 1413, Fun. Serv Ethics & Law .....	3
Total	<u>16</u>

<b>Third Sem. (Summer I)</b>	<b>Sem. Hours</b>
FST 1314, Fun. Directing (June-July) .	4
FST 2713, Psychosocial Aspects .....	3
Total	<u>7</u>

<b>Fourth Sem. (Summer II)</b>	<b>Sem. Hours</b>
FST 2633, Pathology .....	3
Total	<u>3</u>

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### Fifth Semester (Fall) Semester Hours

MMT 2513, Entrepreneurship .....	3
FST 2823, Current Issues in FST .....	3
FST 2812, Comprehensive Review* ..	2
Total	<u>8</u>

### EVENING PROGRAM (FALL ENROLLMENT)

This six-semester curriculum is designed to allow students an alternative option to traditional day hours. The Funeral Service Technology Program accepts applications for this evening program from mid-January to July 1st of **each odd year**.

#### First Semester (Fall) Semester Hours

ENG 1113, Eng. Comp. I (1st mini) ...	3
SPT 1113, Public Speaking (1st mini) ..	3
BIO 1113, Prin. of Bio.(2nd mini) .....	3
BOA 2613, Bus. Comm. (2nd mini) ...	3
Total	<u>12</u>

#### Second Semester (Spring) Semester Hours

FST 1113, Mort. Anat. I (1st mini) ....	3
FST 1123, Mort. Anat. II (2nd mini) .	3
MMT 2513, Entrepreneurship .....	3
CSC 1113, Intro. to Computers .....	3
FST 2323, Funeral Merchandising.....	3
Total	<u>15</u>

#### Third Sem. (Summer) Sem. Hours

FST 1314, Funeral Directing.....	4
Humanities/Fine Arts Elective.....	3
PSY 1513, General Psychology .....	3
Total	<u>10</u>

#### Fourth Semester (Fall) Sem. Hours

FST 2623, Microbiology (1st mini) ....	3
FST 2633, Pathology (2nd mini).....	3
FST 1213, Embalming I .....	3
FST 1413, Fun. Serv Ethics & Law .....	3
Total	<u>12</u>

#### Fifth Sem. (Spring) Semester Hours

BOT 1433, Bus. Acct.** (1st mini) ....	3
FST 2713, Psy. Aspects (2nd mini) .....	3
FST 1224, Embalming II .....	4
1	
FST 1523, Rest. Art/Color/Cosm .....	3
Total	<u>13</u>

#### Sixth Sem. (Summer) Semester Hours

FST 2823, Current Issues (1st mini)....	3
CHE 1313, Principles of Chem. I** .....	3
CHE 1311, Principles of Chem. Lab**	
FST 2812, Comprehensive Review* ..	2
Total	<u>9</u>

\*Taking the National Board Examination is a component of FST 2812 and is a requirement of NWCC FST program for graduation.

\*\* All courses included in the Comprehensive Review class and those that are tested by the Conference of Funeral Service Examining Boards will not be accepted unless they have been taken within one year of the transfer request (including FST courses, accounting and chemistry).

## Graphic Design Technology

Adviser: Philley • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Graphic Design Technology Department educates the student in the art of visual communication, emphasizing the professional practice of design. Students combine digital technology with aesthetics in the production of typography, signage, publications, identity systems, packaging, design, and other forms of communication including Web design. The Graphic Designer combines concepts and facts from the humanities, social sciences and technology while utilizing critical design methodologies in visual problem solving. Upon successful completion of this program, an Associate of Applied Science is awarded. Students in the program will complete the CPAS exam. No major may advance to a higher course in his or her

area of studio emphasis (Graphic Design) without earning a grade of “C” or higher in the lower division courses. Periodic portfolio reviews determine placement and progression in the program.

**Special admissions requirements:** Students who wish to enter the Graphic Design Technology program must:

1. Have an ACT subscore of 17 in English or be eligible to take English Composition I.
2. Have an ACT subscore of 17 in Reading.
3. Successfully complete Reading courses if required.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CAT 1143, Typography .....	3	CAT 1213, Fund. of Graphic Comp. ....	3
CAT 1153, Drawing for Designers I ....	3	CAT 1163, Draw. for Designers II .....	3
CAT 1323, Advertising .....	3	BOT 1763, Comm. Essentials .....	3
CAT 1113, Production I .....	3	CAT 1123, Production II .....	3
WDT 1123, Web Development .....	3	WDT 2263, Web Graphic Prod. ....	3
Total	<u>15</u>	Total	<u>15</u>

### CAREER CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**CAT 2313, Basic Ad. Design .....	3	SPT 1113, Public Speaking I .....	3
**CAT 2133, Graphic Design Studio ..	3	**CAT 2323, Advanced Advertising ..	3
ENG 1113, English Comp. I .....	3	**CAT 2333, Prac. Adv. Techniques ..	3
Math/Science Elective .....	3	**Technical Elective .....	3
Humanities/Fine Arts Elective .....	3	Social/Behavioral Science Elective ..	3
Total	<u>15</u>	Total	<u>15</u>

Electives: CAT 2913, Special Projects; WDT 2913, Special Projects

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## Heating, Air Conditioning and Refrigeration Technology

Advisers: Blount, Buchanan • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

Heating, Air Conditioning and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial or residential setting performing special tasks relating to designing ductwork, assembling, installing, servicing, operating and maintaining heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America, and AHRI (Air Conditioning, Heating, and Refrigeration Institute). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. An Associate of Applied Science degree (60 hours) is awarded upon completion of the program. A two-year Technical Certificate Program, which requires 45 semester credit hours, is also available. All students acquiring a degree must obtain universal EPA certification prior to

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graduation. All students acquiring a certificate must obtain Type I and II EPA certification. Students in the program will also complete NCCER certifications. Both programs are designed to produce an entry-level technician. Admission is on a competitive basis and students are only admitted in the fall semester.

**Special admissions requirements:** Students who wish to enroll in the Heating, Air Conditioning and Refrigeration Technology program must:

1. Have a minimum composite ACT score of a 15, or be eligible to take Intermediate English and Reading and Intermediate Algebra.
2. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance including, but not limited to, a current negative 5-panel drug screen.
3. Students must provide their own tools. Please see adviser for current tool list.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACT 1124, Basic Compression Refrigeration .....	4	ACT 1313, Refrigeration System Components .....	3
ACT 1713, Electricity for Heating, Ventilation, Air Conditioning, & Refrigeration .....	3	ACT 2413, HVAC I .....	3
ACT 1134, Brazing & Piping .....	4	ACT 1213, Controls .....	3
ACT 1004, Intro to Heat & Air.....	4	ACT 2433, Refrigerant, Retrofit, and Regulations .....	3
Total	15	ACT 2513, Heating Systems .....	3
		Total	15

### CAREER CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
*ACT 2425, HVAC II .....	5	*ACT 2624, Heat Load & Air Prop....	4
*ACT 2324, Commercial Refrig. ....	4	*ACT 2912, Special Proj. in Heating, Air Cond. & Refrig. Tech. ....	2
Humanities/Fine Arts Elective.....	3	SPT 1113, Public Speaking I .....	3
Math/Science Elective .....	3	ENG 1113, English Comp. I .....	3
		Social/Behavioral Science Elective.....	3
Total	15	Total	15

Students must receive a grade of "C" or higher in all ACT course work prior to progressing to the next semester or completing the program.

\*Courses required in addition to Career Certificate courses for Technical Certificate

## Hotel and Restaurant Management Technology

Adviser: Thompson • Offered at DeSoto Center-Southaven only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The curriculum of the Hotel and Restaurant Management program offers preparation for careers as managers in the hospitality industry. A combination of classwork and practical experience is stressed. Completion of the two-year program leads to an Associate of Applied Science degree. Students in the program will complete the CPAS exam.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
HRT 1123, Hosp. & Tourism Ind. ....	3	HRT 1413, Rooms Division Mgt. ....	3
HRT 1115, Culinary Principles I .....	5	HRT 1224, Rest. & Catering Op. ....	4
HRT 1213, Sanitation & Safety .....	3	HRT 1521, Hospitality Seminar II .....	1
HRT 1511, Hospitality Seminar I .....	1	HRT 2914, Supervised Work Exp. ....	4
BOT 1313, Applied Business Math .....	3	*Technical Computer Elective .....	3
Total	<u>15</u>	Total	<u>15</u>

## CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**HRT 2613, Hosp. Supervision .....	3	**HRT 1541, Hosp. Seminar IV .....	1
**HRT 2623, Hospitality HR Mgmt. ...	3	**CUT 2224, Menu Planning .....	4
**HRT 2233, Cost Control .....	3	Social/Behavioral Science Elective .....	3
**HRT 1531, Hospitality Seminar III.1	1	Fine Arts/Humanities Elective .....	3
ENG 1113, Eng. Comp. I .....	3	Math/Science Elective .....	3
SPT 1113, Public Speaking I .....	3		
Total	<u>16</u>	Total	<u>14</u>

\* BOT 1233 Microsoft Word I or BOT 1823 Microsoft Excel I

\*\* Courses required in addition to Career Certificate courses for Technical Certificate

## Information Systems Technology

Advisers: Allen, Cleveland • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Information Systems Technology program includes a basic core of courses designed to prepare the student for a variety of entry-level positions through selection of a concentration of courses in Computer Networking, Computer Programming or Coding. The curriculum is designed to give each student a broad overview of information systems, exposure to career options available within the field and a concentration of skills in a specific area. Upon successful completion of the program, graduates earn the Associate of Applied Science degree. Students in the program will complete Microsoft Technology Associate certifications (MTA).

**Special admissions requirements:** Students who wish to enroll in the Information Systems Technology program must:

1. Have an ACT subscore of 17 in Reading or have completed the required Reading Enhancement courses or with permission of adviser.
2. Contact an Information Systems Technology adviser.

The **Computer Networking Technology** option offers training in network technologies, administration, maintenance, operating systems, network planning, and network implementation. Computer Networking graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

The **Computer Programming Technology** option offers training in the design of coding and testing of applications using a variety of programming languages, database manipulation, web design, and basic operating system functions. Opportunities for graduates with expertise in computer programming include employment in the fields of health care, manufacturing, and telecommunications.

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The **Coding Technology** option offers training in software development by understanding the fundamentals of coding, app development, web applications, and the life leadership skills needed to be successful in careers and competitive in the job market. The Coding Technology curriculum is aligned to a skillset that enables students to learn and enhance skills as they relate to: HTML and CSS, Database Fundamentals, Python and JavaScript.

## COMPUTER NETWORKING TECHNOLOGY

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
**Programming Elective .....	4	IST 1163, Database/ SQL Concepts....	3
IST 1143, Security Prin./Policies .....	3	IST 1244, Network Admin. MS Win..	4
IST 1124, IT Foundations.....	4	IST 1224, Network Components.....	4
IST 1133, Fund. of Data Comm. ....	3	IST 1434, Web Dev. Using HTML.....	4
**Technical Elective .....	3/4		
Total	<u>17/18</u>	Total	<u>15</u>

### CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**IST 2224, Network Plan/Design .....	4	**IST 2234, Network Implement.....	4
**Networking Elective.....	3/4	ENG 1113, English Comp I.....	3
**Programming Elective .....	4	Humanities/Fine Arts Elective.....	3
Math/Science Elective .....	3	Social/Behavioral Science Elective.....	3
		SPT 1113, Public Speaking I .....	3
Total	<u>14/15</u>	Total	<u>16</u>

Programming/Networking/Technical electives may be any WDT or IST class or any other class as approved by the adviser.

A student must make at least a "C" in each of the major classes in order to proceed to the next level.

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## COMPUTER PROGRAMMING TECHNOLOGY

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
**Programming Elective .....	4	IST 1163, Database/ SQL Concepts....	3
IST 1143, Security Prin./Policies .....	3	**Programming Elective .....	4
IST 1124, IT Foundations.....	4	IST 2324, Script Prog. Lang.....	4
IST 1133, Fund. of Data Comm. ....	3	IST 1434, Web Dev. Using HTML.....	4
**Technical Elective .....	3/4		
Total	<u>17/18</u>	Total	<u>15</u>

### CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**Technical Elective .....	4	ENG 1113, English Comp I.....	3
**Programming Elective .....	4	Humanities/Fine Arts Elective.....	3
**Programming Elective .....	4	Social/Behavioral Science Elective.....	3
**Technical Elective .....	3/4	SPT 1113, Public Speaking I .....	3
		Math/Science Elective .....	3
Total	<u>15/16</u>	Total	<u>15</u>

Programming/Networking/Technical electives may be any CPT, CNT, WDT, IST class or any other class as approved by the adviser.

A student must make at least a "C" in each of the major classes in order to proceed to the next level.

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## CODING TECHNOLOGY

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IST 1143, Security Prin./Policies.....	3	IST 1764, Prog. in Python II .....	4
IST 1724, Prog. in Python .....	4	IST 1523, SQL Programming II.....	3
IST 1514, SQL Programming .....	4	IST 1714, Java Programming.....	4
IST 1414, Client-Side Prog.....	4	IST 1154, Web & Prog. Concepts.....	4
Total	15	Total	15

### CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
IST 2723, Adv. Java Programming .....	3	ENG 1113, English Comp I .....	3
IST 2834, Full-Stack Web App .....	4	SPT 1113, Public Speaking I .....	3
IST 2854, Capstone Coding Project....	4	Humanities/Fine Arts Elective.....	3
IST 2814, Full-Stack Web Dev. ....	4	Social/Behavioral Science Elective.....	3
		Math/Science Elective .....	3
Total	15	Total	15

A student must make at least a "C" in each of the major classes in order to proceed to the next level.

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## Paralegal Technology

Adviser: McDavid • Live courses offered at DeSoto Center (Southaven) & Lafayette-Yalobusha Technical Center (Oxford) • *All courses can be completed fully online*

*Career Certificate • Technical Certificate • Associate of Applied Science*

The student enrolled in this curriculum will be offered the opportunity to become a qualified legal assistant employed in law-related occupations. This includes public and private law practice; state, local and federal employment; insurance; real estate and corporate positions. An Associate of Applied Science degree is awarded upon successful completion. Students in the program will complete the required exit exam.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
LET 1213, Legal Research.....	3	BOT 1763, Comm. Essentials.....	3
BAD 2413, Legal Env. of Business.....	3	LET 1523, Wills & Estates.....	3
LET 1123, Introduction to Law .....	3	LET 2323, Torts.....	3
BOT 1243, Microsoft Word II .....	3	LET 2313, Civil Litigation I .....	3
LET 1513, Family Law .....	3	LET 2453, Real Property I.....	3
Total	15	Total	15

### CAREER CERTIFICATE EXIT POINT

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## SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Approved Criminal Justice Elective .....	3	SPT 1113, Public Speaking I .....	3
ENG 1113, English Composition I .....	3	LET 1713, Legal Writing .....	3
LET 2333, Civil Litigation II .....	3	Math/Natural Science Elective .....	3/4
LET 2463, Real Property II .....	3	Social/Behavioral Science Elective .....	3
Humanities/Fine Arts Elective .....	3	LET 2923, Internship .....	3
Total	<u>15</u>	Total	<u>15/16</u>

## TECHNICAL CERTIFICATE EXIT POINT

Students must pass with a "C" all LET coursework before entering sophomore-level classes.

All LET courses will be offered every school year online by approved Northwest faculty. Any online LET course to be taken and applied to graduation must either be through Northwest faculty or approved by the Paralegal Technology adviser. The LET 2923 Internship may be waived under limited circumstances.

## LEGAL STUDIES (UNIVERSITY OF MISSISSIPPI 2+2 OPTION)

Adviser: McDavid

This program is designed to transfer to The University of Mississippi's program where the student may receive a baccalaureate degree. An Associate of Applied Science degree is awarded upon completion.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I .....	3	ENG 1123, Eng. Comp. II .....	3
BIO 1113, Prin. of Biology I* .....	3	BIO 1123, Prin. of Biology II** .....	3
BIO 1111, Prin. of Biology I Lab* .....	1	BIO 1121, Prin. of Bio. II Lab** .....	1
MFL 1213, Spanish I .....	3	MFL 1223, Spanish II .....	3
CSC 1113, Computer Concepts .....	3	LET 1713, Legal Writing .....	3
LET 1123, Introduction to Law .....	3	MAT 1313, College Algebra .....	3
Total	<u>16</u>	Total	<u>16</u>

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
LET 1213, Legal Research .....	3	SPT 1113, Public Speaking I .....	3
MUS 1113, Music Appreciation**** .....	3	MAT 2323, Statistics .....	3
ENG 2223, Amer. Lit. I*** .....	3	PHI 2713, Logic .....	3
PSY 1513, Gen. Psychology .....	3	SOC 2113, Intro. to Sociology .....	3
PSC 1113, Amer. Nat. Govt. .....	3	HIS 2213, American History I .....	3
Total	<u>15</u>	Total	<u>15</u>

\* The student may choose either Prin. of Biology I, General Biology I, or Anatomy & Physiology I.

\*\* The student may choose Prin. of Biology II, General Biology II, or Anatomy & Physiology II.

\*\*\* The student may choose either British Literature, American Literature, or World Literature.

\*\*\*\* The student may choose from Music Appreciation, Art Appreciation, or Theatre Appreciation.

## Precision Manufacturing & Machining Technology

Advisers: Covington, Gilliam • Offered at Senatobia campus only

*Career Certificate • Technical Certificate • Associate of Applied Science*

Precision Manufacturing and Machining Technology is an instructional program that prepares individuals to manufacture metal parts on machines such as lathes, grinders, drill presses, milling machines, and Computer Numerical Control equip-

ment. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat-treating various metals; and laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

Precision Manufacturing and Machining Technology is an articulated program designed to provide advanced and technical skills to its students. Entry into the postsecondary program is based upon mastery of Baseline Competencies which are taught in the secondary programs. Students who do not possess such skills must complete additional coursework in order to graduate from the program.

**Special admissions requirements:** Students who wish to enroll in the Precision Manufacturing and Machining Technology program must:

1. Students must submit necessary records and credentials prior to the semester of entrance including, but not limited to, a current negative 5-panel drug screen.
2. Students must provide their own tools. Please see adviser for current tool list.

A student successfully completing the technical program will receive an Associate of Applied Science degree. Students in the program will complete NIMS credentialing.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MST 1116, Power Machinery I.....	6	MST 2714, CNC I .....	4
MST 1313, Machine Tool Math.....	3	MST 1125, Power Machinery II .....	5
MST 1613, Precision Layout.....	3	MST 2813, Metallurgy .....	3
MST 1413, Blueprint Reading.....	3	MST 1423, Adv. Blueprint Reading.....	3
Total	<u>15</u>	Total	<u>15</u>

### CAREER CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
*MST 2724, CNC II .....	4	*MST 2144, Power Machinery IV.....	4
*MST 2135, Power Machinery III.....	5	*MST 2734, Fund. of CAD/CAM.....	4
ENG 1113, English Comp. I .....	3	Social/Behavioral Science Elective.....	3
Math/Science Elective .....	3	Humanities/Fine Art Elective .....	3
		SPT 1113, Public Speaking I .....	3
Total	<u>15</u>	Total	<u>17</u>

\*Courses required in addition to Career Certificate courses for Technical Certificate

Students must receive a grade of "C" or higher in all MST coursework prior to progressing to the next semester or completing the program.

## Respiratory Therapy

Advisers: Lenox, McMinn • Offered at DeSoto Center-Southaven only  
*Associate of Applied Science*

Respiratory Therapy is the allied medical discipline that works under the direction of a physician to assist in the diagnosis, treatment and management of patients with cardiovascular and pulmonary disorders. Those patients range from premature infants to post-operative patients to the aged. During clinical practice the student will rotate through area hospitals where preceptors and clinical instructors will work closely with them allowing direct patient care.

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The Respiratory Therapy program is fully accredited by the Commission on Accreditation for Respiratory Care. The Associate of Applied Science degree curriculum will prepare the graduate to take the national credentialing exam.

**Special admissions requirements:** Admission to the program is on a competitive basis. **Meeting minimum admission requirements does not guarantee admission into the program.** It is suggested that the student speak with a Respiratory Therapy Program instructor for advising when registering for the prerequisite courses.

1. Complete the prerequisite courses, Anatomy and Physiology I and II, before entering the program. (These may be taken during the summer before the August entrance date. The student will, however, still need to apply before May 1.)
2. Observe a respiratory therapy department and the day-to-day activities of a therapist and complete the observation log.
3. Before May 1, send the following information to:  
Northwest Mississippi Community College/DeSoto Center  
Director, Respiratory Therapy Program  
5197 W.E. Ross Parkway  
Southaven, MS 38671
  - a) Respiratory Therapy Program Application
  - b) ACT composite score of 18\*
  - c) High school transcript
  - d) College transcript(s) if applicable
  - e) Respiratory department observation log
4. **Send the following information to the Senatobia campus:**  
Northwest Mississippi Community College  
Office of Admissions and Records  
4975 Highway 51 North  
Senatobia, MS 38668
  - a) Northwest Mississippi Community College Application
  - b) ACT score
  - c) High school transcript
  - d) College transcript(s) if applicable
5. Applicants with a bachelor's degree or greater may waive the ACT score if they have a GPA of 3.25 or better on the academic courses required in the curriculum and have taken their science courses within the last five years.

Admission to the program is on a competitive basis. Meeting minimum admission requirements does not guarantee admission into the program. Science courses older than five years will have to be repeated. Preference is given to Mississippi residents as well as those who have taken their prerequisites at Northwest Mississippi Community College.

\* ACT scores: The ACT score is required for entry into the Respiratory Therapy program for students of every age and background regardless of previous college experience. (Please see #5 above for the only exception). Applicants who have never taken the ACT should contact the counseling office for an application. Those who have taken the exam and are not sure of their score should first contact their high school and ask if it is posted on their transcript. If it is not, the applicant can contact the ACT office to request a copy of scores at: ACT Records, P.O. Box 451, Iowa City, IA, 52243; Telephone: (319) 337-1313.

If the class is not full, remaining positions will be filled by selecting applicants who may not meet ALL of the minimum requirements but do present documentation of achievement specified below under "alternate qualifications."

ALTERNATE qualifications include, but are not limited to:

- a. courses and grades earned in traditional colleges and universities;
- b. courses and grades earned in post-secondary vocational or professional training programs (especially health related);
- c. documented work experience in a health-care facility in direct patient care.

Admission forms for Respiratory Therapy Program may be obtained by writing to the following address, or complete application on college website: [www.northwestms.edu](http://www.northwestms.edu), select Program and Respiratory Therapy:

Director, Respiratory Therapy Program  
 Northwest Mississippi Community College/DeSoto Center  
 5197 W. E. Ross Parkway  
 Southaven, MS 38671

**Prerequisites**

BIO 2513, Anatomy & Physiology I    BIO 2511, Anatomy & Physiology I Lab  
 BIO 2523, Anatomy & Physiology II    BIO 2521, Anatomy & Physiology II Lab

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
MAT 1313, College Algebra.....	3	ENG 1113, Eng. Comp. I.....	3
RCT 1313, Cardiopulmonary A&P.....	3	SPT 1113, Public Speaking I.....	3
RCT 1223, Patient Assessment and Planning.....	3	RCT 1516, Clinical Practice I.....	6
RCT 1214, Respiratory Care Science..	4	RCT 1415, Respiratory Care Tech. I...5	
RCT 1613, Respiratory Pharmacology ..	3		
Humanities/Fine Arts Elective.....	3		
<b>Total</b>	<b>19</b>	<b>Total</b>	<b>17</b>

<b>Summer Term</b>	<b>Semester Hours</b>
RCT 1424, Respiratory Care Tech. II..	4
RCT 1322, Pulmonary Func. Testing....	2
RCT 1523, Clinical Practice II.....	3
<b>Total</b>	<b>9</b>

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
BIO 2923, Microbiology.....	3	Basic Computer Skills Elective .....	3
BIO 2921, Microbiology Lab.....	1	RCT 2712, Resp. Care Seminar.....	2
RCT 2613, Neonatal/Pediatrics.....	3	RCT 2333, Cardiopulm. Pathology .....	3
RCT 2434, Resp. Care Tech. III .....	4	RCT 2546, Clinical Practice IV .....	6
RCT 2534, Clinical Practice III .....	4	Behavioral/Social Science Elective.....	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>

**Surgical Technology**

Adviser: Wilburn • Offered at Lafayette-Yalobusha Technical Center (Oxford) only  
*Career Certificate • Associate of Applied Science*

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists, certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant and circulator. Upon completion of the program, students are eligible to test for the National Center for Competency Testing.

**Special admissions requirements:**

1. The applicant must be at least 18 years of age
2. The applicant shall make satisfactory scores on the Adult Basic Education

*continued on next page*

tests. These tests are given at Lafayette-Yalobusha Technical Center. Test dates will be mailed to each applicant.

3. After testing, the applicant shall appear before an Admissions Committee for review of qualifications.
4. If accepted into the Surgical Technology program, the applicant must have on file a health examination certificate; a record of immunizations, and a Criminal History Background Affidavit.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
SUT 1113, Fundamentals of Surgical Technology .....	3	SUT 1518, Basic and Related Surgical Procedures.....	8
SUT 1217, Principles of Surgical Technique .....	7	SUT 1529, Specialized Surgical Procedures.....	9
SUT 1314, Surgical Anatomy.....	4		
SUT 1412, Surgical Microbiology .....	2		
SUT 1223, Med. Term for Surgical .....	3		
Total	19	Total	17

### SUMMER TERM (8 WEEKS)

SUT 1539, Advanced Surgical Procedures.....	9
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### TECHNICAL CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities/Fine Arts Elective.....	3	BIO 2523, Ana. & Phy. II .....	3
BIO 2513, Anat. & Phy. I .....	3	BIO 2521, Anat. & Phy. II Lab .....	1
BIO 2511, Anat. & Phy. I Lab .....	1	Psychology or Sociology .....	3
SPT 1113, Public Speaking .....	3	**Math Elective .....	3
ENG 1113, English Comp. I.....	3	EPY 2533, Human Growth & Dev.....	3
Total	13	Total	13

\*\* Math requirement must be Intermediate Algebra or higher

#### Fine Arts Electives:

ART 1113, Art Appreciation  
 MUS 1113, Music Appreciation  
 SPT 2233, Theatre Appreciation

#### Humanities Electives:

ENG 2323, British Literature I  
 ENG 2333, British Literature II  
 ENG 2223, American Literature I  
 ENG 2233, American Literature II  
 PHI 1113, Old Testament Survey  
 PHI 1133, New Testament Survey  
 PHI 2113, Introduction to Philosophy  
 PHI 2143, Ethics

# CAREER EDUCATION

The curricula in this section are based on clock hours rather than semester hours. Admission to these programs may vary from regular academic or technical admission. Refer to the section on **Admissions** for detailed information. Career Certificates are awarded to graduates of these programs. All Career students with deficiencies are required to attend reading, language and mathematics resource laboratory until deficiencies in these areas are corrected. Students who lack entry level skills in math, English, science, etc. will be provided related studies. All career programs have limited availability and competitive admissions depending on student interest. Each of these programs only admit in the fall semester.

## Collision Repair Technology

Adviser: Smith • Offered at Senatobia campus only  
*Career Certificate*

Collision Repair Technology is an instructional program designed to prepare students for entry level into the collision repair and refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs. Tool list may be obtained from the adviser.

### Special admissions requirements:

1. Complete a Collision Repair Program Application.
2. Submit a current negative 5-panel drug screen.
3. Provide your own tools (tool list available on Northwest's website at [www.northwestms.edu](http://www.northwestms.edu)).

Students will complete ASE National Certifications. The required courses for the certificate course include:

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ABT 1146, Structural Analysis and Damage Repair I.....	6	ABT 1153, Structural Analysis and Damage Repair II.....	3
ABT 1223, Non-Structural Analysis and Damage Repair I.....	3	ABT 1236, Non-Structural Analysis and Damage Repair II.....	6
ABT 1443, Mechanical and Electrical Components.....	3	ABT 1453, Mechanical and Electrical Components II.....	3
ABT 1313, Refinishing I.....	3	ABT 1323, Refinishing II.....	3
Total	<u>15</u>	Total	<u>15</u>

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.northwestms.edu](http://www.northwestms.edu).

### CAREER CERTIFICATE EXIT POINT

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Third Semester	Semester Hours
ABT 2336, Refinishing III .....	6
ABT 2163, Structural Analysis and Damage Repair III .....	3
ABT 2243, Non-Structural Analysis and Damage Repair III .....	3
Total	<u>12</u>

## TECHNICAL CERTIFICATE EXIT POINT

### Commercial Truck Driving

Adviser: Eldred, Wilbanks • Offered at DeSoto Center-Olive Branch only  
*Career Certificate*

The Commercial Truck Driving program prepares students for occupations in the trucking industry. It is an 8-week course which meets five days per week. In presenting the material, the instructor uses both the lecture and demonstration method of teaching with active participation and practice by the students.

The required courses for the Commercial Truck Driving Career Certificate are:

DTV 1114, Commercial Truck Driving I .....	4
DTV 1124, Commercial Truck Driving II .....	4
Total	<u>8</u>

Upon successful completion of the 240 hours, the student is awarded a certificate and 8 semester hours credit. Employment opportunities are excellent, and every effort will be made to help a graduate in locating a job.

Entrance requirements are as follows:

1. Must have high school diploma or HSE.
2. Must be 21 years of age.
3. Must be able to produce a valid driver's license. (Commercial license not required for admission; should be capable of meeting requirements).
4. Must be capable of driving a manual transmission.
5. Must present a copy of official driving record. (MVR)
6. Must pass DOT physical, drug screen, and blood alcohol tests. Results must be submitted before enrollment.
7. Must have CDL learner's permit.
8. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the DeSoto Center campus.**

NOTE: This program is not eligible for financial aid; however, VA Education Benefits will cover the cost of this program for eligible veterans/service members.

The Commercial Truck Driving curriculum consists of four general categories:

1. CLASSROOM - Department of Transportation regulations, demonstrations, freight handling, defensive driving, accidents, insurance, customer relations, maintenance of equipment, etc.
2. FIELD WORK - Basic driving skills, handling of equipment, yard tests, various transmissions, etc.
3. ROAD DRIVING - Actual day and night highway driving.
4. CITY DRIVING - Actual driving in city traffic.

# Cosmetology

Advisers: Wilburn (Ashland); Riley (LYTC); Shappley, Stinson (Senatobia) • Offered at Senatobia campus, Benton County/NWCC Career-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

## Career Certificate

The instructional program prepares individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination. Admission to the program is on a competitive basis. This program requires 1500 clock hours for completion. Students are only accepted during the fall semester on the Senatobia campus. Students are accepted both fall and spring semesters at the Oxford and Ashland campuses.

### Special admissions requirements:

1. Applicant must be at least 18 years of age.
2. Completion of Cosmetology Program application.
3. Must be a high school graduate (diploma) or HSE.
4. Applicants must complete and obtain the required scoring on the Test of Adult Basic Education (TABE)

Admission to the college does not guarantee admission into the Cosmetology program. Any interested person should contact the Cosmetology department at the campus of choice.

First Semester	Semester Hours	Second Semester	Semester Hours
COV 1122, Cosmetology Orientation	.2	COV 1255, Cosmetology Sciences II	.5
COV 1245, Cosmetology Sciences I	.5	COV 1436, Hair Care II	.6
COV 1426, Hair Care I	.6	COV 1632, Skin Care II	.2
COV 1622, Skin Care I	.2	COV 1532, Nail Care II	.2
COV 1522, Nail Care I	.2	COV 1722, Salon Business I	.2
Total	<u>17</u>	Total	<u>17</u>
Summer Semester	Semester Hours		
COV 1263, Cosmetology Sciences III	.3		
COV 1443, Hair Care III	.3		
COV 1642, Skin Care III	.2		
COV 1542, Nail Care III	.2		
COV 1732, Salon Business II	.2		
Total	<u>12</u>		

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1.

### NAIL TECHNICIAN OPTION

Only offered at Senatobia and Oxford campuses as a non-credit Workforce Solutions Program. This 350-hour instructional program prepares individuals to care for nails with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the course qualifies students for the Mississippi State Board of Cosmetology, Manicure/Nail Technician certification examination.

### Special admissions requirements:

1. Applicant must be at least 18 years of age.
2. Application for Cosmetology Program.

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4. Must be a high school graduate (diploma) or have HSE.
5. Applicants must complete and obtain the required scoring on the Test of Adult Basic Education (TABE)

COV 1122, Cosmetology Orientation .....	2
COV 1245, Cosmetology Sciences I.....	5
COV 1622, Skin Care I.....	2
COV 1522, Nail Care I.....	2
COV 1722, Salon Business I.....	2
	13

NOTE: The ratio of lab hours to lecture hours for the Nail Technician Option is 3 to 1.

## INSTRUCTOR TRAINEE OPTION

Offered at Senatobia campus only

This instructional program prepares individuals to teach Cosmetology. Satisfactory completion of the course qualifies students for the Mississippi State Board of Cosmetology Instructor Examination. This program requires 1000 clock hours for completion.

**Special admissions requirements:** Students who wish to enter the Cosmetology Instructor Trainee Program must:

1. Hold a current Mississippi license to practice in the field of cosmetology.
2. Be at least 20 years of age.
3. Have a high school diploma or HSE.
4. Be a graduate of a licensed cosmetology school in Mississippi or any other state.
5. Submit a Resume

Must have completed one Mississippi Cosmetology Board “methods of teaching” seminar and have completed 6 semester hours in college courses approved by the Mississippi Cosmetology Board.

First Semester	Semester Hours	Second Semester	Semester Hours
COV 2816, Cosmetology Teacher Training I.....	6	COV 2836, Cosmetology Teacher Training III.....	6
COV 2826, Cosmetology Teacher Training II.....	6	COV 2846, Cosmetology Teacher Training IV.....	6
Total	12	Total	12

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.northwestms.edu](http://www.northwestms.edu).

## Health Care Assistant

Advisers: Slocum (Senatobia), Kramer (DeSoto Center), Weeks (LYTC) • Offered at Senatobia campus, DeSoto Center (Southaven) & Lafayette-Yalobusha Technical Center (Oxford)

*Career Certificate*

The Health Care Assistant Program prepares the individual to assist in providing health care as a member of the health care team under the direction of a health care professional. Students who complete the program will be eligible to sit for the State Licensure Exam.

Graduates of the one semester program will be awarded the Career Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides, or Home Health

Aides in the Mississippi health care industry. Admission to the program is on a competitive basis.

**Special admissions requirements:**

1. Be 18 years of age or older with a high school diploma or HSE.
2. Complete a Health Care Assistant program application.
3. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
4. Successfully pass a background check and drug screening.
5. Applicant must have a HCA clinical packet complete and on file with the HCA program of choice.

Persons interested in the Health Care Assistant program at DeSoto Center should contact:

Sarita Kramer, HCA Instructor  
Northwest Mississippi Community College  
DeSoto Center  
5197 W.E. Ross Parkway  
Southaven, MS 38671

Persons interested in the Health Care Assistant program at Oxford should contact:

Carly Weeks, HCA Instructor  
Northwest Mississippi Community College  
Lafayette-Yalobusha Technical Center  
1310 Belk Drive  
Oxford, MS 38655

Persons interested in the Health Care Assistant program at Senatobia should contact:

Brooke Slocum, RN, BSN  
Northwest Mississippi Community College  
4975 Highway 51 North  
Drawer 7030  
Senatobia, MS 38668

The Senatobia campus will accept applications for the fall, spring and summer semesters.

<b>One Semester</b>	<b>Semester Hours</b>
HCA 1116, Basic Health Care Assisting.....	6
HCA 1124, Special Care Procedures .....	4
HCA 1214, Body Structure and Function .....	4
HCA 1312, Home Health Aide & Homemaker Serv. ...	2
HCA 1132, Phlebotomy (optional) .....	2
Total	16/18

## **Practical Nursing**

Program Director: Mullins • Advisers: Ginn (Ashland); Pittman, Talley, Walls (DeSoto Center); Johnson, Martin, Murphree, Shawn, Shoaf, Watson, Wilson (LYTC); McBride, McGehee, Putt (Senatobia)

Offered at Senatobia campus, DeSoto Center-Southaven, Benton County/NWCC Career-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

*Career Certificate*

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Practical Nursing Program learning outcomes are built upon the educational experience in which students learn to develop critical thinking skills, apply acquired knowledge, and become a valuable member of the health care industry. Providing a safe, effective, competent client care is significant in obtaining positive driven client-care goals. Achievement of sequential development occurs through instruction, practice, and clinical experiences. The students will learn the essential skills to deliver basic care of clients according to the variation of health care needs under the supervision of a registered nurse, licensed physician, and/or licensed dentist. Offering students outstanding educational opportunities that focus on client's physical and psychosocial needs; therefore, supporting the program learning outcomes. Ownership, professionalism, teamwork, and being responsible are characteristics woven throughout the program curriculum that support the achievement of the Practical Nursing Program Learning Outcomes.

The Northwest Mississippi Community College Practical Nursing Program follows the *2020 Mississippi Community College Standards for Practical Nursing Accreditation* for program learning outcomes achievement.

Graduates of the program receive a Career Certificate and meet the requirements for application to the Mississippi Board of Nursing to take the National Council Licensure Examination-PN (NCLEX-PN®) for licensure. Students applying to the Practical Nursing Program must complete a criminal affidavit and in some cases a criminal background check.

Students may attend the Practical Nursing Program at any of our four locations:

**Senatobia Campus—Fall Start Class**

Northwest Mississippi Community College  
4975 Highway 51 N.  
NWCC Box 5432  
Senatobia, MS 38668

**Benton County Career-Technical Center (Ashland)—Fall Start Class**

25 Industrial Drive  
Ashland, MS 38603

**DeSoto Campus—Fall Start Class & Evening/Weekend Program**

DeSoto Center  
5197 W.E. Ross Parkway  
Southaven, MS 38671

**Oxford Campus—Fall Start Class, January Start Class & Evening/Weekend Program**

Lafayette-Yalobusha Technical Center  
1310 Belk Drive  
Oxford, MS 38655

Admission into the Practical Nursing Program is limited. Applicants therefore must complete a special application process and meet all the program requirements in order for applicant consideration. Admission to the College does not guarantee admission to the Practical Nursing Program.

*Applications for fall enrollment* for Senatobia, Ashland, DeSoto, and Oxford will occur from January through April 30 of each year. Testing for the TEAS test will begin in February.

Applications for fall enrollment for the Evening/Weekend Program at DeSoto Center and at the Oxford campus will occur from January through April 30 of every even year. Applications for spring enrollment for January-December class at the Oxford campus will occur from June through September, with TEAS testing to begin in July.

Students should visit [www.northwestms.edu/PN](http://www.northwestms.edu/PN) for Practical Nursing Program application information, online application and contact information for each campus.

Application Requirements: Students must meet the following admission requirements to be considered for admission to the Practical Nursing Program:

- Applicants must be at least 18 years of age..
- Applicants must have an enhanced ACT composite score of 16 or greater.
- Applicants must have a Practical Nursing application completed online.
- After completing the online application and meeting the criteria, the student can then schedule a TEAS test date online with the Career-Technical Division at the appropriate campus.

Applicants will be ranked utilizing the program approval ranking system. This can be found at the Northwest Practical Nursing webpage.

Refer to the admission procedure and point calculation information in the Practical Nursing Student Handbook.

Once accepted into the program, applicants must complete the following:

- Student Health Record
- TB Skin test
- Negative 10-panel drug screen (completed at NWCC campus)
- Copy of immunization records
- Completed Hepatitis B vaccine or waiver form
- Provide certificate of liability insurance for a health provider
- Complete a background affidavit or background check with a statement as to whether he/she has been arrested, charged with, convicted of, plead guilty or nolo contendere to a **felony or misdemeanor** offense. The applicant may be fingerprinted at any time for a criminal background check as required by clinical agencies. The cost of fingerprinting will be \$50, and each student is responsible for this cost.

**All students must achieve an average of 80% in each class/lab/clinical in the Practical Nursing Program for progression.**

A=94-100      C=80-86  
 B=87-93      F=79 or below

### FALL ENROLLMENT—ALL CAMPUSES

Semester I—Fall	Semester Hours	Semester II—Spring	Semester Hours
PNV 1213, Body Struct. & Func.....	3	PNV 1614, Med./Surg. Nursing.....	4
PNV 1426, Fund. of Nursing .....	6	PNV 1622, Med./Surg. Nursing	
PNV 1437, Fund. of Nursing Lab/		Clinical.....	2
Clinical.....	7	PNV 1634, Alt. in Adult Health.....	4
		PNV 1642, Alt. in Adult Health	
		Clinical.....	2
		PNV 1524, IV Therapy & Pharm.....	4
Total	<u>16</u>	Total	<u>16</u>

Semester III—Summer	Semester Hours
PNV 1714, Maternal-Child Nursing ...	4
PNV 1814, Mental Health Nursing.....	4
PNV 1914, Nursing Transition .....	4
Total	<u>12</u>

### SPRING ENROLLMENT—OXFORD CAMPUS DAY PROGRAM

Semester I—Spring	Semester Hours
PNV 1213, Body Struct. & Func. ....	3
PNV 1426, Fund. of Nursing .....	6
PNV 1437, Fund. of Nursing Lab/ .....	7
Clinical.....	<u>7</u>
Total	16

Semester II—Summer	Semester Hours
PNV 1714, Maternal-Child Nursing ...	4
PNV 1814, Mental Health Nursing.....	4
PNV 1524, IV Therapy & Pharm.....	4
Total	<u>12</u>

Semester III—Fall	Semester Hours
PNV 1614, Med./Surg. Nursing .....	4
PNV 1622, Med./Surg. Nursing	
Clinical.....	2
PNV 1634, Alt. in Adult Health.....	4
PNV 1642, Alt. in Adult Health	
Clinical .....	2
PNV 1914, Nursing Transition .....	4
Total	<u>16</u>

### FALL ENROLLMENT—DESOTO CENTER & OXFORD CAMPUS EVENING AND WEEKEND PROGRAM

This five-semester curriculum is designed to allow students who cannot attend during regular academic sessions a part-time option. The Practical Nursing program at DeSoto Center and at the Oxford campus accepts applications for this evening and weekend program from mid-January through April 30 of **each even year**. Testing begins in February.

Semester I—Fall	Semester Hours
PNV 1213, Body Struct. & Func. ....	3
Total	<u>3</u>

Semester II—Spring	Semester Hours
PNV 1426, Fund. of Nursing .....	6
PNV 1437, Fund. of Nursing Lab/ .....	7
Clinical.....	<u>7</u>
Total	13

Semester III—Summer	Semester Hours
PNV 1524, IV Therapy & Pharm.....	4
Total	<u>4</u>

Semester IV—Fall	Semester Hours
PNV 1634, Alt. in Adult Health.....	4
PNV 1642, Alt. in Adlt Hlth Clin .....	2
PNV 1614, Med./Surg. Nursing .....	4
PNV 1622, Med./Surg. Nur Clin .....	2
Total	<u>12</u>

Semester V—Spring	Semester Hours
PNV 1714, Maternal-Child Nursing ...	4
PNV 1814, Mental Health Nursing.....	4
PNV 1914, Nursing Transition .....	4
Total	<u>12</u>

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.northwestms.edu](http://www.northwestms.edu).

# Welding and Cutting

Adviser: Young • Offered at Senatobia campus only

## Career Certificate

The Welding and Cutting curriculum is designed to prepare the student for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, Gas Metal Arc Aluminum Welding, and Gas Tungsten Arc Welding (GTAW).

### National Standards Developed by American Welding Society (AWS)

The welding competencies required in this curriculum were developed to coincide with the American Welding Society (AWS) and the National Center for Construction Education and Research (NCCER).

Both AWS and NCCER provide a series of reference materials to support this curriculum. For additional information visit the American Welding Society website ([www.aws.org](http://www.aws.org)) or the NCCER website ([www.nccer.org/welding](http://www.nccer.org/welding)). Students in the program will complete NCCER certifications or AWS SENSE Level 1 certification.

The Northwest Welding and Cutting program has a zero tolerance policy concerning illegal substance use/abuse and/or misuse of legal substances. All potential and current welding and cutting students must submit to substance testing in accordance with the substance testing policies and procedures. **A major accident will require a drug test at the student's expense.**

**Special admissions requirements:** Students who wish to enroll in the Welding and Cutting program must:

1. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including but not limited to, a current negative 5-panel drug screen.
2. Students must provide their own tools. Please see adviser for current tool list.

First Semester	Semester Hours	Second Semester	Semester Hours
WLT 1114, Shield. Mtl. Arc Weld. I...4		WLT 1135, Gas Tungs. Arc Welding ....5	
WLT 1225, Shielded Metal Arc Welding II.....5		WLT 1125, Gas Metal Arc Welding...5	
WLT 1313, Cutting Processes .....3		WLT 1143, Flux Cored Arc Welding..3	
WLT 1173, Intro. to Welding and Safety .....3		WLT 1232, Drawing, Basic Metallurgy and Welding Symbols .....2	
Total	<u>15</u>	Total	<u>15</u>

Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.northwestms.edu](http://www.northwestms.edu).



# WORKFORCE SOLUTIONS & COMMUNITY SERVICES

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NORTHWEST  

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MISSISSIPPI COMMUNITY COLLEGE

# Division of Workforce Solutions & Community Services

## Workforce Solutions Program

The Workforce Solutions Program at Northwest Mississippi Community College provides services to individuals and business/industry. Services available to individuals include assessment, basic skills training, pre-employment training, referral to full-time Career and Technical programs, and short-term adult training. Services available to business and industry include training needs assessment, assistance with the development of long-range training plans, workplace basic skills, industry specific pre-employment training, customized skills training, advanced skills training, total quality management and leadership training.

The Workforce Solutions Program was planned and created in accordance with Mississippi's Workforce and Education Act of 1994 and is organized and supported through the Mississippi Community College Board and Northwest Mississippi Community College. The work of the program is driven by a District Workforce Development Council whose members represent the 11-county service area of Northwest Mississippi Community College.

For information concerning the Workforce Solutions Program services, call (662) 562-3457, (662) 562-3402, or email: [workforce@northwestms.edu](mailto:workforce@northwestms.edu).

## Adult Education/High School Equivalency Program and Assessments

Northwest Mississippi Community College offers a program of Adult Education (AE) which provides an opportunity for persons ages 16-17 (with proper documentation) or over to attend High School Equivalency (HSE) classes. Regardless of age, all adults with no high school diploma are eligible to attend Northwest HSE classes. The Mississippi High School Equivalency Diploma is the legal equivalent of a Mississippi High School Diploma. The HSE diploma may be used for employment or further post-secondary education.

The Adult Education program has been planned and developed in accordance with the Mississippi Community College Board (MCCB) State Plan for Adult Education (AE) and is organized with the cooperation and support of superintendents of education and school principals within the Northwest district.

New students are enrolled throughout the year. Students are given initial placement assessments to determine readiness and skills needed in order to pass the High School Equivalency (HSE) exam. Participants enrolled in the Northwest HSE program are not charged a tuition fee. Books, instructional materials, and supplies are provided at no cost to the AE student. Access to Northwest Adult Education online software is also available for students enrolled and attending classes in the HSE program. The computer programs are supplemental to classroom instruction.

Currently, Northwest offers two forms of high school equivalency testing. The GED test and HiSet test are given at several authorized locations throughout the Northwest district. GED and HiSet testing fees are paid by the participant when the tests are scheduled online. A Competency-Based HSE Option has been approved by the state and is available for students that meet the state guidelines for the Competency-Based Option.

For more information about HSE testing contact: [www.gedtestingservice.com](http://www.gedtestingservice.com) or [www.hiset.ets.org](http://www.hiset.ets.org).

For information about the Northwest Adult Education program contact: [jwilliams@northwestms.edu](mailto:jwilliams@northwestms.edu) or call (662) 562-3450.

## **MI-BEST**

The Mississippi Integrated Basic Education and Skills Training (MI-BEST) program is a career bridge that combines Adult Education with college-level courses. Northwest MI-BEST offers students the Administrative Office Technology pathway. Students simultaneously attend Adult Education classes to obtain their high school equivalency. Students will earn various credentials while enrolled in the program. The MI-BEST program is offered on the Senatobia campus only. Students must be Mississippi residents, 17 years of age, meet the MI-BEST requirements of the NCRC assessment, and complete required Adult Education/MI-BEST paperwork.

## **Workforce Innovation and Opportunity Act**

The Workforce Innovation and Opportunity Act (WIOA) replaces the Workforce Investment Act of 1998 (WIA) by amending the law to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes. The law provides the framework for a national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers. WIOA reforms current federal laws governing programs of job training, adult education and literacy, vocational rehabilitation, and youth, making services more universally accessible and more flexible components of workforce development systems.

Northwest Mississippi Community College serves as the One-Stop Career Center Operator and WIOA Career and Training Services Provider. The One-Stop system offers access to services that encompasses assessments/skills needs, job search, job placement, labor market information, individual employment planning, educational and career counseling, occupational skills training, skill upgrading, internships and work experience, job readiness, adult education, and literacy and High School Equivalency (HSE) programs for adults and out-of-school youth free of charge. WIOA funds are provided through the Mississippi Partnership Workforce Area and Delta Workforce Development Area.

## **Advanced Manufacturing Partnership (AMP)**

AMP offers eligible students the opportunity to interview for an industry-led apprenticeship with manufacturing and distribution/logistics companies. Students selected for industry-led apprenticeships obtain work experience and on the job training while continuing their education. Students are required to obtain professionalism training, attend resume-writing workshops, and participate in a mock interview prior to participating in the interview process. Partnering companies may be eligible for reimbursement through the Workforce Investment Opportunity Act program (WIOA). WIOA funds are provided through the Mississippi Partnership Workforce Area administered through Three Rivers Planning and Development District and South Delta Planning and Development District to offset the student's wages.

## Continuing Education

The Division of Continuing Education is the College's administrative unit responsible for providing learning opportunities that differ from the traditional model of semester-long course instruction.

The goals of the division are:

- To expand learning opportunities that encourage attainment of knowledge for all ages.
- To improve the variety and delivery of educational opportunities that prepare participants to become productive contributors to self and others.

The division offers a wide range of courses which vary in length, duration, and in cost depending on the topic and level of instruction. Continuing Education also provides non-traditional credit courses to serve identified needs in the district that are not being met through traditionally scheduled classes.

Activities offered include: workshops, training, and various classes of interest. Please visit the Northwest website at [www.northwestms.edu/conted](http://www.northwestms.edu/conted) for a complete listing of programs.

# COURSE DESCRIPTIONS

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# COURSE DESCRIPTIONS

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## Accounting (ACC)

**ACC 2213. PRINCIPLES OF ACCOUNTING I** (3 hours credit) This course develops a study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. Three lectures per week.

**ACC 2223. PRINCIPLES OF ACCOUNTING II** (3 hours credit) A continuation of ACC 2213. Topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: A grade of C or better in ACC 2213. Three lectures per week.

## Agricultural Business and Management Technology (AGT)

**AGT 1112. SURVEY OF AGRICULTURAL TECHNOLOGY I** (2 hours credit) A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lecture and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc. Two hours lecture; may be repeated for a maximum of 4 credit hours.

**AGT 1413. PRINCIPLES OF AGRICULTURAL MANAGEMENT** (3 hours credit) A course which provides instruction in organization and structure of agricultural businesses, decision-making, and the planning process for farming operations. Two hours lecture, two hours lab.

**AGT 1513. PRINCIPLES OF AGRICULTURAL MARKETING** (3 hours credit) An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts. Two hours lecture, two hours lab.

**AGT 1613. AGRICULTURAL RECORDS** (3 hours credit) An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting. Two hours lecture, two hours lab.

**AGT 1813. FITTING/GROOMING/JUDGING** (3 hours credit) Provides information and practice on fitting, grooming, and judging agricultural products. Two hours lecture, two hours lab.

**AGT 1913. ANIMAL REPRODUCTION** (3 hours credit) Provides information and laboratory opportunities to assist students in learning about animal reproduction. Two hours lecture, two hours lab.

**AGT 2263. APPLIED AGRICULTURE ECONOMICS** (3 hours credit) A course to introduce the student to economic principles as applied to agribusiness operations. Two hours lecture, two hours lab.

**AGT 2613. FORAGE AND PASTURE CROPS** (3 hours credit) A comprehensive course in the production and management of forage and pasture crops. Two hours lecture, two hours lab.

**AGT 2663. APPLIED ANIMAL NUTRITION** (3 hours credit) A comprehensive course of study on the practical principles and applications of nutrition. Two hours lecture, two hours lab.

**AGT 2713. BEEF PRODUCTION I** (3 hours credit) A course to provide knowledge

and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices. Two hours lecture, two hours lab.

**AGT 2723. BEEF PRODUCTION II** (3 hours credit) A continuation of Beef Production I with emphasis on management, herd health, and marketing. Two hours lecture, two hours lab. Prerequisite: Beef Production I (AGT 2713).

**AGT 2863. HORSE PRODUCTION** (3 hours credit) A comprehensive course in the production and management of horses. Two hours lecture, two hours lab.

**AGT 2923. SUPERVISED AGRICULTURAL EXPERIENCE** (3 hours credit) This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor.

## **Agricultural Technology/John Deere Tech (AMT)**

**AMT 1123. AGRICULTURAL MECHANICS FUNDAMENTALS** (3 hours credit) The proper use and application of technical terms. The usage, storage, and safety of hand tools, measuring tools, and special tools. A study of the size and strength of standard and metric fasteners. Safety is applied as it relates to agricultural equipment, shop maintenance, oxyacetylene cutting, and arc/mig welding. Three hours lecture.

**AMT 1161. INTRODUCTION TO SPATIAL INFORMATION SYSTEMS** (1 hour credit) This course provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and remote sensing). Students will recognize the impact of spatial information technology on our lives currently and in the future. One hour lecture.

**AMT 1162. INTRODUCTION TO SPATIAL INFORMATION SYSTEMS** (1 hour credit) This course is a continuation of AGT 1161 and provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and remote sensing). Students will recognize the impact of spatial information technology on our lives currently and in the future. Two hours lecture, one hour lab.

**AMT 1213. ELECTRICAL/ELECTRONICS SYSTEMS** (3 hours credit) A study of electrical/electronics systems as it relates to agricultural power machinery and equipment. Two hours lecture.

**AMT 1223. ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS** (3 hours credit) Theory and operation of the onboard diagnostic systems and electrical/electronics test procedures. Two hours lecture. Prerequisite: Electrical/Electronics Systems (AMT 1213).

**AMT 1313. BASIC POWER TRAINS** (3 hours credit) A study of machines and the principles upon which they operate in the transmission of power. Two hours lecture, two hours lab.

**AMT 1323. ADVANCED POWER TRAINS** (6 hours credit) A study of machines and the principles upon which they operate in the transmission of power. Emphasis will be placed upon disassembly and assembly power train components. Three hours lecture, six hours lab. Prerequisites: Basic Power Trains (AMT 1313) and Basic Hydraulics (AMT 1613).

**AMT 1414. BASIC ENGINES** (4 hours credit) A study of the theory of operation, parts identification, and operational characteristics of internal combustion engines. Two hours lecture, two hours lab.

**AMT 1424. ADVANCED ENGINES** (4 hours credit) Adjustment, repair and overhaul of agricultural diesel engines. Two hours credit, two hours lecture. Prerequisites: Basic Engines (AMT 1413)

**AMT 1511. AIR CONDITIONING SYSTEMS** (1 hour credit) Principles and service of air conditioning systems used on agricultural equipment. Two hours lecture, four hours lab.

**AMT 1616. BASIC HYDRAULIC SYSTEMS** (6 hours credit) Theory and application of hydraulic systems in agricultural machinery and equipment. One hour lecture, five hours lab.

**AMT 2111. GRAIN HARVESTING EQUIPMENT** (1 hour credit) This is a course designed to provide procedures for the inspection, adjustment, repair and lubrication of grain harvesting equipment. One hour lecture.

**AMT 2311. COTTON HARVESTING EQUIPMENT** (1 hour credit) This is a course designed to provide advanced skills and knowledge related to the functions, maintenance, and repair of cotton picker drums and support systems. One hour lecture.

**AMT 2411. HAY HARVESTING EQUIPMENT** (1 hour credit) This is a course designed to provide advanced skills and knowledge related to the procedures for inspection, adjustment, repair, and lubrication of hay harvesting equipment. One hour lecture.

**AMT 2512. SPRAY EQUIPMENT** (2 hours credit) Selection, assembly, inspection, adjustment, and calibration of seeding and spray equipment including safety procedures. Two hours lecture.

**AMT 2623. ADVANCED HYDRAULICS** (3 hours credit) Diagnosis, adjustment, and repair of hydraulic systems in agricultural machinery and equipment. Three hours lecture, six hours lab. Prerequisites: Basic Hydraulic Systems (AMT 1613) and Basic Power Trains (AMT 1313).

**AMT 2712. ROW CROP PLANTING SYSTEMS** (2 hours credit) Setup, inspection, adjustment, and service of row crop planting equipment and global positioning systems (GPS) equipment. Two hours lecture, two hours lab.

**AMT 2816. COMPACT ENGINES & EQUIPMENT** (6 hours credit) Inspection, adjustment, repair, and lubrication of compact engines and equipment. One hour lecture, five hours lab.

**AMT 2913. SPECIAL PROBLEMS** (3 hours credit) A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Mechanics Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. The course will also familiarize the student with the components of professionalism including; image, social skills, language, business etiquette, resume and interviewing skills.

**AMT 2926. SUPERVISED WORK EXPERIENCE IN AGRICULTURAL TECHNOLOGY** (6 hours credit) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship. Prerequisite: Consent of instructor.

**AMT 2936. SUPERVISED WORK EXPERIENCE IN AGRICULTURAL TECHNOLOGY** (6 hours credit) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship. Prerequisite: Consent of instructor.

## **Agriculture (AGR)**

**AGR 1210. ANIMAL SCIENCE LABORATORY** to accompany AGR 1214.

**AGR 1214. ANIMAL SCIENCE** (4 hours credit) Fundamental principles and practical application of livestock, dairy, and poultry science. Prerequisite to all animal husbandry, dairy science, and poultry courses. Three lectures per week, two hours lab.

**AGR 1310. PLANT SCIENCE LABORATORY** to accompany AGR 1313.

**AGR 1313. PLANT SCIENCE** (3 hours credit) Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Two lectures per week, two hours lab.

**AGR 1523. INTRODUCTION TO FORESTRY** (3 hours credit) The history and development of forestry in the United States. Introduction to career opportunities and to the field of forestry.

**AGR 2310. BASIC SOILS LABORATORY** to accompany AGR 2314.

**AGR 2314. BASIC SOILS** (4 hours credit) A general course in soils designed to give the student basic understanding of all important phases of the subject including soil genesis, morphology, classification; and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils. Three lectures per week, two hours lab. High school chemistry recommended.

## Art (ART)

**ART 1113. ART APPRECIATION** (3 hours credit) A course designed to provide an understanding and appreciation of the visual arts.

**ART 1213. INTRODUCTORY ART** (3 hours credit) A studio course designed to familiarize the student with the fundamental elements of art and develop in the student a visual literacy.

**ART 1313. DRAWING I** (3 hours credit) An introduction to the basic principles and materials of drawing. Emphasis will be on observational drawing and black and white media. Six lab hours per week.

**ART 1323. DRAWING II** (3 hours credit) Continuation of skills from Drawing I with an introduction to color and further study of composition. Prerequisite: ART 1313.

**ART 1433. DESIGN I** (3 hours credit) Introduction to the fundamentals of two-dimensional design with emphasis in black and white media. Six hours lab.

**ART 1443. DESIGN II** (3 hours credit) Continuation of Design I with emphasis in color theory. Prerequisite: ART 1433.

**ART 1513. COMPUTER ART** (3 hours credit) An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. (For art majors only.)

**ART 1913. ART FOR ELEMENTARY TEACHERS** (3 hours credit) Development of essential concepts of children's art education in compliance with the National Standards for Arts Education.

**ART 2433. COMMUNICATION ARTS I** (3 hours credit) A course designed to study the basic principles of typography, layout, and illustration for reproduction and publication. Six lab hours per week. Prerequisites: ART 1433, 1443, ART 1513.

**ART 2463. COMMUNICATIONS ARTS II** (3 hours credit) A course designed to continue the study of the basic principles of typography, layout, and illustration for reproduction and publication. Six lab hours per week. Prerequisites: ART 1433, 1443, ART 1513, ART 2433.

**ART 2513. PAINTING I** (3 hours credit) This studio course stresses fundamental concepts of painting with acrylics and/or oils. Emphasis is on painting from observation. Six lab hours per week. Prerequisites: ART 1313, ART 1323, and ART 1433 or special permission of the instructor.

**ART 2523. PAINTING II** (3 hours credit) A continuation which builds on the fundamental concepts of painting with acrylics and/oils. Emphasis is on individual expression. Prerequisites: ART 2513, ART 1313, ART 1323, and ART 1413 or special permission of the instructor.

**ART 2613. CERAMICS I** (3 hours credit) This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. Six lab hours per week.

**ART 2623. CERAMICS II** (3 hours credit) Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Six lab hours per week. Prerequisite: ART 2613.

**ART 2713. ART HISTORY I** (3 hours credit) Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history.

**ART 2723. ART HISTORY II** (3 hours credit) Renaissance to Twentieth Century. Special emphasis on modern expression in fields of art.

## **Automotive Technology (ATT)**

**ATT 1124. BASIC ELECTRICAL/ELECTRONIC SYSTEMS** (4 hours credit) A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. Two hours lecture, four hours lab.

**ATT 1134. ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS** (4 hours credit) A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

**ATT 1214. BRAKES** (4 hours credit) A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two hours lecture, four hours lab.

**ATT 1314. MANUAL DRIVE TRAINS/TRANSAXLES** (4 hours credit) A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture, four hours lab.

**ATT 1424. ENGINE PERFORMANCE I** (4 hours credit) A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction in the diagnosis and correction of problems associated with these areas. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

**ATT 1715. ENGINE REPAIR** (5 hours credit) A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture, six hours lab.

**ATT 1812. INTRODUCTION TO SAFETY AND EMPLOYABILITY SKILLS** (2 hours credit) A course designed to provide knowledge of classroom and lab policies

and procedures. Includes instruction in safety practices and procedures associated with the automotive program and automotive industry. Two hours lecture.

**ATT 2325. AUTOMATIC TRANSMISSIONS/TRANSAXLES (5 hours credit)** A course to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice in testing, inspecting and repair of these devices. Two hours lecture, six hours lab. Prerequisite: ATT 1124.

**ATT 2334. STEERING AND SUSPENSION SYSTEMS (4 hours credit)** A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

**ATT 2434. ENGINE PERFORMANCE II (4 hours credit)** A course to provide advanced skills and knowledge related to the ignition system, fuel, air induction and exhaust systems. Includes instruction in the diagnosis and correction of problems associated within these areas. Two hours lecture, four hours lab. Prerequisite: ATT 1424.

**ATT 2445. ENGINE PERFORMANCE III (5 hours credit)** A course to provide advanced skills and knowledge related to the emissions control systems and engine related service. Includes instruction in the diagnosis and correction of problems associated within these areas. Two hours lecture, six hours lab. Prerequisite: ATT 2434.

**ATT 2614. HEATING AND AIR CONDITIONING (4 hours credit)** A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of heating and air conditioning system components and control systems. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

**ATT 2913. SPECIAL PROBLEMS IN AUTOMOTIVE TECHNOLOGY (3 hours credit)** A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One hour lecture, four hours lab. Prerequisite: Two semesters of coursework in ATT and instructor approval.

**ATT 2934. SPECIAL PROBLEMS IN AUTOMOTIVE TECHNOLOGY II (4 hours credit)** A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One hour lecture, six hours lab. Prerequisite: Three semesters of coursework in ATT and instructor approval.

## **Aviation Maintenance Technology (APT)**

**APT 1114. AVIATION APPLIED SCIENCE (4 hours credit)** A study of general aviation maintenance practices including orientation to aviation, aircraft maintenance safety procedures, aviation mathematics, aviation physics, and aircraft drawings.

**APT 1123. AVIATION ELECTRICITY I (3 hours credit)** A study of the theory and application of direct and alternating current distribution and utilization of voltage. Practical application of Ohm's Law.

**APT 1134. AVIATION MATERIALS AND PROCESSES (4 hours credit)** A study of materials and processes used in the construction and repair of aircraft and components, fluid lines and fittings, and corrosion protection.

**APT 1143. AIRCRAFT SERVICING AND WEIGHT AND BALANCE (3 hours**

credit) A study of aircraft ground operation and servicing and weight and balance checks and records.

**APT 1153. MAINTENANCE FORMS, RECORDS AND REGULATIONS** (3 hours credit) A study of maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

**APT 1161. RECIPROCATING ENGINE THEORY** (1 hour credit) A study of theory and principles of operation of reciprocating engines.

**APT 1171. HUMAN FACTORS/GENERAL TROUBLESHOOTING AND INSPECTION PRINCIPLES** (1 hour credit) A study of the human factor element involved in air maintenance and development of general troubleshooting and inspection skills.

**APT 1214. RECIPROCATING ENGINE OVERHAUL AND INSPECTION** (4 hours credit) This course contains a detailed study supported by the actual overhaul of reciprocating engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, repair, and reassembly.

**APT 1221. TURBINE ENGINE THEORY** (1 hour credit) A study of the theory of basic gas turbine engines and related accessories including unducted fan systems and turbine-driven auxiliary power units.

**APT 1234. TURBINE ENGINE OVERHAUL AND INSPECTION** (4 hours credit) A study of the overhaul of basic gas turbine engines and related accessories and components, including disassembly, inspection, assembly, and operation of jet engines.

**APT 1242. POWERPLANT CONFORMITY AIRWORTHINESS INSPECTION** (2 hours credit) Inspection of aircraft powerplants for conformity with airworthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations.

**APT 1255. LUBRICATION AND FUEL METERING SYSTEMS** (5 hours credit) The system of aircraft lubrication, fuel metering, and fuel system components. Principles of operation for reciprocating and turbine engines. Identification and selection of engine fuels and lubricants.

**APT 1263. INDUCTION, COOLING, AND EXHAUST SYSTEMS** (3 hours credit) A study of reciprocating and turbine induction and engine airflow systems, engine cooling systems, and engine exhaust and reverser systems.

**APT 2115. AVIATION ELECTRICITY II** (5 hours credit) The study of aircraft engine systems including instrument, engine fire protection, engine electrical, ignition, and starting.

**APT 2122. PROPELLERS AND POWERPLANT REVIEW** (2 hours credit) A course of study to inspect, check, service, and repair fixed pitch, constant speed, and feathering propellers. Included are propeller governing systems, propeller synchronizing, and ice removal systems. Review of powerplant courses.

**APT 2136. STRUCTURES I** (6 hours credit) A study of sheet metal and composite structures and welding process.

**APT 2143. STRUCTURES II** (3 hours credit) A study of aircraft wood and non-metallic structures, covering, and finishes.

**APT 2212. FLIGHT CONTROL** (2 hours credit) A study of aircraft rigging and assembly.

**APT 2223. AVIATION ELECTRICITY III** (3 hours credit) A study of airframe electrical systems and components including wiring, switches, and controls.

**APT 2232. HYDRAULIC AND PNEUMATIC POWER SYSTEMS** (2 hours credit) A study of aircraft hydraulic and pneumatic power systems and components.

**APT 2243. LANDING GEAR AND PROTECTIVE SYSTEMS** (3 hours credit) A

study of aircraft landing gear systems, position and warning systems, and ice and rain control systems.

**APT 2251. ENVIRONMENTAL CONTROL SYSTEMS** (1 hour credit) A study of cabin atmosphere control systems.

**APT 2264. AIRCRAFT INSTRUMENTATION SYSTEMS** (4 hours credit) A study of aircraft instrument systems, communications and navigation systems, and aircraft fire protection systems.

**APT 2271. AIRCRAFT FUEL SYSTEMS** (1 hour credit) A study of construction, inspection, and maintenance of various fuel systems and components including tanks, pumps, strainers, tubing, and hoses.

**APT 2282. AIRFRAME INSPECTION AND REVIEW** (2 hours credit) A study of airframe conformity and airworthiness inspections and maintenance procedures. Review of all airframe courses.

## Biology (BIO)

**BIO 1111. PRINCIPLES OF BIOLOGY I, LABORATORY** (1 hour credit) A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture. Corequisite: concurrent enrollment in BIO 1113.

**BIO 1113. PRINCIPLES OF BIOLOGY I, LECTURE** (3 hours credit) A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, and genetics.

**BIO 1121. PRINCIPLES OF BIOLOGY II, LABORATORY** (1 hour credit) A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture. Co-requisite: concurrent enrollment in BIO 1123.

**BIO 1123. PRINCIPLES OF BIOLOGY II, LECTURE** (3 hours credit) A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Prerequisite: BIO 1113.

**BIO 1131. GENERAL BIOLOGY I, LABORATORY** (1 hour credit) A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture. Corequisite: concurrent enrollment in BIO 1133.

**BIO 1133. GENERAL BIOLOGY I, LECTURE** (3 hours credit) A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Prerequisite: Composite ACT score of 19 or above or successful completion of a college-level biological science course with a grade of "B" or higher. Corequisite: concurrent enrollment in BIO 1131.

**BIO 1141. GENERAL BIOLOGY II, LABORATORY** (1 hour credit) A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143, General Biology II, Lecture. Corequisite: concurrent enrollment in BIO 1143.

**BIO 1143. GENERAL BIOLOGY II, LECTURE** (3 hours credit) A lecture course for science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include evolution, clas-

sification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Prerequisite: successful completion of BIO 1133 and BIO 1131 with a grade of “C” or better. Corequisite: concurrent enrollment in BIO 1141.

**BIO 1211. ENVIRONMENTAL SCIENCE, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1213, Environmental Science, Lecture.

**BIO 1213. ENVIRONMENTAL SCIENCE, LECTURE** (3 hours credit) A lecture course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality.

**BIO 1311. BOTANY I, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313, Botany I, Lecture. Corequisite: concurrent enrollment in BIO 1313.

**BIO 1313. BOTANY I, LECTURE** (3 hours credit) A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance.

**BIO 1321. BOTANY II, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323, Botany II, Lecture. Corequisite: concurrent enrollment in BIO 1323.

**BIO 1323. BOTANY II, LECTURE** (3 hours credit) A lecture course that emphasizes classification and identification of plants. Prerequisite: BIO 1313 and BIO 1311. Corequisite: concurrent enrollment in BIO 1321.

**BIO 1531. SURVEY OF ANATOMY AND PHYSIOLOGY, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles and concepts introduced in BIO 1533, Survey of Anatomy and Physiology, Lecture. Corequisite: concurrent enrollment in BIO 1533.

**BIO 1533. SURVEY OF ANATOMY AND PHYSIOLOGY, LECTURE** (3 hours credit) A lecture course covering essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems.

**BIO 1613. NUTRITION** (3 hours credit) A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers. (Same as FCS 1253)

**BIO 1711. BIOMEDICAL RESEARCH I** (1 hour credit) This course will provide hands on instruction of the necessary skills in order to prepare students to launch a unique investigation in the area of biomedical research. This course focuses on the structural basics such as literature reviews, elements of a research proposal/publication/presentation, experimental design, analysis of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, etc.

**BIO 1721. BIOMEDICAL RESEARCH II** (1 hour credit) This course will provide students with the opportunity to perform a unique investigation in the area of biomedical research of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, etc.

**BIO 2314. DENDROLOGY** (4 hours credit) A combined lecture and laboratory course concerning the taxonomy, morphology, ecology, and identification of woody plants. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 1313 or other biological science course approved by the instructor.

**BIO 2410. ZOOLOGY I, LABORATORY** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2414, Zoology I, Lecture. Corequisite: concurrent enrollment in BIO 2414.

**BIO 2414. ZOOLOGY I, LECTURE** (4 hours credit) A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Composite ACT score of 19 or above or successful completion of a college-level biological science course with a grade of "B" or higher. Corequisite: BIO 2410.

**BIO 2420. ZOOLOGY II, LABORATORY** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2424, Zoology II, Lecture. Corequisite: concurrent enrollment in BIO 2424.

**BIO 2424. ZOOLOGY II, LECTURE** (4 hours credit) A combined lecture and laboratory course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Successful completion of BIO 2414/2410 or BIO 1133/1131 with a grade of "C" or better. Corequisite: BIO 2420.

**BIO 2511. ANATOMY AND PHYSIOLOGY I, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture. Corequisite: Concurrent enrollment in BIO 2513.

**BIO 2513. ANATOMY AND PHYSIOLOGY I, LECTURE** (3 hours credit) A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Prerequisite: Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher. Corequisite: concurrent enrollment in BIO 2511.

**BIO 2521. ANATOMY AND PHYSIOLOGY II, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523, Anatomy and Physiology II, Lecture. Corequisite: BIO 2523.

**BIO 2523. ANATOMY AND PHYSIOLOGY II, LECTURE** (3 hours credit) A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Prerequisite: Successful completion of BIO 2513/2511 with a grade of "C" or better. Corequisite: BIO 2521.

**BIO 2921. MICROBIOLOGY, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2923 Microbiology lecture. Corequisite: concurrent enrollment in BIO 2923.

**BIO 2923. MICROBIOLOGY, LECTURE** (3 hours credit) A lecture course that provides and introduction to the general principles of microbiology with emphasis on microorganisms and human/animal diseases. Topics include laboratory techniques, cellular biology, immunology, genetics, microbial classification and an introduction to biotechnology. Prerequisite: Successful completion of BIO 2523 and BIO 2521 or 8 hours of upper-level biology courses with a grade of "C" or better. Corequisite: BIO 2921.

## **Business Administration (BAD)**

**BAD 2323. BUSINESS STATISTICS** (3 hours credit) Introduction to statistical methods of collecting, presenting, analyzing and interpreting data for business manage-

ment and control. Topics include central tendency and dispersion; probability, discrete and continuous distributions; estimation and hypothesis testing. Prerequisite: College Algebra (MAT 1313) or higher.

**BAD 2413. LEGAL ENVIRONMENT OF BUSINESS** (3 hours credit) This course is an introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment.

**BAD 2523. PERSONAL FINANCIAL MANAGEMENT** (3 hours credit) This course deals with an individual's optimal management of personal income and expenditures over a lifetime to best meet the needs of his/her financial objectives. This course focuses on the areas of budgeting, insurance, borrowing and credit purchases, home ownership, investment, taxes and family financial planning.

**BAD 2713. PRINCIPLES OF REAL ESTATE** (3 hours credit) This course is an introduction to the nature of the real estate market, types of ownership of property, contracts, and methods of transfer of title.

**BAD 2723. REAL ESTATE LAW** (3 hours credit) Designed to give the student a general background in the law of real property and the law of real estate brokerage.

**BAD 2733. REAL ESTATE FINANCE** (3 hours credit) A study of principles and methods of financing real estate, sources of funds, types and contents of financing instruments, and the role of various institutions, both private and governmental.

**BAD 2743. REAL ESTATE APPRAISAL** (3 hours credit) An introductory course. Includes purpose of appraisal, methods, and techniques to determine the value of the various types of property. Emphasis on residential and single unit property.

**BAD 2763. PROPERTY MANAGEMENT** (3 hours credit) This course deals with the nature of real property management. The major functions of property managers includes legal, interpersonal, maintenance, accounting, administrative and other activities. Specific practices and problems are covered.

## **Business and Marketing Management Technology (MMT)**

**MMT 1114. PRINCIPLES OF MARKETING** (4 hours credit) Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Four hours lecture.

**MMT 1123. MARKETING MANAGEMENT** (3 hours credit) A project-based course as a continuation of MMT 1114. Three hours lecture. Prerequisite: MMT 1114.

**MMT 1223. CONSUMER BEHAVIOR** (3 hours credit) This course introduces the fundamentals of Consumer Behavior patterns and motivations of the buying process and their relationship in the marketplace. Consumer Behavior is the study of individuals, groups, or organizations and the processes they use to select, secure, use, and dispose of products, services, experiences, or ideas to satisfy needs and the impacts that these processes have on the consumer and society. Three hours lecture.

**MMT 1313. SELLING** (3 hours credit) Basic principles and techniques of professional sales and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. Three hours lecture.

**MMT 1324. ADVERTISING** (4 hours credit) The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertisement. Four hours lecture.

**MMT 1413. MERCHANDISING MATH** (3 hours credit) Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture.

**MMT 1712. MARKETING SEMINAR I** (2 hours credit) Develops leadership skills and human relations skills necessary for success in the field of marketing management. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. Two hours lecture.

**MMT 1722. MARKETING SEMINAR II** (2 hours credit) A continuation of MMT 1712. Two hours lecture. Prerequisite: Marketing Seminar I (MMT 1712).

**MMT 2213. PRINCIPLES OF MANAGEMENT** (3 hours credit) Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. Three hours lecture.

**MMT 2233. HUMAN RESOURCE MANAGEMENT** (3 hours credit) Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three hours lecture.

**MMT 2323. INTERNET MARKETING** (3 hours credit) This course introduces the on-line application of marketing communications. Topics include basic website design, search engine optimization, digital promotions, email and social media marketing, and opportunities and challenges associated with e-commerce activities. Three hours lecture.

**MMT 2423. RETAIL MANAGEMENT** (3 hours credit) Introduction to retailing and the retail management process. Three hours lecture.

**MMT 2513. ENTREPRENEURSHIP** (3 hours credit) Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise. Three hours lecture.

## **Business and Office Administration (BOA)**

**BOA 2533. WORD PROCESSING** (3 hours credit) This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding.

**BOA 2613. BUSINESS COMMUNICATIONS** (3 hours credit) This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations and preparing for the job interview process. Prerequisite: A grade of C or better in ENG 1123 or permission of instructor.

## **Business and Office Technology (BOT)**

### **Administrative Office Technology**

### **Business Management Technology**

### **Medical Office Technology**

**BOT 1013. INTRODUCTION TO KEYBOARDING** (3 hours credit) This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three hours lecture/lab.

**BOT 1233. MICROSOFT WORD I** (3 hours credit) This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture/lab.

**BOT 1243. MICROSOFT WORD II** (3 hours credit) This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. Three hours lecture/lab. Prerequisite: Completion of BOT 1233 with a "C" or higher.

**BOT 1273. INTRODUCTION TO MICROSOFT OFFICE** (3 hour credit) This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft Office suite.

**BOT 1313. APPLIED BUSINESS MATH** (3 hours credit) This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture/lab.

**BOT 1413. RECORDS MANAGEMENT** (3 hours credit) This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three hours lecture/lab.

**BOT 1433. BUSINESS ACCOUNTING** (3 hours credit) This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture/lab.

**BOT 1453. INTRODUCTION TO BUSINESS MANAGEMENT** (3 hours credit) Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers. Three hours lecture/lab.

**BOT 1493. SOCIAL MEDIA MANAGEMENT** (3 hours credit) This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, videosharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture/lab.

**BOT 1613. MEDICAL OFFICE TERMINOLOGY I** (3 hours credit) This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three hours lecture/lab.

**BOT 1623. MEDICAL OFFICE TERMINOLOGY II** (3 hours credit) This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Health-care Data Technology. Three hours lecture/lab. Prerequisite: Completion of BOT 1613 with a "C" or higher.

**BOT 1643. PATHOPHYSIOLOGY** (3 hours credit) This course will provide an in-depth study of common disease processes and disorders with emphasis placed on etiology, symptoms, diagnoses, treatments, and disease prevention. Three hours lecture/lab.

**BOT 1763. COMMUNICATION ESSENTIALS** (3 hours credit) This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.

**BOT 1823. MICROSOFT EXCEL I** (3 hours credit) This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

**BOT 1853. MICROSOFT EXCEL II** (3 hours credit) This course is a continuation of Microsoft Excel I and focuses on advanced functions and applications of the software. Prerequisite: Completion of BOT 1823 with a "C" or higher.

**BOT 2133. DESKTOP PUBLISHING** (3 hours credit) This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and application to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Three hours lecture/lab. Prerequisite: Completion of BOT 1243 with a "C" or higher.

**BOT 2183. CAREER READINESS** (3 hours credit) This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture/lab.

**BOT 2233. HUMAN RESOURCE MANAGEMENT** (3 hours credit) This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture/lab.

**BOT 2333. MICROSOFT ACCESS** (3 hours credit) This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access. Three hours lecture/lab.

**BOT 2433. QUICKBOOKS** (3 hours credit) This course applies basic accounting principles using QuickBooks. Three hours lecture/lab.

**BOT 2613. ENTREPRENEURIAL PROBLEM SOLVING** (3 hours credit) This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. Three hours lecture/lab.

**BOT 2643. CPT CODING** (3 hours credit) This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Three hours lecture/lab. Prerequisite: Completion of BOT 1623 with a "C" or higher.

**BOT 2653. ICD CODING** (3 hours credit) This course is an introduction to the field of diagnostic and inpatient procedural coding. Three hours lecture/lab. Prerequisite: Completion of BOT 1623 with a "C" or higher.

**BOT 2663. ADVANCED CODING** (3 hours credit) This course includes advanced analysis of diagnostic and procedural coding systems. Three hours lecture/lab. Prerequisites: CPT Coding (BOT 2643) and ICD Coding (BOT 2653).

**BOT 2673. MEDICAL INSURANCE BILLING** (3 hours credit) This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Prerequisite: Completion of BOT 1623 with a "C" or higher.

**BOT 2723. ADMINISTRATIVE OFFICE PROCEDURES** (3 hours credit) This course will provide comprehensive coverage and integration of business skills and issues, develop critical thinking and problem-solving skills, and establish a foundation in business procedures. Three hours lecture/lab.

**BOT 2743. MEDICAL OFFICE CONCEPTS** (3 hours credit) This course will provide coverage and integration of medical office skills. Problem solving will be empha-

sized. Three hours lecture/lab. Prerequisite: Completion of BOT 1613 with a "C" or higher.

**BOT 2763. ELECTRONIC HEALTH RECORDS** (3 hours credit) This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Three hours lecture/lab. Prerequisite: Completion of BOT 1613 with a "C" or higher.

**BOT 2913. SUPERVISED WORK EXPERIENCE** (3 hours credit) This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Business Technology. Must be at least 135 clock hours of on-the-job training. Prerequisite: successful completion of at least 30 semester hours in the program and consent of the instructor.

## Cardiovascular Technology (CVT)

**CVT 1113. FOUNDATIONS OF CARDIOVASCULAR TECHNOLOGY** (3 hours credit) This course is designed to introduce the student to the fundamental elements in cardiovascular technology, including terminology, important to the delivery of health care in a safe, efficient, and professional manner. Three hours lecture.

**CVT 1415. CARDIOVASCULAR ANATOMY, PHYSIOLOGY, AND PHARMACOLOGY** (3 hours credit) A study of anatomy and physiology in relation to the practice of cardiovascular technology. Four hours lecture, two hours lab.

**CVT 2413. INVASIVE CARDIOLOGY I** (3 hours credit) Introduces students to the specific procedures performed in the cardiac catheterization laboratory and the use of the resulting data for patient diagnosis. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart cath, and complications and treatment of cardiac catheterization. Two hours lecture, two hours lab.

**CVT 2423. INVASIVE CARDIOLOGY II** (3 hours credit) Designed to tie together cardiac diseases as well as to continue teaching students classifications and the use of equipment and techniques used in invasive cardiology. An in-depth presentation of various cardiac diseases including coronary artery disease, angina, myocardial infarction, heart failure, valve diseases, cardiomyopathies, pericardial disorders, arrhythmias, congenital anomalies, and repair procedures is used. Two hours lecture, two hours lab.

**CVT 2512. CRITICAL CARE APPLICATIONS** (2 hours credit) This course is designed to familiarize students with characteristics of critically ill cardiopulmonary patients and specific needs of such patients in relation to their particular illnesses. Patient case studies will be presented for student discussion and will address the specific diagnostic and therapeutic modalities available to the cardiovascular patient for palliative and corrective results. Two hours lecture.

**CVT 2716. CARDIOVASCULAR CLINICAL I** (6 hours credit) Patient assessment and care plan formation are presented in the hospital environment. Clinical experience in all procedures performed in the cardiovascular laboratories, including use of equipment, performing tests, and patient care as it relates to the cardiovascular areas with emphasis on cardiac catheterization, ECG, stress testing, Holter monitoring, and introduction to echocardiography. Eighteen hours clinical.

**CVT 2726. CARDIOVASCULAR CLINICAL II** (6 hours credit) Designed for students to gain more in-depth clinical experience in invasive cardiology including pre- and post-cath activities, cardiovascular techniques, hemodynamic monitoring, intra-aortic balloon pump, and cardiac output measurements. Clinical practice in the cardiac catheterization lab includes circulating, scrubbing, recording, and manipulating the

imaging equipment during both diagnosis and interventional catheterization procedures. Eighteen hours clinical.

**CVT 2736. CARDIOVASCULAR CLINICAL III** (6 hours credit) Designed for students to gain additional clinical experience and polish their skills in the cath lab performing all duties involved in diagnostic and interventional cases. Eighteen hours clinical.

**CVT 2746. CARDIOVASCULAR CLINICAL IV** (6 hours credit) Designed for students to gain additional clinical experience and polish their skills in the cath lab performing all duties involved in diagnostic and interventional cases. Eighteen hours clinical.

## Chemistry (CHE)

**CHE 1211. GENERAL CHEMISTRY I, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 (General Chemistry I, Lecture). Corequisite: concurrent enrollment in CHE 1213.

**CHE 1213. GENERAL CHEMISTRY I, LECTURE** (3 hours credit) A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Prerequisite: previous credit or concurrent enrollment in MAT 1313 (College Algebra) or higher math course, and a Math ACT subscore of 22 or higher OR completion of CHE 1313 with a "B" or higher. Recommended completion of at least two years high school algebra and one year chemistry or college equivalent. Corequisite: CHE 1211.

**CHE 1221. GENERAL CHEMISTRY II, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 (General Chemistry II, Lecture). Corequisite: concurrent enrollment in CHE 1223.

**CHE 1223. GENERAL CHEMISTRY II, LECTURE** (3 hours credit) A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Prerequisite: MAT 1313, CHE 1213, and CHE 1211 with grades of "C" or better. Corequisite: concurrent enrollment in CHE 1221.

**CHE 1311. PRINCIPLES OF CHEMISTRY I, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313, Principles of Chemistry I, Lecture.

**CHE 1313. PRINCIPLES OF CHEMISTRY I, LECTURE** (3 hours credit) A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter. Prerequisite: one year of high school algebra or previous credit or concurrent enrollment in MAT 1233 or higher math course.

**CHE 1321. PRINCIPLES OF CHEMISTRY II, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323, Principles of Chemistry II, Lecture. Corequisite: concurrent enrollment in CHE 1323.

**CHE 1323. PRINCIPLES OF CHEMISTRY II, LECTURE** (3 hours credit) A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry. Prerequisite: successful completion of CHE 1313/1311 with grades of "C" or better. Corequisite: CHE 1321.

**CHE 1411. ORGANIC AND BIOCHEMISTRY SURVEY, LABORATORY** (1 hour credit) A laboratory course that contain experiments that reinforce the principles

introduced in CHE 1413, Organic and Biochemistry Survey, Lecture. Corequisite: concurrent enrollment in CHE 1413.

**CHE 1413. ORGANIC AND BIOCHEMISTRY SURVEY, LECTURE** (3 hours credit) This course covers the fundamentals of organic chemistry and emphasizes compounds involved in biological processes. Corequisite: concurrent enrollment in CHE 1411.

**CHE 2421. ORGANIC CHEMISTRY I, LABORATORY** (1 hour credit) A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Corequisite: concurrent enrollment in CHE 2423.

**CHE 2423. ORGANIC CHEMISTRY I, LECTURE** (3 hours credit) A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Prerequisite: successful completion of CHE 1223 with grade of "C" or better. Corequisite: concurrent enrollment in CHE 2421.

**CHE 2431. ORGANIC CHEMISTRY II, LABORATORY** (1 hour credit) A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Corequisite: concurrent enrollment in CHE 2433.

**CHE 2433. ORGANIC CHEMISTRY II, LECTURE** (3 hours credit) A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Corequisite: concurrent enrollment in CHE 2431.

## Civil Engineering Technology (CIT)

**CIT 1113. ROUTE SURVEYING** (3 hours credit) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting. Two hours lecture, two hours lab.

**CIT 1133. INTRODUCTION TO CRAFT SKILLS** (3 hours credit) This module explains the role of safety in the construction crafts. Trainees will learn how to identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment. Trainees will be able to describe safe work procedures for lifting heavy objects, fighting fires, and working around electrical hazards. Two hours lecture, two hours lab.

**CIT 1213. CIVIL CONSTRUCTION METHODS AND MATERIALS** (3 hours credit) A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures. Three hours lecture.

**CIT 1223. CONSTRUCTION PLANS AND SPECIFICATIONS** (3 hours credit) A course to provide students with an introduction to the plans, and specifications for construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs. Three hours lecture.

**CIT 1413. ELEMENTARY SURVEYING** (3 hours credit) Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours lab.

**CIT 2113. LEGAL PRINCIPLES OF SURVEYING** (3 hours credit) A study of the legal aspects of boundary controls for the survey and resurvey of real property. Two hours lecture, two hours lab.

**CIT 2124. ADVANCED SURVEYING PRACTICES** (4 hours credit) A course designed to provide the student with practical applications of skills and knowledge gained in other surveying and related courses. Two hours lecture, four hours lab.

**CIT 2413. CONCRETE AND HOT MIX ASPHALT TESTING** (3 hours credit) A course which emphasizes standard procedures for sampling, testing, and evaluating materials used in concrete and hot mix asphalt mixtures. Two hours lecture, two hours lab.

**CIT 2423. MAPPING AND TOPOGRAPHY** (3 hours credit) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. One hour lecture, four hours lab.

**CIT 2433. LAND SURVEYING** (4 hours credit) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. Three hours lecture.

**CIT 2443. GPS SURVEYING** (3 hours credit) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful data base. Three hours lecture.

**CIT 2453. FUNDAMENTALS OF GEOGRAPHICAL INFORMATION SYSTEMS (GIS)** (3 hours credit) This course includes the use of computer mapping and databases in multiple applications. Included is incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Three hours lecture.

**CIT 291 (1-3). SPECIAL PROJECT (CIVIL ENGINEERING TECHNOLOGY)** (1-3 hours credit) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Engineering Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two-six hours lab.

**DDT 1163. ENGINEERING GRAPHICS** (3 hours credit) This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Three hours lecture.

**DDT 1313. COMPUTER AIDED DESIGN I** (3 hours credit) This course is designed to develop basic operating system and drafting skills on CAD. Three hours lecture. Prerequisite: DDT 1163 Engineering Graphics.

## **Collision Repair Technology (ABT)**

**ABT 1146. STRUCTURAL ANALYSIS AND DAMAGE REPAIR I** (6 hours credit) A course to provide skills and practice in structural analysis and repair procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Three hours lecture, Six hours lab.

**ABT 1153. STRUCTURAL ANALYSIS AND DAMAGE REPAIR II** (3 hours credit) This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in unibody inspection, measurement, and repair. Two hours lecture, Two hours lab.

**ABT 1223. NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I** (3 hours credit) A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of dam-

aged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two hours lecture, Two hours lab.

**ABT 1236. NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II** (3 hours credit) This course is a continuation of Non-Structural Analysis and Damage Repair I. It provides instruction for preparation principles and practices, outer body panel repair and replacement, and adjustment principles and practices. Three hours lecture, Six hours lab.

**ABT 1313. REFINISHING I** (3 hours credit) A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. One hour lecture, Four hours lab.

**ABT 1323. REFINISHING II** (3 hours credit) Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. One hour lecture, Four hours lab.

**ABT 1443. MECHANICAL AND ELECTRICAL COMPONENTS I** (3 hours credit) A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three hours lecture.

**ABT 1453. MECHANICAL AND ELECTRICAL COMPONENTS II** (3 hours credit) A continuation of Mechanical and Electrical Components I. A course designed to provide theory and practice in the areas of brakes and electrical. Three hours lecture.

## **Commercial Truck Driving (DTV)**

**DTV 1114. COMMERCIAL TRUCK DRIVING I** (4 hours credit) This course is designed to teach fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing and driving a tractor-trailer truck under varying road and climate conditions. One hour lecture, six hours lab.

**DTV 1124. COMMERCIAL TRUCK DRIVING II** (4 hours credit) This course is a continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing and driving a tractor-trailer truck under varying road and climate conditions. One hour lecture, six hours lab.

## **Communications/Broadcasting (COM)**

**COM 2463. WRITING FOR THE ELECTRONIC MEDIA** (3 hours credit) Introductory course to teach the basic skills of broadcast writing, reporting and production.

**COM 2483. INTRODUCTION TO MASS COMMUNICATION** (3 hours credit) A study of the history, organization, mechanics and issues facing the various mass media. Designed to help the student understand the role of mass media in society and how it affects everyday life.

## **Computer Science (CSC)**

**CSC 1113. COMPUTER CONCEPTS** (3 hours credit) This is an introductory dig-

ital competency course which includes concepts, terminology, operating systems, electronic communications, security risks, digital ethics, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture/lab.

**CSC 1123. COMPUTER APPLICATIONS I** (3 hours credit) This course is designed to teach computer applications to include word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture/lab. Prerequisite: CSC 1113, IC3 certification, or successful performance on Accuplacer for computer literacy.

**CSC 1133. COMPUTER APPLICATIONS II** (3 hours credit) This course is a continuation of CSC 1123 with concentration in advanced computer applications to include advanced applications, OLE, and emerging technology. Three hours lecture/lab.

**CSC 1213. VISUAL BASIC PROGRAMMING I** (3 hours credit) This course is designed to introduce the writing of event-driven programs using the Visual BASIC computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Course has lecture with integrated lab components.

**CSC 1613. COMPUTER PROGRAMMING I** (3 hours credit) Introduction to problem-solving methods and algorithm development; designing, debugging, branching, looping, scope rules, functions, input/output manipulation (to include text files, simple arrays, and a variety of applications in an object-oriented programming language. Course has lecture with integrated lab components. Prerequisite or corequisite: MAT 1313 or permission of instructor.

**CSC 2134. COMPUTER PROGRAMMING I WITH “C++”** (4 hours credit) An introduction to problem-solving methods, algorithm development, designing, debugging, and documentation in the C++ language with a variety of applications including: I/O statements, operators, conditional, looping, methods/functions, and array processing. Three hours lecture with CSC 2130 as a required lab component. Prerequisite or corequisite: MAT 1313 or permission of instructor.

**CSC 2144. COMPUTER PROGRAMMING II WITH “C++”** (4 hours credit) This course is designed to be a continuation of the program and algorithm development and analysis; search/sort methods; dynamic memory management; abstract data types and object-oriented design; designing and debugging larger programs. Three hours lecture with CSC 2140 as a required lab component. Prerequisite: A grade of “C” or better in CSC 2134.

**CSC 2623. COMPUTER PROGRAMMING II** (3 hours credit) This course is a continuation of the object-oriented language from CSC 1613. This includes advanced program development, algorithm analysis, string processing, recursion, internal search/sort methods, simple data structures, debugging and testing of large programs. This course has lecture with integrated lab components. Prerequisite: A grade of “C” or better in CSC 1613.

**CSC 2844. DATA STRUCTURES** (4 hours credit) This course includes advanced data abstraction and corresponding algorithms, memory management, searching and sorting techniques, hash tables, and algorithm analysis. Three hours lecture with CSC 2840 as lab. Prerequisite: A grade of “C” or better in CSC 2144 or CSC 2623.

## **Cosmetology (COV)**

**COV 1122. COSMETOLOGY ORIENTATION** (2 hours credit) This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations, and communicating for success in the cosmetology industry. Two hours lecture.

- COV 1245. COSMETOLOGY SCIENCES I** (5 hours credit) This course consists of the study of bacteriology, sterilization, and sanitation. Four hours lecture, three hours lab.
- COV 1426. HAIR CARE I** (6 hours credit) This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Three hours lecture, nine hours lab.
- COV 1522. NAIL CARE I** (2 hours credit) This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. One hour lecture, three hours lab.
- COV 1436. HAIR CARE II** (6 hours credit) This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Three hours lecture, nine hours lab.
- COV 1532. NAIL CARE II** (2 hours credit) This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. One hour lecture, three hours lab.
- COV 1722. SALON BUSINESS I** (2 hours credit) This course will cover preparing to operate a successful salon. One hour lecture, three hours lab.
- COV 1255. COSMETOLOGY SCIENCES II** (5 hours credit) This course consists of the study of anatomy and physiology. Included are classroom theory and clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Four hours lecture, three hours lab.
- COV 1622. SKIN CARE I** (2 hours credit) This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. One hour lecture, three hours lab.
- COV 1632. SKIN CARE II** (2 hours credit) This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. One hour lecture, three hours lab.
- COV 1443. HAIR CARE III** (3 hours credit) This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Nine hours lab.
- COV 1542. NAIL CARE III** (2 hours credit) This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Six hours lab.
- COV 1263. COSMETOLOGY SCIENCES III** (3 hours credit) This course consists of the study of anatomy and physiology. Included are classroom theory and clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture, three hours lab.
- COV 1732. SALON BUSINESS II** (2 hours credit) This course will cover operating a successful salon and seeking employment. One hour lecture, three hours lab.
- COV 1642. SKIN CARE III** (2 hours credit) This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Six hours lab.

**COV 2816. COSMETOLOGY TEACHER TRAINING I** (6 hours credit) Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture, nine hours clinical lab.

**COV 2826. COSMETOLOGY TEACHER TRAINING II** (6 hours credit) Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three hours lecture, nine hours lab.

**COV 2836. COSMETOLOGY TEACHER TRAINING III** (6 hours credit) Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Three hours lecture, nine hours clinical lab.

**COV 2846. COSMETOLOGY TEACHER TRAINING IV** (6 hours credit) Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Two hours lecture, twelve hours clinical lab.

## **Criminal Justice (CRJ)**

**CRJ 1313. INTRODUCTION TO CRIMINAL JUSTICE** (3 hours credit) History, development, and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; and career orientation.

**CRJ 1323. POLICE ADMINISTRATION AND ORGANIZATION** (3 hours credit) Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior.

**CRJ 1363. INTRODUCTION TO CORRECTIONS** (3 hours credit) An overview of the correctional field; its origins, historical and philosophical background, development, current status, and relationship with other facets of the criminal justice system.

**CRJ 1373. INTRODUCTION TO HOMELAND SECURITY** (3 hours credit) The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international.

**CRJ 1383. CRIMINOLOGY** (3 hours credit) The study of criminal behavior to include theories, statistics, and trends in criminal behavior.

**CRJ 2313. POLICE OPERATIONS** (3 hours credit) A study of the operation of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division.

**CRJ 2323. CRIMINAL LAW** (3 hours credit) Basic elements of substantive criminal law including defenses to criminal liability.

**CRJ 2333. CRIMINAL INVESTIGATION** (3 hours credit) Principles of investigation; proper collection, documentation, and preservation of evidence.

**CRJ 2513. JUVENILE JUSTICE** (3 hours credit) Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles.

**CRJ 2713. FOUNDATIONS OF TERRORISM** (3 hours credit) The study of terrorism in the modern world.

## Early Childhood Education Technology (CDT)

**CDT 1113. EARLY CHILDHOOD PROFESSION** (3 hours credit) This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. Three hours lecture and two hours lab.

**CDT 1213. INFANT AND TODDLER DEVELOPMENT** (4 hours credit) This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Three hours lecture and two hours lab.

**CDT 1223. PRESCHOOL DEVELOPMENT** (4 hours credit) This course provides knowledge concerning the care and development of preschool children in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8). Three hours lecture and two hours lab.

**CDT 1313. CREATIVE ARTS FOR YOUNG CHILDREN** (3 hours credit) This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Initial Practicum and Advanced Practicum. Three hours lecture.

**CDT 1343. CHILD HEALTH, SAFETY AND NUTRITION** (4 hours credit) This course emphasizes health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). Three hours lecture and two hours lab. Corequisite: CDT 1340.

**CDT 1340. CHILD HEALTH, SAFETY AND NUTRITION LAB** (0 hours credit) A laboratory course that contains experiences in preparing nutritious meals and snacks for the children in the Child Enrichment Center. The laboratory experiences reinforce the principles and concepts introduced in CDT 1343. Two hours lab. Co-requisite: CDT 1343.

**CDT 1713. LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN** (3 hours credit) This course includes the study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Three hours lecture.

**CDT 1911. EARLY CHILDHOOD EDUCATION SEMINAR I** (1 hour credit) This course focuses on objectives that would best prepare students for the national exam and network with state, regional, and national early childhood education activities. One hour lecture.

**CDT 1921. EARLY CHILDHOOD EDUCATION SEMINAR II** (1 hour credit) This course focuses on objectives that would best prepare students for the national exam and network with state, regional, and national early childhood education activities. One hour lecture.

**CDT 2233. GUIDING SOCIAL AND EMOTIONAL BEHAVIOR** (3 hours credit) This course focuses on the identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards and Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating

Scale Revised (ECERS-R). Lab activities will be implemented during Initial Practicum and Advanced Practicum. Three hours lecture.

**CDT 2413. DEVELOPMENT OF THE EXCEPTIONAL CHILD** (3 hours credit) This course focuses on the identification of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Two hours lecture and two hours lab.

**CDT 2513. FAMILY DYNAMICS AND COMMUNITY INVOLVEMENT** (3 hours credit) This course prepares students for successful partnerships with children's families and communities. They explore ways to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning (ages birth to 8 years). Three hours lecture.

**CDT 2613. METHODS, MATERIALS AND MEASUREMENTS** (3 hours credit) This course specializes in an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Initial Practicum and Advanced Practicum. Three hours lecture. Corequisite: CDT 2915. Prerequisites: CDT 1713 and CDT 1313 (must have "C" or higher).

**CDT 2714. SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN** (4 hours credit) This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Initial Practicum and Advanced Practicum. Four hours lecture.

**CDT 2813. ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN** (3 hours credit) This course provides an overview of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies. Three hours lecture.

**CDT 2915. INITIAL PRACTICUM** (5 hours credit) This course is a supervised practicum which includes a minimum of 150 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Ten hours lab. Prerequisite: CDT 1313 and CDT 1713 (must earn a "C" or better). Co-requisite: CDT 2613.

**CDT 2945. ADVANCED PRACTICUM** (5 hours credit) This course is a supervised practicum which includes a minimum of 150 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. Ten hours lab. Prerequisites: CDT 2613 and CDT 2915. May be taken along with CDT 2613 and CDT 2915, if necessary to graduate.

## Economics (ECO)

**ECO 2113. PRINCIPLES OF MACROECONOMICS** (3 hours credit) The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth and circular flow of market.

**ECO 2123. PRINCIPLES OF MICROECONOMICS** (3 hours credit) The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures.

## Education (EDU/EPY)

**EPY 2533. HUMAN GROWTH AND DEVELOPMENT** (3 hours credit) A study of various aspects of human growth and development from conception through death. Topics include biological, psychological, and cognitive development.

## Electronics Engineering Technology (EET)

**EET 1133. ELECTRICAL POWER** (3 hours credit) This course covers electrical motors, electrical motor installation, and offers instruction and practice in using different types of motors, transformers, and alternators. Two hours lecture, two hours lab. Prerequisite: DC/AC Circuits (EET 1145). Corequisite: Motor Control Systems (EET 1344).

**EET 1145. DC/AC CIRCUITS** (5 hours credit) Principles and theories associated with DC and AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC and AC circuits. Four hours lecture, two hours lab. Corequisite: Digital Electronics (EET 1214).

**EET 1154. EQUIPMENT MAINTENANCE, TROUBLESHOOTING AND REPAIR** (4 hours credit) A course of instruction in maintenance and troubleshooting techniques, use of technical manuals, test equipment, and inspection/evaluation/repair of equipment. Two hours lecture, four hours lab. Corequisite: Hand Tools (MST 1523).

**EET 1163. MOTOR MAINTENANCE AND TROUBLESHOOTING** (3 hours credit) This course covers the principles and practice of electrical motor repair and includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture, two hours lab. Prerequisite: Electrical Power (EET 1133).

**EET 1174. FLUID POWER** (4 hours credit) A course that provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three hours lecture, two hours labs.

**EET 1214. DIGITAL ELECTRONICS** (4 hours credit) A course designed to introduce students to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture, two hours lab. Corequisite: DC/AC Circuits (EET 1145).

**EET 1334. SOLID STATE DEVICES AND CIRCUITS** (4 hours credit) A course designed to introduce the student to active devices that include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low-frequency application and troubleshooting. Two hours lecture, four hours lab. Prerequisite: DC/AC Circuits (EET 1145).

**EET 1344. MOTOR CONTROL SYSTEMS** (4 hours credit) This course covers installation of motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the circuits and mechanical control devices. Three hours lecture and two hours lab. Prerequisite: DC/AC Circuits (EET 1145). Corequisite: Electrical Power (EET 1133).

**EET 1353. FUNDAMENTALS OF ROBOTICS** (3 hours credit) This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming and how they relate to the industrial industry. Two hours lecture and two hours lab.

**EET 1443. FUNDAMENTALS OF INSTRUMENTATION** (3 hours credit) This course provides students with a general knowledge of instrumentation principles as they relate to industrial devices and their application for the purpose of observation, measurement, and control of industrial processes. Two hours lecture, two hours lab. Prerequisite: DC/AC Circuits (EET 1145).

**EET 2354. SOLID STATE MOTOR CONTROLS** (4 hours credit) This course covers the principles and operation of solid state motor controls as well as the design, installation, and maintenance of different solid state devices for motor control. Three hours lecture, two hours lab. Prerequisite: Motor Control Systems (EET 1343). Corequisite: Programmable Logic Controllers (EET 2363).

**EET 2363. PROGRAMMABLE LOGIC CONTROLLERS** (3 hours credit) A course to provide instruction and practice in the use of programmable logic controllers (PLCs) in modern industrial settings. It includes instruction in the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Two hours lecture, two hours lab. Prerequisite: Digital Electronics (EET 1214).

**EET 2383. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS** (3 hours credit) A course that provides instruction in the advanced features, programming functions and instructions, network communications, PLC report processing, and system troubleshooting of programmable logic controllers. Two hours lecture, two hours lab. Prerequisite: Programmable Logic Controllers (EET 2363).

**EET 2913. SPECIAL PROJECT** (3 hours credit) Practical application of skills and knowledge gained in other technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Six hours lab.

**MST 1523. HAND TOOLS** (3 hours credit) This course provides instruction in safe and proper use of hand tools and mechanical components commonly used by industrial mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. Two hours lecture, two hours lab. Corequisite: Equipment Maintenance, Troubleshooting and Repair (EET 1154).

**WBL 19(13-33). WORK-BASED LEARNING** (3 hours credit) In this structured worksite learning experience, the student, program area teacher, Work-Based Learning coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. It is designed to integrate the student's academic and technical skills into a work environment. It may include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews. Students must document 135 contact hours to receive three hours credit. Corequisite: Concurrent enrollment in IEET program area courses.

## **Emergency Medical Technology-Paramedic (EMS)**

**EMS 1118. EMERGENCY MEDICAL TECHNICIAN** (8 hours credit) This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. Five hours lecture, six hours lab, three hours clinical.

**EMS 1142. FOUNDATIONS OF PARAMEDICINE, LECTURE** (2 hours credit) This course includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, well-being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access, medication administration, patient assessment, and introductory pharmacological calculations. Two-hour lecture.

**EMS 1151. FOUNDATIONS OF PARAMEDICINE, LABORATORY** (1 hour credit) A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. One-hour lab.

**EMS 1242. CONCEPTS OF AIRWAY AND RESPIRATORY MEDICINE, LECTURE** (2 hours credit) This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Two-hour lecture.

**EMS 1251. CONCEPTS OF AIRWAY AND RESPIRATORY MEDICINE, LABORATORY** (1 hour credit) This course in co-requisite with the lecture portion will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patient airway, adequate mechanical ventilation, and respirations for patients of all ages. One clinical hour.

**EMS 1343. CONCEPTS OF CARDIOVASCULAR MEDICINE, LECTURE** (3 hours credit) This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included. Three-hour lecture.

**EMS 1352. CONCEPTS OF CARDIOVASCULAR MEDICINE, LABORATORY** (2 hours credit) A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Four-hour lab.

**EMS 1514. PRACTICUM I** (4 hours credit) Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, OR, respiratory therapy, and pediatrics. Twelve clinical hours.

**EMS 1525. PRACTICUM II** (5 hours credit) A continuation of EMS 1514. Using supervised rotations in a definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon achieving competencies in the definitive care setting. Nine clinical hours, six field hours. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514

**EMS 1742. CONCEPTS OF NEUROLOGICAL MEDICINE, LECTURE** (2 hours credit) This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system. This includes conditions related to structure and those associated with organic and nonorganic brain dis-

ease. Changes in the lifespan will be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Two-hour lecture, two hour clinical/field. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**EMS 1751. CONCEPTS OF NEUROLOGICAL MEDICINE, LABORATORY** (1 hour credit) This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system. One-hour lab. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**EMS 1942. CONCEPTS OF REPRODUCTIVE MEDICINE, LECTURE** (2 hours credit) This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the reproductive system. The course includes care of the newborn as part of the concepts in reproductive medicine. Changes in the lifespan will be included. Two-hour lecture. Prerequisites: EMS 2743, EMS 2752, EMS 1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**EMS 1951. CONCEPTS OF REPRODUCTIVE MEDICINE, LABORATORY** (1 hour credit) A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Two-hour lab. Prerequisites: EMS 2743, EMS 2752, EMS 1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**EMS 2312. FUNDAMENTALS OF ADVANCED EMT, LECTURE** (2 hours credit) This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients across the lifespan who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the AEMT level and the EMS course sequence listed before eligibility to test NREMT AEMT exam is granted. Two-hour lecture. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**EMS 2343. MEDICAL EMERGENCIES OF THE SECONDARY ASSESSMENT, LECTURE** (3 hours credit) This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. Three-hour lecture. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**EMS 2351. MEDICAL EMERGENCIES OF THE SECONDARY ASSESSMENT, LABORATORY** (1 hour credit) This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to perform a secondary assessment in order to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. Two-hour lab. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**EMS 2566. PRACTICUM III** (6 hours credit) Under the supervision of an approved program preceptor, the student will continue to apply the concepts developed in the di-

dactic, laboratory, and clinical settings to the care of patients in the environment of EMS. Nine clinical hours, 9 field hours.

**EMS 2743. CONCEPTS OF TRAUMATIC MEDICINE, LECTURE** (3 hours credit) This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span. Three-hour lecture. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**EMS 2752. CONCEPTS OF TRAUMATIC MEDICINE, LABORATORY** (2 hours credit) The trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts developed in the lecture. Four clinical hours. Prerequisites: EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**EMS 2912. CONCEPTS OF EMS OPERATIONS** (2 hours credit) Knowledge of operational roles and responsibilities to ensure safe patient, public, and personal safety. Two-hour lecture.

**EMS 2942. PARAMEDIC CAPSTONE, LECTURE** (2 hours credit) This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS. Two-hour lecture. Prerequisites: EMS 1942 and EMS 1951.

**EMS 2952. PARAMEDIC CAPSTONE, LABORATORY** (2 hours credit) This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS. four-hour lab. Prerequisites: EMS 1942 and EMS 1951.

## Engineering (EGR)

**EGR 2413. ENGINEERING MECHANICS I: STATICS** (3 hours credit) A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Prerequisite: PHY 2513.

## English (ENG)

**ENG 0123. INTERMEDIATE ENGLISH AND READING** (3 hours credit) An integrated course designed to advance students to college level writing skills and reading strategies who have not met the prerequisites for ENG 1113 English Composition I. Placement is based on the English ACT sub-score (16 or below) or performance on the local English placement test in Accuplacer. Three lecture hours. For institutional credit only. Hours do not count toward graduation and will not transfer. A grade of "C" or better is required to pass and to move into ENG 1113. Students making a "D" or "F" must remain in ENG 0123.

**ENG 0143. COMPOSITION COMPANION** (3 hours credit) This course provides direct support and scaffolding exercises for specific projects in ENG 1113. Peer collaboration and one-on-one instructional support through the writing process are emphasized. This course is for institutional credit only.

**ENG 1113. ENGLISH COMPOSITION I** (3 hours credit) This course prepares the student to think critically and compose texts for academic and professional rhetorical situations. Prerequisite: English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher. Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

**ENG 1123. ENGLISH COMPOSITION II** (3 hours credit) This course is a continuation of English Composition I with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Prerequisite: ENG 1113.

**ENG 2133. CREATIVE WRITING I** (3 hours credit) This course involves reading and writing poetry, short fiction, and/or other genres. Prerequisite: ENG 1113.

**ENG 2143. CREATIVE WRITING II** (3 hours credit) This course involves reading and writing poetry, short fiction, and/or other genres. Elective. Prerequisite: ENG 1113.

**ENG 2223. AMERICAN LITERATURE I** (3 hours credit) This course surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisite: ENG 1123.

**ENG 2233. AMERICAN LITERATURE II** (3 hours credit) This course surveys representative prose and poetry of the United States from the Civil War to the present. Prerequisite: ENG 1123.

**ENG 2323. BRITISH LITERATURE I** (3 hours credit) This course surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Prerequisite: ENG 1123.

**ENG 2333. BRITISH LITERATURE II** (3 hours credit) This course surveys British literature from the Romantic Period to the present. Prerequisite: ENG 1123.

**ENG 2423. WORLD LITERATURE I** (3 hours credit) This course surveys texts representative of global, historical, and cultural diversity from the ancient world through the early modern world. Prerequisite: ENG 1123.

**ENG 2433. WORLD LITERATURE II** (3 hours credit) This course surveys texts representative of global, historical, and cultural diversity from the Enlightenment Period to the present. Prerequisite: ENG 1123.

**ENG 2513. SURVEY OF AFRICAN-AMERICAN LITERATURE** (3 hours credit) This course surveys literature of major African-American writers from its beginnings to the present. Prerequisite: ENG 1113.

**ENG 2613. FILM AS LITERATURE** (3 hours credit) This course involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Elective. Prerequisite: ENG 1113.

**ENG 2813. WRITING CENTER PEER TUTORING** (3 hours credit) This course introduces students to writing center history, theory, and practices, preparing them to work in writing centers as peer tutors. Prerequisite: ENG 1123.

## Family & Consumer Science (FCS)

**FCS 1253. NUTRITION** (3 hours credit) A study of nutrients required for growth and optimal health emphasizing recommended nutrient intake, food selection, digestion, absorption, transport, metabolism and body functions. (Same as BIO 1613)

## Forensic Science (FSC)

**FSC 1111. INTRODUCTION TO FORENSIC SCIENCE, LABORATORY** (1 hour credit) This is a one-semester credit, three-hour laboratory course designed to introduce students to basic laboratory techniques; measurements; data acquisition and treatment; the use of significant figures in data reporting; error analysis; writing acceptable reports; and developing excellent safety habits in the laboratory. Further, students will be shown the interrelation of theory discussed in the lecture class and the experiments performed in laboratory. Corequisite: concurrent enrollment in FSC 1113.

**FSC 1113. INTRODUCTION TO FORENSIC SCIENCE, LECTURE** (3 hours credit) This course is designed to introduce students to the basics of forensic science. Students will be introduced to the scientific concepts, methods, practices, and analytical instrumentation utilized by forensic scientists for recognition, collection, preservation, etc. for physical evidence.

**FSC 1123. FORENSIC SCIENCE II, LECTURE** (3 hours credit) Lecture and discussions covering aspects related to introduction to biological disciplines in forensic science. Class will concentrate on terminology and instrumentation used in the area of forensic science. The area covers toxicology, drug testing, and trace analysis. The biological area will cover serology and DNA testing.

**FSC 2111. FORENSIC SCIENCE ANALYTICAL TECHNIQUES, LABORATORY** (1 hour credit) This is a one-semester credit, three-hour laboratory course designed to introduce students to analytical techniques of TLC, qualitative test for marijuana, microchemical spot tests, microcrystalline tests, colorimetric analysis and fluorometry analysis of blood, identification of narcotics by FT-IR, atomic absorption spectroscopy and blood analysis by gas chromatography. Further, an opportunity will be created to learn writing acceptable reports and developing excellent safety habits in the laboratory. Prerequisite: successful completion of FSC 1113/1111. Corequisite: concurrent enrollment in FSC 2113.

**FSC 2113. FORENSIC SCIENCE ANALYTICAL TECHNIQUES, LECTURE** (3 hours credit) This course is designed for the students who will be a science major in the field of Forensic Science. The principles and techniques of solvent extraction, color tests and TLC, immunoassays, techniques such as UV, visible and fluorescence spectrophotometry, infrared spectroscopy, raman spectroscopy, gas chromatography, HPLC, mass spectrometry (MS), atomic absorption and emission spectrometry, inductively coupled plasma (ICP)-MS, inductively coupled plasma optical emission spectroscopy, and X-ray fluorescence spectrometry will be covered in relationship to Forensics. Prerequisite: successful completion of FSC 1113/1111. Corequisite: concurrent enrollment in FSC 2111.

## **Funeral Service Technology (FST)**

**FST 1113. MORTUARY ANATOMY I** (3 hours credit) This course focuses on the study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health, and restorative arts. Three hours lecture.

**FST 1123. MORTUARY ANATOMY II** (3 hours credit) This course is a continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system. Three hours lecture. Prerequisite: Mortuary Anatomy I (FST 1113).

**FST 1213. EMBALMING I** (3 hours credit) This course is a basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process, and a study of the chemical compositions of embalming fluid. Three hours lecture.

**FST 1224. EMBALMING II** (4 hours credit) This course is a continuation of FST 1213 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Participate in 10 clinical embalming cases. Three hours lecture, one hour

clinical lab which includes participation in at least 10 embalming cases. Prerequisite: Embalming I (FST 1213).

**FST 1314. FUNERAL DIRECTING** (4 hours credit) The total funeral service education environment. Includes duties, responsibilities, and skills required to be a funeral director. Three hours lecture, one hour clinical lab which includes participation in funeral directing cases.

**FST 1413. FUNERAL SERVICE ETHICS AND LAW** (3 hours credit) Comprehensive review of the legal aspects involved in funeral services. Three hours lecture.

**FST 1523. RESTORATIVE ART/COLOR AND COSMETICS** (3 hours credit) An in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory, cosmetics, and application of restorative techniques in the funeral setting. Three hours lecture.

**FST 2323. FUNERAL MERCHANDISING AND MANAGEMENT** (3 hours credit) Study of merchandising and general business procedures necessary to operate a successful funeral practice. Three hours lecture.

**FST 2623. MICROBIOLOGY** (3 hours credit) This course is designed to present the basic principles of microbiology and prevention of the spread of microorganisms as related to the embalming procedure and protection of the public health. Three hours lecture. Prerequisite: Mortuary Anatomy I (FST 1113).

**FST 2633. PATHOLOGY** (3 hours credit) This course focuses on the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions that relate to or affect the embalming or restorative art process. Three hours lecture. Prerequisite: Mortuary Anatomy I (FST 1113).

**FST 2713. PSYCHOSOCIAL ASPECTS OF GRIEF** (3 hours credit) A study of various groups as to their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution. Three hours lecture.

**FST 2812. COMPREHENSIVE REVIEW** (2 hours credit) Review of entire curriculum, culminating with an exam designed to prepare students for the national board. The NBE is required for program completion under Northwest guidelines. Two hours lab. Prerequisites: Student must be in their final semester, have a GPA of 2.0 or better, taking only FST 2823 Current Issues in Funeral Service Technology and one other FST course and have permission from the program director.

**FST 2823. CURRENT ISSUES IN FUNERAL SERVICE TECHNOLOGY** (3 hours credit) Identifies the contemporary trends and their historical roots in Funeral Service and the impact upon the funeral service profession and society.

## **Geographical Information Technology (GIT)**

**GIT 2113. DATABASE CONSTRUCTION AND MAINTENANCE** (3 hours credit) A course designed to teach database concepts and goals of database management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SQL) and methods of organizing and accessing data. (3,2,2).

**GIT 2123. FUNDAMENTALS OF GEOGRAPHICAL INFORMATION SYSTEMS** (3 hours credit) This course includes the use of computer mapping and database in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. (3,2,2).

**GIT 2273. REMOTE SENSING** (3 hours credit) This course includes a discussion of a variety of remote sensing data collections methods. The course deals with manual interpretation data from photographs and other imagery (3,2,4).

**GIT 2333. INTRODUCTION TO ARCVIEW** (3 hours credit) This course provides the foundation for developing a geographic information system using ArcView software. The course gives students the conceptual overview and hands-on experience needed to take full advantage of ArcView software's display analysis and presentation mapping functions. Students learn basic ArcView functionality and become familiar with the components of the ArcView graphical user interface.

## **Geography (GEO)**

**GEO 1113. WORLD REGIONAL GEOGRAPHY** (3 hours credit) A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture.

**GEO 1123. PRINCIPLES OF GEOGRAPHY** (3 hours credit) A topical survey of basic geography, planetary relationships of the Earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements, and the interrelationships of physical and cultural landscapes.

## **Graphic Design Technology (CAT)**

**CAT 1113. GRAPHIC DESIGN AND PRODUCTION I** (3 hours credit) An introduction to the skills of layout, typography and the fundamentals needed for the graphic artist. The course will provide selected experiences involving layout, paste up, simple renderings, printing processes, camera ready layouts, mechanicals, and layout formats. Six hours lab.

**CAT 1123. GRAPHIC DESIGN AND PRODUCTION II** (3 hours credit) A continuation of Graphic Design and Production I with concentration on color printing, industry terminology and standards, corporate identity, and branding with continued emphasis on design, typography, and balance. The course will utilize current computer technology. Six hours lab. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**CAT 1143. TYPOGRAPHY** (3 hours credit) A comparison of traditional uses of typography with those of a more contemporary approach. This is an in-depth exploration of type in relation to meaning and form with a refined application of drawing skills before final output on computer. Two hours lecture, two hours lab.

**CAT 1153. DRAWING FOR DESIGNERS I** (3 hours credit) This course is designed to introduce the student to the basics of beginning drawing as an aesthetic form utilizing a variety of mediums in black and white. The student will become aware of his or her own style and personality of his or her work while referencing other master artists. This course is designed to solve problems by providing suitable subjects for practicing each of five basic perceptual skills: the perception of edges, spaces, relationships, light and shadow, and gestalt. Two hours lab.

**CAT 1163. DRAWING FOR DESIGNERS II** (3 hours credit) This course introduces color media, continues to build observational skills, and pushes creative skills by exploring dynamic composition as it affects content. Two hours lecture, two hours lab.

**CAT 1213. FUNDAMENTALS OF GRAPHIC COMPUTERS** (3 hours credit) An introduction to graphic interface computers related to the graphic design/commercial art industry, utilizing current software and related hardware. One hour lecture, four hours lab.

**CAT 2133. GRAPHIC DESIGN STUDIO** (3 hours credit) A concentrated study in graphic design specifically related to regional industry needs. Emphasis will be placed

on projects such as brochures, billboards, newsletters, flyers, newspaper ads, story boards, etc., according to industry needs. One hour lecture, four hours lab. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**CAT 2313. BASIC ADVERTISING DESIGN** (3 hours credit) Concepts and methodology related to the graphic design/commercial art industry utilizing current software and related hardware. Six hours lab.

**CAT 2323. ADVANCED ADVERTISING DESIGN** (3 hours credit) A continuation of Basic Advertising Design with emphasis on graphic computers to develop and produce advanced graphic design/commercial art projects. This course utilizes equipment and software used in industry. Six hours lab. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**CAT 2334. PRACTICAL ADVERTISING TECHNIQUES** (4 hours credit) Performance skills needed for productive employment in the graphic design/commercial art field. Two hours lecture, four hours lab. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**CAT 291 (1-6). SPECIAL PROJECT IN GRAPHIC DESIGN TECHNOLOGY I** (1-6 hours credit) Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experience. Four to five contact hours.

**CAT 292 (1-6). SUPERVISED WORK EXPERIENCE IN GRAPHIC DESIGN TECHNOLOGY** (1-6 hours credit) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship. Prerequisites: Consent of instructor and the completion of two semesters of coursework in the Graphic Design Technology program.

**WDT 1123. WEB DEVELOPMENT** (3 hours credit) Introduces the Internet and its uses in the world of business, including basic and advanced features of the Internet, World Wide Web, browsers, and creating web pages. Upon completion of this course, students will be able to send e-mail messages, download files using a browser and an FTP program and create web pages using HTML.

**WDT 1314. CLIENT SIDE PROGRAMMING** (4 hours credit) This course offers an introduction to Javascript programming and CSS. Upon completion students will be able to create Javascript programs, insert them into web pages and use CSS to control the appearance of a web page. Prerequisite: WDT 1123.

**WDT 1414. WEB DESIGN APPLICATIONS** (4 hours credit) This course offers skills and strategies to create various professional web pages and complete websites using WYSIWYG editors (Dreamweaver, Wordpress). Upon completion the student will be able to construct and maintain professional standard websites. Prerequisite: WDT 1123.

**WDT 2263. WEB GRAPHICS PRODUCTION** (3 hours credit) An in-depth study of producing and utilizing graphic elements designed for Internet or web application. Emphasis is placed equally on aesthetics, technical requirements, and principles of interactive design. The course will provide a concentrated study related to color management, typography, graphic development and manipulation, digital imaging, and creating dynamic Web experiences. The focus is on the production and manipulation of individual elements and is recommended as a supplement to a web design application course or previous experience. One hour lecture, four hours lab.

**WDT 2723. E-COMMERCE AND INTERNET MARKETING** (3 hours credit) Provides the opportunity to develop strategies and skills to build e-commerce websites and understand their role in business infrastructures. Also offers an introduction into In-

ternet marketing. On completion the student will be able to create an e-commerce website and develop an Internet marketing strategy.

**WDT 2913. SPECIAL PROJECTS** (3 hours credit) Practical applications of skill and knowledge gained in other Web Development Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experiences. (1–6 sch: 45 contact hours per sch)

## Graphics and Drawing (GRA)

**GRA 1140. GRAPHIC COMMUNICATIONS LABORATORY** (0 hours credit) As a continuation of the GRA 1143 Graphic Communications course, the laboratory portion contains instruction and practical applications necessary for the utilization of CAD (Computer Aided Drawing) software to reinforce and apply the principles, standards and techniques to produce technical drawings as discussed in the lecture portion of the course.

**GRA 1143. GRAPHIC COMMUNICATIONS** (3 hours credit) Orthographic projections, multi-view projections, general use of instruments, points, lines, planes and identities. Computer-assisted design and drawing on computer.

## Health Care Assistant (HCA)

**HCA 1116. BASIC HEALTH CARE ASSISTING** (6 hours credit) This course includes orientation to program policies, developing employability and job-seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures. Two hours lecture, four hours lab, three hours clinical.

**HCA 1124. SPECIAL CARE PROCEDURES** (4 hours credit) This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; assisting with elimination needs of patients; basic knowledge and skills required to care for the long-term care resident; and CPR/first aid. Safety is emphasized throughout each procedure. Prerequisite: Basic Health Care Assisting (HCA 1115). Two hours lecture, two hours lab, six hours clinical.

**HCA 1132. PHLEBOTOMY** (2 hours credit) This course presents the theory and practice of phlebotomy, that includes such topics as: phlebotomists in health care delivery systems; medical terminology; infection control and safety; anatomy and physiology of body systems; collection equipment, reagents and interfering factors in blood collection; venipuncture and capillary puncture blood collection procedures and requisitioning. Two hours lab, three hours clinical.

**HCA 1214. BODY STRUCTURE AND FUNCTION** (4 hours credit) This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle. Prerequisite: Basic Health Care Assisting (HCA 1115). Three hours lecture, two hours lab.

**HCA 1312. HOME HEALTH AIDE AND HOMEMAKER SERVICES** (2 hours credit) This course includes basic knowledge and skills required to care for the home-bound patient; and basic knowledge and skills required to provide homemaker services. Prerequisite: All core courses. One hour lecture, two hours lab.

## Health, Physical Education and Recreation (HPR)

**HPR 1111. GENERAL PHYSICAL EDUCATION ACTIVITIES I** (1 hour credit) This course is designed to give students a current concept of physical education and

recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 1121. GENERAL PHYSICAL EDUCATION ACTIVITIES II** (1 hour credit) This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 1131. VARSITY SPORTS I** (1 hour credit) Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 1141. VARSITY SPORTS II** (1 hour credit) Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 1213. PERSONAL AND COMMUNITY HEALTH** (3 hours credit) This course covers the application of principles and practices of healthful living to the individual and community, major health problems and the mutual responsibilities of home, school, and health agencies.

**HPR 1313. INTRODUCTION TO KINESIOLOGY/HEALTH, PHYSICAL EDUCATION, AND RECREATION** (3 hours credit) This course covers an introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field.

**HPR 1511(2). TEAM SPORTS I** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 1521(2). TEAM SPORTS II** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 1531(2). INDIVIDUAL AND DUAL SPORTS I** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

**HPR 1541(2). INDIVIDUAL AND DUAL SPORTS II** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

**HPR 1551. FITNESS AND CONDITIONING TRAINING I** (1 hour credit) This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 1561. FITNESS AND CONDITIONING TRAINING II** (1 hour credit) This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 2111. GENERAL PHYSICAL EDUCATION ACTIVITIES III** (1 hour credit) This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 2121. GENERAL PHYSICAL EDUCATION ACTIVITIES IV** (1 hour credit) This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 2131. VARSITY SPORTS III** (1 hour credit) Participation in varsity sports, in-

cluding Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 2141. VARSITY SPORTS IV** (1 hour credit) Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 2213. FIRST AID AND CPR** (3 hours credit) This course covers instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses.

**HPR 2511(2). TEAM SPORTS III** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 2521(2). TEAM SPORTS IV** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 2531(2). INDIVIDUAL AND DUAL SPORTS III** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

**HPR 2541(2). INDIVIDUAL AND DUAL SPORTS IV** (1-2 hours credit) This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

**HPR 2551. FITNESS AND CONDITIONING TRAINING III** (1 hour credit) This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 2561. FITNESS AND CONDITIONING TRAINING IV** (1 hour credit) This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

## **Heating, Air Conditioning and Refrigeration Technology (ACT)**

**ACT 1004. INTRODUCTION TO HEATING AND AIR CONDITIONING TECHNOLOGY** (4 hours credit) This course is designed to introduce students to the fundamentals skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Four hours lecture.

**ACT 1124. BASIC COMPRESSION REFRIGERATION** (4 hours credit) An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, heat transfer, recovery, and lubricants. Two hours lecture, four hours lab.

**ACT 1134. BRAZING AND PIPING** (4 hours credit) Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture, four hours lab.

**ACT 1213. CONTROLS** (3 hours credit) Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture, two hours lab.

**ACT 1313. REFRIGERATION SYSTEM COMPONENTS** (3 hours credit) An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture, two hours lab.

**ACT 1713. ELECTRICITY FOR HEATING, VENTILATION, AIR CONDI-**

**CONDITIONING, AND REFRIGERATION** (3 hours credit) Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture, two hours lab.

**ACT 2324. COMMERCIAL REFRIGERATION** (4 hours credit) A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two hours lecture, four hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2413. HVAC I** (3 hours credit) Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. Two hours lecture, two hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2425. HVAC II** (5 hours credit) An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture, six hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2433. REFRIGERANT, RETROFIT, AND REGULATIONS** (3 hours credit) Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EOA regulations, local, and state codes. Two hours lecture, two hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2513. HEATING SYSTEMS** (3 hours credit) Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture, two hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2624. HEAT LOAD AND AIR PROPERTIES** (3 hours credit) Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture, four hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2912. SPECIAL PROJECT IN HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY** (2 hours credit) A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Two to six hours lab.

## History (HIS)

**HIS 1113. WESTERN CIVILIZATION I** (3 hours credit) This is a general survey of Western Civilization from ancient times to mid-17th century.

**HIS 1123. WESTERN CIVILIZATION II** (3 hours credit) This is a general survey of Western Civilization since the 17th century.

**HIS 1163. WORLD CIVILIZATIONS I** (3 hours credit) This is a general survey of world history from ancient times to the 1500s.

**HIS 1173. WORLD CIVILIZATIONS II** (3 hours credit) This is a general survey of world history from the 1500s to modern times.

**HIS 2213. AMERICAN (U.S.) HISTORY I** (3 hours credit) This is a survey of American (U.S.) history to 1877.

**HIS 2223. AMERICAN (U.S.) HISTORY II** (3 hours credit) This is a survey of American (U.S.) history since 1865.

## **Hotel and Restaurant Management Technology (HRT)**

**HRT 1115. CULINARY PRINCIPLES I** (5 hours credit) Introduction to the food service industry emphasizing sanitation and safety, tools and equipment, basic cooking principles, the recipe (its structure and use), the menu, and fundamentals of food preparation and cookery emphasizing high standards for preparation of, but not limited to such foods as stocks, sauces, soups, and meats. Four hours lecture, two hours lab.

**HRT 1123. HOSPITALITY AND TOURISM INDUSTRY** (3 hours credit) An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.

**HRT 1213. SANITATION AND SAFETY** (3 hours credit) Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the environmental control application through the prevention of food-borne illnesses, cleaning material and procedures, general safety regulations, food processing methods, first aid, and fire prevention. Two hours lecture, two hours lab.

**HRT 1224. RESTAURANT AND CATERING OPERATIONS** (4 hours credit) This course focuses on principles of organizing and managing food and beverage facilities and catering operations. Four hours lecture, two hours lab. Prerequisite: Culinary Principles I (HRT 1115).

**HRT 1413. ROOMS DIVISION MANAGEMENT** (3 hours credit) A systematic approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Two hours lecture, two hours lab.

**HRT 1511-1541. HOSPITALITY SEMINAR** (1 to 4 hours credit) Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. Two hours lab.

**HRT 2233. COST CONTROL** (3 hours credit) Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. Two hours lecture, two hours lab.

**HRT 2613. HOSPITALITY SUPERVISION** (3 hours credit) Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture, two hours lab.

**HRT 2623. HOSPITALITY HUMAN RESOURCE MANAGEMENT** (3 hours credit) Principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Two hours lecture, two hours lab.

**HRT 2914. SUPERVISED WORK EXPERIENCE** (4 hours credit) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 50 industrial contact hours.

**CUT 2224. MENU PLANNING** (4 hours credit) This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide va-

riety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Three hours lecture, two hours lab.

## **Information Systems Technology (IST)**

**IST 1124. IT FOUNDATIONS** (4 hours credit) This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture, two hours lab.

**IST 1133. FUNDAMENTALS OF DATA COMMUNICATIONS** (3 hours credit) This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture, two hours lab.

**IST 1143. SECURITY PRINCIPLES AND POLICIES** (3 hours credit) This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. IST students are required to pass the Microsoft Technology Associates Certification test. Two hours lecture, two hours lab.

**IST 1154. WEB AND PROGRAMMING CONCEPTS** (4 hours credit) This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of creating web pages. Upon completion of this course, students will be able to create a personalized home page. Two hours lecture, four hours lab.

**IST 1163. DATABASE AND SQL CONCEPTS** (3 hours credit) This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture, two hours lab.

**IST 1213. CLIENT INSTALLATION AND CONFIGURATION** (3 hours credit) This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture, two hours lab.

**IST 1263. MICROSOFT OFFICE APPLICATIONS** (3 hours credit) This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software application. Two hours lecture, two hours lab.

**IST 1224. NETWORK COMPONENTS** (4 hours credit) This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. IST students are required to pass the Microsoft Technology Associates Certification test. Two hours lecture, two hours lab. Prerequisite: Fundamentals of Data Communications (IST 1133).

**IST 1244. NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER** (4 hours credit) This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lecture, four hours lab.

**IST 1314. VISUAL BASIC PROGRAMMING LANGUAGE** (4 hours credit) This

introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Two hours lecture, four hours lab.

**IST 1434. WEB DEVELOPMENT USING HTML & CSS (4 hours credit)** This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lectures, two hours lab.

**IST 1514. SQL PROGRAMMING I (4 hours credit)** This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output.

**IST 1523. SQL PROGRAMMING II (3 hours credit)** This course is the second of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output. Prerequisites: SQL Programming I (IST 1513).

**IST 1714. JAVA PROGRAMMING (4 hours credit)** This introduction to the Java Programming Language is to include sort, loops, arrays, and applets. Two hours lecture, four hours lab.

**IST 1724. PROGRAMMING IN PYTHON (4 hours credit)** This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises.

**IST 1764. PROGRAMMING IN PYTHON II (4 hours credit)** This course is designed to provide advanced information to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises. Prerequisite: Programming in Python (IST 1724).

**IST 2224. NETWORK PLANNING AND DESIGN (4 hours credit)** Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Two hours lecture, four hours lab. Prerequisites: Network Components (IST 1223).

**IST 2234. NETWORK IMPLEMENTATION (4 hours credit)** This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two hours lecture, four hours lab. Prerequisite: Network Planning and Design (IST 2224).

**IST 2254. ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER (4 hours credit)** A continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture, four hours lab. Prerequisites: Network Administration Using Microsoft Windows Server (IST 1244).

**IST 2314. SYSTEMS ANALYSIS AND DESIGN (4 hours credit)** This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two hours lecture, two hours lab.

**IST 2324. SCRIPT PROGRAMMING LANGUAGE (4 hours credit)** This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture, four hours lab. Prerequisite: Web Development Using HTML & CSS (IST 1434) or consent of instructor.

**IST 2334. ADVANCED VISUAL BASIC PROGRAMMING LANGUAGE** (4 hours credit) A continuation of the Visual BASIC programming language. Two hours lecture, four hours lab. Prerequisite: Visual BASIC Programming Language (IST 1314).

**IST 2344. DATABASE PROGRAMMING AND DESIGN** (4 hours credit) This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two hours lecture, four hours lab. Prerequisites: Advanced Visual Basic Programming Language (IST 2334) or permission of instructor.

**IST 2374. “C++” PROGRAMMING LANGUAGE** (4 hours credit) This course is designed to introduce the student to the C programming language and its basic functions. Two hours lecture, four hours lab. Prerequisite: Successful completion of any IST programming language course or permission of instructor.

**IST 2454. MOBILE APPLICATION DEVELOPMENT** (4 hours credit) The emergence of a new generation of highly-capable mobile devices and platforms has opened up opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screens, slower network connections, as well as limited memory and processing power. Two hours lecture, two hours lab. Prerequisite: Visual BASIC Programming Language (IST 1314).

**IST 2723. ADVANCED JAVA PROGRAMMING** (3 hours credit) This course is the second of a two-part series that offers students an extensive introduction into Java programming. Students will be taught advanced concepts of arrays, inheritance, applets, and swing components. Prerequisite: Java Programming (IST 1714).

**IST 2814. FULL-STACK WEB DEVELOPMENT** (4 hours credit) This course offers students an introduction into full-stack web development (Django or other applicable software). Students will be taught concepts related to Django and other aspects of full-stack web development components and applications. Prerequisite: consent of instructor.

**IST 2834. FULL-STACK WEB APPLICATION** (4 hours credit) This course is the second of a two-part series that offers students an extensive introduction into web application (Spring or other applicable software). Students will be taught advanced concepts of components. Prerequisite: consent of instructor.

**IST 291(1-6). SUPERVISED WORK EXPERIENCE IN INFORMATION SYSTEMS TECHNOLOGY** (3 hours credit) This course is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours (3- to 18-hour externship). Prerequisites: consent of instructor and completion of at least one semester of advanced coursework in Information Systems Technology.

**IST 292(1-3). SPECIAL PROBLEM IN INFORMATION SYSTEMS TECHNOLOGY** (1-3 hours credit) This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours lab. Prerequisites: consent of instructor.

**IST 293(1-3). SPECIAL PROBLEM IN INFORMATION SYSTEMS TECHNOLOGY** (1-3 hours credit) This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours lab. Prerequisites: consent of instructor.

**IST 294(1-3). SPECIAL PROBLEM IN INFORMATION SYSTEMS TECHNOLOGY** (1-3 hours credit) This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours lab. Prerequisites: consent of instructor.

**IST 2954. CAPSTONE CODING PROJECT** (4 hours credit) This course is designed to encourage students to think critically and solve challenging issues. Students will apply the skills gained to a coding project and/projects. Prerequisite: consent of instructor.

## **Journalism (JOU)**

**JOU 1313. NEWS WRITING AND REPORTING I** (3 hours credit) An introductory course in journalism designed to teach news writing and reporting, the construction of the news article with an emphasis on source news, features, sports, and interview stories and editorials.

**JOU 1323. NEWS WRITING AND REPORTING II** (3 hours credit) An advanced journalism course designed to teach news writing and editing with an emphasis on news, features, sports, and editorials. Prerequisite: News Writing and Reporting I (JOU 1313) or consent of the instructor.

## **Leadership (LEA)**

**LEA 1811. LEADERSHIP AND ORGANIZATIONAL SKILLS I** (1 hour credit) This course is designed for emerging leaders to participate in Student Government. Topics include a brief history of Northwest Mississippi Community College, the role of a student government on a college campus, studies of leadership skills, qualities, and philosophies, effective communication, time management and solution-focused proposals. Student must be in good academic and disciplinary standing.

**LEA 1821. LEADERSHIP AND ORGANIZATIONAL SKILLS II** (1 hour credit) A study of leadership styles and continued study of LEA 1811. Topics include ice breakers, traits of members, non-verbal communication, role functions in groups, time management, stress management, role of the constitution and passing the gavel. Prerequisite: LEA 1811.

**LEA 1831. LEADERSHIP AND ORGANIZATIONAL SKILLS III** (1 hour credit) A study of leadership styles, skills, roles and functions of officers in student organizations. Students serve as officers/chairman of student government committee. Prerequisites: LEA 1811, LEA 1821.

## **Learning and Life Skills (LLS)**

**LLS 1311. ORIENTATION** (1 hour credit) This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. Required for new students with a Composite ACT score of 16 or below.

**LLS 1321. CAREER EXPLORATION** (1 hour credit) This course is designed to assist students in determining career goals. Interest tests, personality inventories and aptitude tests are given to help students determine career choices.

**LLS 1331. INTRODUCTION TO HEALTH PROFESSIONS** (1 hour credit) This course looks at specific allied health professions, describes the education necessary, cer-

tification requirements and expected salary. The course discusses all levels of health care professionals from those requiring a certificate or diploma to those requiring an associate, bachelor's or doctoral degree.

**LLS 1411. IMPROVEMENT OF STUDY** (1 hour credit) Effective study and reading techniques. Students who are on academic probation are required to take LLS 1411 Improvement of Study and are limited to 13 hours.

**LLS 1423. COLLEGE STUDY SKILLS** (3 hours credit) An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college-level courses, both graduate and undergraduate. A required class if enrolled in MAT 0123 Beginning Algebra, ENG 0113 Beginning English and Reading, and REA 1213 Reading Enhancement I.

**LLS 1721. EMPLOYMENT READINESS** (1 hour credit) This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics and job retention skills.

## Library and Information Science (LIS)

**LIS 1121. BASIC LIBRARY RESEARCH** (1 hour credit) This course is designed to provide information concerning the development of books and libraries and give instruction in and practice with the skills necessary for selecting, locating and using library materials in a variety of formats. Online library catalog searching, using MAGNOLIA and MELO databases, reading e-books, evaluating websites, and using style manuals, print resources and library databases will be covered.

## Mathematics (MAT)

**MAT 0123. BEGINNING ALGEBRA** (3 hours credit) A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Course placement: Students with a math ACT sub-score of 16 or below should take MAT 0123. The student may be counseled and/or tested prior to enrollment in this course. Hours do not count toward graduation and will not transfer. The student should make a grade of "C" or higher to advance to MAT 1233.

**MAT 1233. INTERMEDIATE ALGEBRA** (3 hours credit) Topics include linear equations and their graphs, inequalities and number line graphs, rational expressions, factoring, laws of exponents, radicals and polynomials. Prerequisite: MAT 0123 with a grade of "C" or higher or MAT 1213 with a grade of "C" or higher or ACT math sub-score of 17 or 18.

**MAT 1313. COLLEGE ALGEBRA** (3 hours credit) This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations. Prerequisite: High school algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

**MAT 1323. TRIGONOMETRY** (3 hours credit) This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite: MAT 1313 with a grade of "C" or higher or ACT math sub-score of 20 or higher.

**MAT 1343. PRE-CALCULUS** (3 hours credit) A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations;

logarithmic and exponential functions; trigonometric functions; solving trigonometric equations; graphing functions. Prerequisite: MAT 1313 with a grade of “C” or higher or ACT math sub-score of 20 or higher.

**MAT 1513. BUSINESS CALCULUS I** (3 hours credit) A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite: MAT 1313 with a grade of “C” or higher or ACT math sub-score of 22 or higher.

**MAT 1523. BUSINESS CALCULUS II** (3 hours credit) A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Prerequisite: MAT 1513 with grade of “C” or higher.

**MAT 1613. CALCULUS I** (3 hours credit) Includes limits, continuity, the definition of the derivative, differentiation, applications, and antiderivatives. Prerequisite: ACT math sub-score of 22 or higher and high school trigonometry or high school pre-calculus, or MAT 1313 and MAT 1323 with grades of “C” or higher, or MAT 1323 with a grade of “C” or higher, or MAT 1343 with a grade of “C” or higher.

**MAT 1623. CALCULUS II** (3 hours credit) This course includes a study of the definite integral, differentiation and integration of transcendental functions, techniques of integration, and applications. Prerequisite: MAT 1613 with grade of “C” or higher.

**MAT 1723. REAL NUMBER SYSTEM** (3 hours credit) Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Prerequisite: ACT math sub-score of 19 or higher or MAT 1233 with a grade of “C” or higher, or MAT 1313 with a grade of “C” or higher.

**MAT 1733. GEOMETRY, MEASUREMENT, AND PROBABILITY** (3 hours credit) Designed for elementary and special education majors, this course includes study of geometric definitions, shapes and formulas; linear and angular measurements; unit conversions; statistics and probability. Prerequisite: ACT math sub-score of 19 or higher or MAT 1233 with a grade of “C” or higher, or MAT 1313 with a grade of “C” or higher.

**MAT 2113. INTRODUCTION TO LINEAR ALGEBRA** (3 hours credit) This course includes the study of systems of linear equations, matrices, vector spaces, determinants, orthogonality, linear transformations, applications, eigenvalues and eigenvectors. Prerequisite: MAT 1623 with grade of “C” or higher.

**MAT 2323. STATISTICS** (3 hours credit) Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1233 with a grade of “C” or higher or ACT math sub-score of 19 or higher.

**MAT 2513. ELEMENTARY MATHEMATICAL ANALYSIS** (3 hours credit) Selected topics in quantitative methods with an emphasis on business applications. Topics include Gauss-Jordan elimination, simplex methods for linear programming models, and transportation and assignment algorithms. Prerequisite: MAT 1513 with grade of “C” or higher.

**MAT 2613. CALCULUS III** (3 hours credit) This course includes study in analytical geometry, parametric equations, polar coordinates, improper integrals, infinite series, vectors, and geometry of space. Prerequisite: MAT 1623 with a grade of “C” or higher.

**MAT 2623. CALCULUS IV** (3 hours credit) This course includes the study of partial differentiation, optimization, multiple integration, vector calculus, quadric surfaces, line integrals, the divergence theorem, and Stokes' Theorem. Prerequisite: MAT 2613 with a grade of “C” or higher.

**MAT 2913. DIFFERENTIAL EQUATIONS** (3 hours credit) This course includes study in solution of first and higher order differential equations, existence theorems, Laplace transforms, and applications. Prerequisite: MAT 2613 with grade of “C” or higher or permission of instructor.

## Modern Foreign Language (MFL)

**MFL 1113. FRENCH I** (3 hours credit) This course, an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language.

**MFL 1123. FRENCH II** (3 hours credit) This course continues MFL 1113 with wider vocabulary and more complex structures and functions.

**MFL 1213. SPANISH I** (3 hours credit) This course is an oral-aural approach, which stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication.

**MFL 1223. SPANISH II** (3 hours credit) This course continues MFL 1213 with wider vocabulary and more complex structures and functions.

**MFL 2113. FRENCH III** (3 hours credit) This course continues MFL 1123 with additional materials of literary and cultural value.

**MFL 2123. FRENCH IV** (3 hours credit) This course continues MFL 2113 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar.

**MFL 2213. SPANISH III** (3 hours credit) This course continues MFL 1223 with additional materials of literary and cultural value.

**MFL 2223. SPANISH IV** (3 hours credit) This course continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar.

**MFL 2513. OCCUPATIONAL SPANISH** (3 hours credit) This course is designed to teach basic oral communication skills in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business.

## Music Applied (MUA)

**MUA 1141, 1151, 2141, 2151. ELECTIVE BRASS I, II, III, IV** (1 hour credit) Brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing.

**MUA 1172, 1182, 2172, 2182. BRASS FOR MUSIC EDUCATION MAJORS I, II, III, IV** (2 hours credit) Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 1441, 1451, 2441, 2451. ELECTIVE PERCUSSION I, II, III, IV** (1 hour credit) Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

**MUA 1472, 1482, 2472, 2482. PERCUSSION FOR MUSIC EDUCATION MAJORS I, II, III, IV** (2 hours credit) Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, and develop the student's interest in playing.

**MUA 1511, 1521, 2511, 2521. CLASS PIANO FOR MUSIC EDUCATION MAJORS** (1 hour credit) I, II, III, IV.

**MUA 1531, 1561. CLASS PIANO FOR NON-MAJORS I, II** (1 hour credit) I, II.

**MUA 1541, 1551, 2541, 2551. PIANO FOR NON-MAJORS** (1 hour credit) Elective Piano, I, II, III, IV.

**MUA 1572, 1582, 2572, 2582. PIANO FOR MUSIC EDUCATION MAJORS** (2 hours credit) I, II, III, IV.

**MUA 1672, 1682, 2672, 2682. STRINGS FOR MUSIC EDUCATION MAJORS** (2 hours credit) I, II, III, IV.

**MUA 1711, 1721, 2711, 2721. CLASS VOICE I, II, III, IV** (1 hour credit) Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

**MUA 1741, 1751, 2741, 2751. VOICE FOR NON-MAJORS** (1 hour credit) Voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

**MUA 1772, 1782, 2772, 2782. VOICE FOR VOCAL MUSIC EDUCATION MAJORS I, II, III, IV** (2 hours credit) Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

**MUA 1841, 1851, 2841, 2851. ELECTIVE WOODWINDS I, II, III, IV** (1 hour credit) Woodwind instruction for music majors and non-majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

**MUA 1872, 1882, 2872, 2882. WOODWINDS FOR MUSIC EDUCATION MAJORS I, II, III, IV** (2 hours credit) Woodwind instruction for music majors and non-majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

## **Music (MUS)**

**MUS 1113. MUSIC APPRECIATION** (3 hours credit) A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture.

**MUS 1133. FUNDAMENTALS OF MUSIC** (3 hours credit) Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. For prospective music majors only.

**MUS 1214. MUSIC THEORY I LECTURE/LAB** (4 hours credit) Study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills. For music pathway students only or with permission of instructor.

**MUS 1224. MUSIC THEORY II LECTURE/LAB** (4 hours credit) Continued study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills.

**MUS 1413. BASIC COMPUTER SKILLS FOR MUSICIANS** (3 hours credit) This course is designed to introduce students to digital media skills and the Apple Operating System.

**MUS 1423. SURVEY OF POPULAR MUSIC** (3 hours credit) Advanced listening course, designed to acquaint the Music Industry major with a broad overview of popular musical styles and repertoire from the beginnings of American Popular Music to the present.

**MUS 1910. RECITAL CLASS** Required performance of solo and ensemble literature by students majoring in music.

**MUS 1920. RECITAL CLASS** A continuation of MUS 1910.

**MUS 2214. MUSIC THEORY III LECTURE/LAB** (4 hours credit) Continued study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills.

**MUS 2224. MUSIC THEORY IV LECTURE/LAB** (4 hours credit) Continued study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills.

**MUS 2413. COMPUTER RECORDING I** (3 hours credit) Introduction to basic knowledge, theory, and application of a native Digital Audio Workstation. Students continue their study of MIDI, arranging, sequencing, software instruments, and recording in a native DAW environment (Apple Logic Pro X).

**MUS 2423. COMPUTER RECORDING II** (3 hours credit) A continuation of Computer Recording I utilizing native and proprietary DAW recording systems. Additional topics covered include audio recording, digital effects, automation, performance tools, and nonlinear editing.

**MUS 2443. AUDIO ENGINEERING I** (3 hours credit) Practical techniques and application of session procedures and recording. Includes vocal and instrument characteristics, microphone placement, track assignment, mixing, and console and recorder operation in a native or proprietary DAW environment.

**MUS 2453. AUDIO ENGINEERING II** (3 hours credit) Practical techniques in session procedures and recording. Topics include recording and mixing theory and techniques, critical listening, signal routing and processing, and basic project mastering techniques.

**MUS 2910. RECITAL CLASS** A continuation of MUS 1920.

**MUS 2920. RECITAL CLASS** A continuation of MUS 2910.

## Music Organizations (MUO)

**MUO 1111, 1121, 2111, 2121. BAND I, II, III, IV** (1 hour credit) Designed to teach the principles of playing musical instruments, explore varied levels of literature, and develop the student's knowledge of performance techniques. Prerequisite: audition.

**MUO 1131, 2131. SMALL INSTRUMENT ENSEMBLE I, III** (1 hour credit) Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Prerequisite: audition.

**MUO 1141, 2141. SMALL INSTRUMENT ENSEMBLE II, IV** (1 hour credit) Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Prerequisite: audition.

**MUO 1171, 1181, 2171, 2181. LARGE JAZZ ENSEMBLE I, II, III, IV** (1 hour credit) A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. Prerequisite: audition and participation in NWCC Band.

**MUO 1211, 1221, 2211, 2221. CHOIR I, II, III, IV** (1 hour credit) A course for music majors and non-majors focused on performing choral music from a variety of style periods.

**MUO 1241, 1251, 2241, 2251. SELECT VOICE ENSEMBLE I, II, III, IV** (1 hour credit) A course for select singers focused on performing from one or more genres of music.

## Nursing (NUR)

**NUR 1109. NURSING I** (9 hours credit) This course introduces concepts required for the foundation of nursing knowledge, professional nursing practice and the nursing role on the health care team. The course focuses on the development of clinical reasoning to provide basic physiological and psychosocial patient-centered nursing care utilizing safety, teamwork and communication. This course provides students with didactic and clinical learning experiences in the nursing laboratory and selected clinical agencies. This course will also provide information for the calculations needed to accurately calculate fractional dosages and equivalences as needed to safely implement medication administration for clients. A grade of “C” or above is required for the theory component before advancing to the clinical component. If this does not occur, the theory, pharmacology and clinical components must be retaken. Prerequisites: Admission to the Nursing Program, BIO 2513, BIO 2511, MAT 1313. Six theory hours and nine clinical hours per week. Clock hours: 90 theory/135 clinical.

**NUR 1209. NURSING II** (9 hours credit) This course provides students with both didactic and clinical learning experiences designed to provide physiological and psychosocial nursing care to adult clients. Emphasis is placed on functioning as a client advocate and a member of the multidisciplinary team with appropriate prioritization and delegation of care. This course builds on the development of clinical reasoning presented in NUR 1109 to provide supervised learning experiences to prepare the student to provide compassionate, coordinated, age and culturally appropriate, safe and effective nursing care to adult medical-surgical clients. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of “C” or above is required for the theory component before advancing to the clinical component. If this does not occur, both the theory and clinical components must be retaken. Prerequisites: NUR 1109, BIO 2523, BIO 2521. Six theory hours and nine clinical hours per week. Clock hours: 90 theory/135 clinical.

**NUR 1316. LPN-RN TRANSITION** (6 hours credit) This course facilitates the transition of the licensed practical nurse (LPN) to the role of the registered nurse. The content augments knowledge gained in the LPN program and includes an overview of foundational nursing knowledge, professional nursing practice and the nursing role on the health care team. Course content from NUR 1109 and NUR 1209 is presented in this course to focus on the development of clinical reasoning with emphasis placed on the provision of compassionate, coordinated, age and culturally appropriate, safe and effective nursing care to adult medical-surgical clients. This course is completed during an eight-week summer term and includes didactic and clinical components. A grade of “C” or above is required for the theory component before progressing to the clinical component. If this does not occur, both the theory and clinical components must be retaken the following summer OR students are eligible to enter NUR 1109 the following fall semester (space permitting) or the following spring semester. Clock hours: 75 theory/45 clinical.

**NUR 2002. LPN ADVANCED PLACEMENT** (12 hours credit) This course will provide 12 hours credit for validation of knowledge from previous LPN program. Prerequisites: Admission to the LPN-RN Transition program option and a grade of “C” or above in NUR 1316. No clock hours required.

**NUR 2123. PHARMACOLOGY I** (3 hours credit) Elective Course. This course is designed to supplement basic pharmacological concepts introduced in the first year of the associate degree nursing program. Pharmacology is integrated throughout the nursing curriculum; however this course will serve to enhance students’ knowledge and clinical reasoning by providing a review of drug classifications and focusing on the role of the professional nurse in the safe and efficient administration of medications to adult clients with a variety of medical-surgical conditions. Recommend after successful com-

pletion of NUR 1109. Prerequisite: Admission to ADN Nursing Program; Clock hours: 45 theory.

**NUR 2119. NURSING III** (9 hours credit) This course provides students with both didactic and clinical learning experiences designed to provide nursing care to the child-bearing family, children and adults with acute and chronic illnesses. This course builds on the development of clinical reasoning to provide compassionate, coordinated, age and culturally appropriate, safe and effective physiological and psychosocial nursing care across the lifespan. This course focuses on wellness, health promotion and prevention of illness to enhance health outcomes of individuals and families. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component in order to progress to NUR 2129. If this does not occur, both the theory and clinical components must be retaken together. Prerequisites: NUR 1109, EPY 2533, NUR 1209 or NUR 1316. Six hours of lecture and 9 hours clinical practice per week. Clock hours: 90 theory/135 clinical.

**NUR 2133. PHARMACOLOGY II** (3 hours credit) Elective Course. This course is designed to supplement basic and advanced pharmacological concepts introduced in the first and second year of the associate degree nursing program. Pharmacology is integrated throughout the nursing curriculum; however this course will serve to enhance students' knowledge and clinical reasoning by providing a review of drug classifications and focusing on the role of the professional nurse in the safe and efficient administration of medications to clients across the lifespan with a variety of medical-surgical, obstetrical and psychiatric conditions. Clock hours: 45 theory. Pre-requisites: NUR 1109 and NUR 1209.

**NUR 2313. TRANSITION TO PROFESSIONAL PRACTICE** (3 hours credit) This course facilitates the transition of the student to the role of the professional nurse. Emphasis is placed on preparation for successful completion of licensure examination and employment readiness. Prerequisite: NUR 2119. Co-requisite: NUR 2219. Three theory hours per week. Clock hours: 45.

**NUR 2129. NURSING IV** (9 hours credit) This course provides students with both didactic and clinical learning experiences and builds on the concepts and clinical reasoning skills in NUR 1109, NUR 1209 and NUR 2119. Emphasis is placed on psychosocial assessment, therapeutic communication, psychiatric treatment, advanced medical-surgical conditions, leadership, management, prioritization, and appropriate delegation of care while functioning as a client advocate and a member of the multidisciplinary team. Provides supervised learning experiences in the college nursing laboratory and selected clinical agencies developing skills in preparation to provide competent entry-level professional, compassionate, coordinated, age and culturally appropriate, safe and effective nursing care. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component for success in the course. If this does not occur, both the theory and clinical components must be retaken together. Prerequisites: NUR 2119. Co-requisite: NUR 2313.

**NUR 2323. NURSE EXTERNSHIP (SUMMER)** This elective course provides the sophomore nursing student with the opportunity to strengthen clinical skills by working with designated clinical preceptors within the hospital setting. This course is offered during the summer sessions under the guidelines of the Mississippi Office of Nursing Workforce. The student must be selected for employment in the Nurse Externship program by a participating agency prior to registration and work 320 hours at the affiliated agency during the summer term. Prerequisite: NUR 1209.

## Paralegal Technology (LET)

**LET 1123. INTRODUCTION TO LAW** (3 hours credit) This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three hours lecture.

**LET 1213. LEGAL RESEARCH** (3 hours credit) This course is an introduction to basic sources of law and the methods of legal research, including ethics.

**LET 1513. FAMILY LAW** (3 hours credit) This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture.

**LET 1523. WILLS AND ESTATES** (3 hours credit) This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lecture.

**LET 1713. LEGAL WRITING** (3 hours credit) This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Three hours lecture.

**LET 2313. CIVIL LITIGATION I** (3 hours credit) This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi court system and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lecture.

**LET 2323. TORTS** (3 hours credit) This course provides instruction in the area of law which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, types of tort, damages, ethics, and remedies. Three hours lecture.

**LET 2333. CIVIL LITIGATION II** (3 hours credit) This course is designed to continue the study of the litigation process from discovery through appeal. Three hours lecture. Prerequisite: Civil Litigation I (LET 2313) with a grade of "C" or higher.

**LET 2453. REAL PROPERTY I** (3 hours credit) This course is an introduction to real property law including ownership and transfer, employing ethics. Three hours lecture.

**LET 2463. REAL PROPERTY II** (3 hours credit) This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. Three hours lecture. Prerequisite: Real Property I (LET 2453) with a grade of "C" or higher.

**LET 2913. SPECIAL PROBLEMS** (3 hours credit) A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. The instructor and student work closely together and review in detail legal topics and competencies required in the work place. This course can only be taken in the semester that the student anticipates graduation.

**LET 2923. INTERNSHIP FOR PARALEGAL** (3 hours credit) Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. 135 clock hours.

## Philosophy (PHI)

**PHI 1113. OLD TESTAMENT SURVEY** (3 hours credit) The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature.

**PHI 1133. NEW TESTAMENT SURVEY** (3 hours credit) A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts and other New Testament books.

**PHI 2113. INTRODUCTION TO PHILOSOPHY** (3 hours credit) An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking.

**PHI 2143. INTRODUCTION TO ETHICS** (3 hours credit) An introduction to moral philosophy with the investigation of some selected moral problems.

**PHI 2613. INTRODUCTION TO WORLD RELIGIONS** (3 hours credit) An introduction to the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions.

**PHI 2713. INTRODUCTION TO LOGIC** (3 hours credit) An introduction to the discipline of logic including formal and informal logic, as well as the development of critical thinking skills.

## Physics (PHY)

**PHY 1111. INTRODUCTION TO ASTRONOMY, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113, Introduction to Astronomy.

**PHY 1113. INTRODUCTION TO ASTRONOMY** (3 hours credit) A lecture course that includes surveys of the solar system, our galaxy and the universe. Three hours lecture.

**PHY 1213. SURVEY OF PHYSICS I** (3 hours credit) A lecture course covering the concepts of mechanics, sound, light, fluids, and waves. Non-calculus based. Three hours lecture.

**PHY 2241. PHYSICAL SCIENCE I, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243, Physical Science I, Lecture. Corequisite: concurrent enrollment PHY 2243.

**PHY 2243. PHYSICAL SCIENCE I, LECTURE** (3 hours credit) A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Corequisite: MAT 1233, Intermediate Algebra or ACT math subscore of 19 or higher.

**PHY 2251. PHYSICAL SCIENCE II, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253, Physical Science II, Lecture. Corequisite: concurrent enrollment in PHY 2253.

**PHY 2253. PHYSICAL SCIENCE II, LECTURE** (3 hours credit) A lecture course that includes studies of chemistry, geology, and meteorology.

**PHY 2411. PHYSICS LABORATORY I** (1 hour credit) Laboratory experiments coordinated with lecture topics in PHY 2413.

**PHY 2413. GENERAL PHYSICS I, LECTURE** (3 hours credit) A lecture course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Prerequisite: Two years of high school algebra and trigonometry or MAT 1313 and MAT 1323. Satisfies physics requirement for pre-pharmacy and pre-medical students. (PHY 2413 and 2411 must be taken concurrently.)

**PHY 2421. PHYSICS LABORATORY II** (1 hour credit) Laboratory experiments coordinated with lecture topics in PHY 2423.

**PHY 2423. GENERAL PHYSICS II, LECTURE** (3 hours credit) A lecture course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: A score of "C" or better in PHY 2413 and 2411 are required before taking this class.

**PHY 2511. PHYSICS LABORATORY FOR SCIENCE AND ENGINEERING I** (1 hour credit) This laboratory accompanies PHY 2513. Corequisite: PHY 2513.

**PHY 2513. PHYSICS FOR SCIENCE AND ENGINEERING I** (3 hours credit) A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: MAT 1613 (PHY 2513 and PHY 2511 must be taken concurrently). Note: This course is alternatively entitled GENERAL PHYSICS I-A, Lecture, in the Uniform Course Numbering System.

**PHY 2521. PHYSICS LABORATORY FOR SCIENCE AND ENGINEERING II**  
This laboratory accompanies PHY 2523. Corequisite: PHY 2523.

**PHY 2523. PHYSICS FOR SCIENCE AND ENGINEERING II** (3 hours credit) A lecture course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, and mathematics. Corequisite: MAT 1623 (PHY 2523 and PHY 2521 must be taken concurrently). Note: This course is alternatively entitled GENERAL PHYSICS II-A, Lecture, in the Uniform Course Numbering System. Prerequisite: A score of "C" or better in PHY 2513 and 2511 are required before taking this class.

## Political Science (PSC)

**PSC 1113. AMERICAN NATIONAL GOVERNMENT** (3 hours credit) Survey of the foundations, institutions, and political aspects of American national government.

## Practical Nursing (PNV)

**PNV 1213. BODY STRUCTURE AND FUNCTION** (3 hours credit) This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three hours lecture.

**PNV 1426. FUNDAMENTALS OF NURSING THEORY** (6 hours credit) This course provides the student with basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. This course requires concurrent registration in PNV 1437 and requires a passing grade in PNV 1426 and PNV 1437 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**PNV 1437. FUNDAMENTALS OF NURSING LAB/CLINICAL** (7 hours credit) This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Concurrent registration in PNV 1426 is required. Ten hours lab, six clinical hours. A passing grade in PNV 1426 and PNV 1437 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**PNV 1524. IV THERAPY AND PHARMACOLOGY** (4 hours credit) This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as

outlined in the Mississippi Nursing Practice Law, Rules and Regulations. The student, upon completion of this course and the practical nursing program, will receive a certificate to indicate that he/she has completed this portion of the course and are ready for the clinical check-offs in the job setting as outlined in the Board of Nursing Requirements. Practical Nurse licensure will be required before completion of IV certification. Three hours lecture, two hours lab. Pre-requisites: all first semester courses.

**PNV 1614. MEDICAL/SURGICAL NURSING THEORY (4 hours credit)** This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Alterations in Adult Health Theory (PNV 1634). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included. Prerequisites: all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

**PNV 1622. MEDICAL/SURGICAL NURSING CLINICAL (2 hours credit)** This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process. Six hours clinical. Prerequisites: all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

**PNV 1634. ALTERATIONS IN ADULT HEALTH THEORY (4 hours credit)** This course provides the student with basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Medical/Surgical Nursing (PNV 1614). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included. Prerequisites: all first semester courses. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**PNV 1642. ALTERATIONS IN ADULT HEALTH CLINICAL (2 hours credit)** This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process. Six hours clinical. Prerequisites: all first semester courses. Concurrent registration in PNV 1634 is required. A passing grade in PNV 1634 and PNV 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

**PNV 1714. MATERNAL-CHILD NURSING (4 hours credit)** This course provides the student with basic knowledge and skills to provide safe and effective care for clients and families during pregnancy, postpartum, infancy, and childhood. 3.7 hours lecture, one hour clinical. Prerequisites: all first semester courses.

**PNV 1814. MENTAL HEALTH NURSING (4 hours credit)** This course provides an introduction to mental health concepts. Clinical experience will provide application of learned theory. 3.7 hours lecture, one hour clinical. Prerequisites: all first semester courses.

**PNV 1914. NURSING TRANSITION (4 hours credit)** This course promotes the development of clinical decision making skills and an interest in continued professional

development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included. Three hours lecture, three hours clinical. Prerequisites: all first and second semester PNV courses.

## **Precision Manufacturing and Machining Technology (MST)**

**MST 1116. POWER MACHINERY I** (6 hours credit) This course provides instruction of general shop safety as well as the operation of power machinery, which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Three hours lecture, six hours lab.

**MST 1125. POWER MACHINERY II** (5 hours credit) A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, and precision grinders. Two hours lecture, six hours lab.

**MST 1313. MACHINE TOOL MATH** (3 hours credit) An applied mathematics course designed for machinists that includes instruction and practice in algebraic and trigonometric operations. Three hours lecture.

**MST 1413. BLUEPRINT READING** (3 hours credit) Interpreting and applying prints and specifications designed for machinists. Two hours lecture, two hours lab.

**MST 1423. ADVANCED BLUEPRINT READING** (3 hours credit) A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. Two hours lecture, two hours lab.

**MST 1613. PRECISION LAYOUT** (3 hours credit) Precision layout for machining operations that includes instruction and practice in the use of layout instruments. Two hours lecture, two hours lab.

**MST 2135. POWER MACHINERY III** (5 hours credit) A continuation of Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling, and grinding machine. Three hours lecture, four hours lab.

**MST 2144. POWER MACHINERY IV** (4 hours credit) A continuation of Power Machinery III with emphasis on advanced operations on the milling machine and engine lathe and discussion of advanced machining technologies. Two hours lecture, four hours lab.

**MST 2714. CNC I** (4 hours credit) An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and command, and tooling requirements for CNC/CAM machines. Two hours lecture, four hours lab.

**MST 2724. CNC II** (4 hours credit) A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, and CNC machine centers). Two hours lecture, four hours lab.

**MST 2734. FUNDAMENTALS OF CAD/CAM** (4 hours credit) This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. Two hours lecture, four hours lab.

**MST 2813. METALLURGY** (3 hours credit) Concepts of metallurgy including instruction and practice in safety, metal identification, heat treatment, and hardness testing. Three hours lecture.

## Psychology (PSY)

**PSY 1513. GENERAL PSYCHOLOGY** (3 hours credit) An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality, and abnormal behavior.

**PSY 2113. LABORATORY IN PSYCHOLOGY** (3 hours credit) Students will experience discussion and application of descriptive (survey, case study, archival and observational) correlation and experimental research methods. Specifically, the purpose is to train students to understand and use research principles, ethics, issues, and methodology for conducting entry-level independent research projects by studying specific areas of human behavioral, perceptual and cognitive functioning. The student will be introduced to research, ethics and issues.

**PSY 2323. STATISTICS FOR BEHAVIORAL SCIENCE** (3 hours credit) This course is an introduction to descriptive and inferential statistics, including measures of central tendency and variability, correlation, t-tests, and analysis of variance.

**PSY 2513. CHILD PSYCHOLOGY** (3 hours credit) A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial, and cognitive development.

**PSY 2523. ADOLESCENT PSYCHOLOGY** (3 hours credit) A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial, and cognitive development.

**PSY 2543. APPLIED BEHAVIORAL ANALYSIS** (3 hours credit) Application of the principles of applied behavior analysis to problems involving human behavior change.

**PSY 2553. PSYCHOLOGY OF PERSONAL ADJUSTMENT** (3 hours credit) A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration.

## Reading (REA)

**REA 1213. READING ENHANCEMENT I** (3 hours credit) A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Placement is based on the ACT Reading Sub-Score of 12 or below. A grade of "A", "B", or "C" advances the student to REA 1223. A grade of "D" or "F" in REA 1213 requires the student to repeat REA 1213.

**REA 1223. READING ENHANCEMENT II** (3 hours credit) A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Placement is based on the ACT Reading Sub-Score of 13-16. A grade of "A", "B" or "C" exits the student from reading courses. A grade of "D" or "F" requires the student to repeat REA 1223.

## Respiratory Therapy (RCT)

**RCT 1214. RESPIRATORY CARE SCIENCE** (4 hours credit) Designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic ap-

proach to patient care will be emphasized. Three hours lecture, two hours lab. Prerequisites: Anatomy and Physiology I and II (BIO 2513 and BIO 2523); program admission; or program director's approval.

**RCT 1223. PATIENT ASSESSMENT AND PLANNING** (3 hours credit) Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention.

**RCT 1313. CARDIOPULMONARY ANATOMY AND PHYSIOLOGY** (3 hours credit) A study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. Three hours lecture. Prerequisites: Anatomy and Physiology I and II (BIO 2513 and BIO 2523); program admission; or program director's approval.

**RCT 1322. PULMONARY FUNCTION TESTING (PFT)** (2 hours credit) This course is an introduction to pulmonary function technique and testing equipment. Prerequisites: Respiratory Care Practitioner I (RCT 1414) or instructor's approval.

**RCT 1415. RESPIRATORY CARE PRACTITIONER I** (5 hours credit) A study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support. Two hours lecture, eight hours lab. Prerequisite: program admission.

**RCT 1424. RESPIRATORY CARE PRACTITIONER II** (4 hours credit) A continuation of Respiratory Care Practitioner I. A study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture, two hours lab. Prerequisite: Respiratory Care Practitioner I (RCT 1414).

**RCT 1516. CLINICAL PRACTICE I** (6 hours credit) Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Twelve hours clinical. Prerequisites: Anatomy and Physiology I and II (BIO 2513 and BIO 2523), Respiratory Care Science (RCT 1114), Patient Assessment and Planning (RCT 1213), and Cardiopulmonary Anatomy and Physiology (RCT 1313).

**RCT 1523. CLINICAL PRACTICE II** (3 hours credit) Students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures. A review of all aspects of respiratory care. Nine hours clinical. Prerequisites: Clinical Practice I (RCT 1516) and Respiratory Care Practitioner II (RCT 1424).

**RCT 1613. RESPIRATORY CARE PHARMACOLOGY** (3 hours credit) Designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Three hours lecture. Prerequisites: Anatomy and Physiology I (BIO 2513) and Anatomy and Physiology II (BIO 2523); program admission; or program director's approval.

**RCT 2333. CARDIOPULMONARY PATHOLOGY** (3 hours credit) A study of the cardiopulmonary pathophysiology. Includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Three hours lecture. Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313), Respiratory Care Practitioner III (RCT 2434), and Clinical Practice III (RCT 2536), or instructor's approval.

**RCT 2434. RESPIRATORY CARE PRACTITIONER III** (4 hours credit) A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Three hours lecture, two hours lab. Prerequisites: Clinical Practice II (RCT 1523); program progression.

**RCT 2534. CLINICAL PRACTICE III** (4 hours credit) Students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Six hours clinical, no lecture. Prerequisites: Clinical Practice I (RCT 1516) and Clinical Practice II (RCT 1524); program progression.

**RCT 2546. CLINICAL PRACTICE IV** (6 hours credit) Students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. Six hours clinical, no lecture. Prerequisites: Clinical Practice I (RCT 1516), Clinical Practice II (RCT 1523), Clinical Practice III (RCT 2536).

**RCT 2613. NEONATAL/PEDIATRICS MANAGEMENT** (3 hours credit) A study of fetal development and the transition to the extrauterine environment. Includes the most common cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment. Three hours lecture. Prerequisite: Respiratory Care Practitioner II (RCT 1424) or instructor's approval.

**RCT 2712. RESPIRATORY CARE SEMINAR** (2 hours credit) Designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. One hour lecture, two hours lab. Prerequisite: Respiratory Care Practitioner III (RCT 2434) or instructor's approval.

## **Social Work (SWK)**

**SWK 1113. SOCIAL WORK: A HELPING PROFESSION** (3 hours credit) The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry.

## **Sociology (SOC)**

**SOC 2113. INTRODUCTION TO SOCIOLOGY I** (3 hours credit) This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups.

**SOC 2133. SOCIAL PROBLEMS** (3 hours credit) This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them.

**SOC 2143. MARRIAGE AND FAMILY** (3 hours credit) A study of the development of marriage and family as social institutions within society.

**SOC 2223. PERSPECTIVES ON CHILD MALTREATMENT AND CHILD ADVOCACY** (3 hours credit) An introductory course for Child Advocacy Studies. This course covers the history, legal framework, responses to, and pertinent issues in child maltreatment and child advocacy. Course also focuses on controversial issues in the field.

## **Speech and Theatre (SPT)**

**SPT/COM 1113. PUBLIC SPEAKING I** (3 hours credit) Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**SPT 1153. VOICE, DICTION AND PHONETICS** (3 hours credit) A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production.

**SPT 1163. ARGUMENTATION AND DEBATE** (3 hours credit) The study and application of basic argumentative technique; integration of speech techniques through class debates. Prerequisite: Grade of “C” or better in SPT 1113 (Public Speaking I).

**SPT 1213. FUNDAMENTALS OF THEATRE PRODUCTION** (3 hours credit) A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production.

**SPT 1233. ACTING I** (3 hours credit) An introduction to the basic techniques of acting for the stage.

**SPT 1241. DRAMA PRODUCTION I** (1 hour credit) Participation in college drama. Required for theatre majors.

**SPT 1251. DRAMA PRODUCTION II** (1 hour credit) Participation in college drama. Required for theatre majors.

**SPT 1273. THEATRICAL MAKEUP** (3 hours credit) Techniques in the application of makeup for the stage.

**SPT 2143. ORAL INTERPRETATION** (3 hours credit) Training is given in the techniques of oral interpretative reading, its theories and practices.

**SPT/COM 2173. INTERPERSONAL COMMUNICATION** (3 hours credit) Theory and analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Prerequisite: Grade of “C” or better in SPT 1113 (Public Speaking I).

**SPT 2223. STAGECRAFT** (3 hours credit) Implementation and application of all technical elements of production, design, and operation (SPT 1241, 1251, 2241, or 2251 is required).

**SPT 2233. THEATRE APPRECIATION (Non-majors)** (3 hours credit) An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre. A Fine Arts elective.

**SPT 2241. DRAMA PRODUCTION III** (1 hour credit) Participation in college drama. Required for theatre majors.

**SPT 2251. DRAMA PRODUCTION IV** (1 hour credit) Participation in college drama. Required for theatre majors.

**SPT 2283. ACTING II** (3 hours credit) Continued training in the techniques of role preparation and character development through concentrated monologue and scene work. Prerequisite: Grade of “C” or better in SPT 1233 (Acting I).

## **Surgical Technology (SUT)**

**SUT 1113. FUNDAMENTALS OF SURGICAL TECHNOLOGY** (3 hours credit) This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia.

**SUT 1216. PRINCIPLES OF SURGICAL TECHNIQUE** (6 hours credit) This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques.

**SUT 1223. MEDICAL TERMINOLOGY FOR SURGICAL TECHNOLOGISTS** (3 hours credit) A study of medical terminology as it relates to the practice of surgical technology.

**SUT 1314. SURGICAL ANATOMY** (4 hours credit) Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience.

**SUT 1413. SURGICAL MICROBIOLOGY** (3 hours credit) This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection.

**SUT 1518. BASIC AND RELATED SURGICAL PROCEDURES** (8 hours credit) This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Prerequisites: CPR-Health Care Provider and all first semester courses.

**SUT 1528. SPECIALIZED SURGICAL PROCEDURES** (8 hours credit) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Prerequisites: CPR-Health Care Provider and all first semester courses.

**SUT 1538. ADVANCED SURGICAL PROCEDURES** (8 hours credit) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination. Prerequisites: CPR-Health Care Provider and all second semester courses.

## Technical Mathematics (TMA)

**TMA 1833. TECHNICAL TRIGONOMETRY** (3 hours credit) A study of the solutions of right and oblique triangle, identities, trigonometric equations, and polar and parametric equations. Three lectures per week.

**TMA 2143. INTRODUCTION TO CALCULUS** (3 hours credit) Broad coverage of the most widely accepted areas of college level calculus with special application for technicians. Topics covered are functions, analytic geometry, differential and integral calculus. Three lectures per week.

## Welding and Cutting (WLT)

**WLT 1114. SHIELDED METAL ARC WELDING I** (4 hours credit) This course is designed to teach students welding techniques using E-601X electrodes. One hour lecture, six hours lab.

**WLT 1125. GAS METAL ARC WELDING (GMAW)** (5 hours credit) This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer. One hour lecture, 10 hours lab.

**WLT 1135. GAS TUNGSTEN ARC WELDING (GTAW)** (5 hours credit) This

course is designed to give the student experience in various welding applications with the GTAW welder. One hour lecture, 10 hours lab.

**WLT 1143. FLUX CORED ARC WELDING (FCAW)** (3 hours credit) This course is designed to give the student experience in FCAW. One hour lecture, four hours lab.

**WLT 1173. INTRODUCTION TO WELDING & SAFETY** (3 hours credit) This course is designed to give the student an introduction to the welding profession and experience in safety procedures related to welding. One hour lecture, four hours lab.

**WLT 1225. SHIELDED METAL ARC WELDING II** (5 hours credit) This course is designed to teach students welding techniques using E-7018 electrodes. One hour lecture, eight hours lab.

**WLT 1232. DRAWING AND WELDING SYMBOL INTERPRETATION** (2 hours credit) This course is designed to give the student advanced experience in reading welding symbols. One hour lecture, two hours lab.

**WLT 1313. CUTTING PROCESSES** (3 hours credit) This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. One hour lecture, four hours lab.

## **Work-Based Learning (WBL)**

**WBL 191(1-3). WORK-BASED LEARNING I** (3 hours credit) In this structured worksite learning experience, the student, program area teacher, Work-Based Learning coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. It is designed to integrate the student's academic and technical skills into a work environment. It may include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews. Students must document 135 clock hours to receive three hours credit. Prerequisite: Concurrent enrollment in career-technical program area courses.

**WBL 192(1-3). WORK-BASED LEARNING II** (3 hours credit) A continuation of WBL I.

**WBL 193(1-3). WORK-BASED LEARNING III** (3 hours credit) A continuation of WBL II.

**WBL 291(1-3). WORK-BASED LEARNING IV** (3 hours credit) A continuation of WBL III.

**WBL 292(1-3). WORK-BASED LEARNING V** (3 hours credit) A continuation of WBL IV.

**WBL 293(1-3). WORK-BASED LEARNING VI** (3 hours credit) A continuation of WBL V.

# ANNUAL SECURITY REPORT

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# 2019-20 ANNUAL SECURITY REPORT NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

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## Preventing Campus Crime

A summary of policies and procedures prepared for the students, faculty and staff of Northwest Mississippi Community College, this report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 and the Drug-Free Schools and Communities Act Amendments of 1989.

## Important Telephone Numbers

### Senatobia Campus

Fire/Ambulance/Police	911 (9-911 if dialing from a campus extension)
Campus Police	562-3314
Student Services/Housing	562-3305

### DeSoto Center

Main Desk & Campus Police	342-1570
Fire/Ambulance/Police	911

### Lafayette-Yalobusha Technical Center

Main Office	236-2023
Campus Police	501-7667
Fire/Ambulance/Police	911

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

On November 8, 1990, President George H.W. Bush signed the “Student Right to Know and Campus Security Act of 1990.” The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the “Campus Crime Awareness and Campus Security Act of 1990.” It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

# The Campus Police

The Campus Police Office is part of the Division of Student Services and reports to the Vice President for Student Services. The Director/Chief of Campus Police is responsible for the management of the office and staff. All other public safety services are coordinated with key college and local officials.

The Campus Police staff consists of both full- and part-time officers who are certified through the Mississippi Law Enforcement Officers Training Academy and have constable powers under authority of state statute. All certified officers are armed and have arrest powers. They are responsible for enforcement of college rules and regulations and the laws of the state of Mississippi on the campuses of Northwest Mississippi Community College. Police jurisdiction includes all college-owned, rented or leased property. Campus Police officers are based on the Senatobia campus, DeSoto Center and Lafayette-Yalobusha Technical Center. NWCC Campus Police works closely with local, state, and federal law enforcement agencies, such as the City of Senatobia Police Department, Tate County Sheriff's Department, City of Southaven Police Department, DeSoto County Sheriff's Department, Benton County Sheriff's Department, City of Oxford Police Department, and the Lafayette County Sheriff's Department, in investigations of shared concern and have a written Memorandum of Understanding with these departments concerning the investigations. The staff is also composed of security guards who perform parking patrols, vehicle boosts, residence hall room and vehicle unlocks and other related functions.

The Campus Police telephone number (562-3314) is monitored 24 hours a day by Campus Police or Tate County E-911. Dispatchers can contact the fire department, other law enforcement agencies or emergency medical services by direct phone line or radio. Personnel also monitor the National Weather Service radio network.

## Authority of Campus Police

**Mississippi Code of 1972 (As Amended): Section 37-29-275. Application of general criminal laws of state; security officers vested with powers of constables; authorization to bear arms if certified.**

Any act, which, if committed within the limits of a city, town, or village, or any public place, that would be a violation of the general laws of this state, shall be criminal and punishable if done on the campus, grounds, or roads of any of the state supported junior colleges. The peace officers duly appointed by the boards of trustees of state-supported community or junior colleges, or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees of state-supported community/junior colleges, are vested with the powers and subject to the duties of a constable for the purpose of preventing and punishing all violations of law on state-supported junior college grounds and for preserving order and decorum thereon. Peace officers appointed by the boards of trustees or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees shall have authority to bear arms in order to carry out their law enforcement responsibilities if such officers have been certified according to the minimum standards established by the Board on Law Enforcement Officer Standards and Training. The peace officers duly appointed by the boards of trustees of public community/junior colleges are also vested with the powers and subjected to the duties of a constable for the purpose of preventing all violations of law that occur within five hundred (500) feet of any property owned by the college, if reasonably deter-

mined to have a possible impact on the safety of students, faculty or staff of the college while on said property. Provided, however, that nothing in this section shall be interpreted to require action by any such peace officer appointed by a college to events occurring outside the boundaries of college property, nor shall any such college or its employees be liable for any failure to act to any event occurring outside the boundaries of property owned by the college. If a law enforcement officer is duly appointed to be a peace officer by a college under this section, the board of trustees of the public community/junior college may enter into a Memorandum Of Understanding with other law enforcement entities for the provision of equipment or traffic control duties; however, the duty to enforce traffic regulations and to enforce the laws of the state or municipality off of college property lies with the local police or sheriff's department which cannot withhold its services solely because of the lack of such an agreement.

### **Procedures for Reporting Campus Crime and Other Emergencies**

Campus crime is a reality, and preventing it is a responsibility shared by all members of the campus community. Public apathy is a criminal's greatest ally. If you see or suspect criminal activity, you cannot assume that someone else has reported it. Whether you are a victim or an observer, you should report any possible crime, suspicious activity or emergency to the Campus Police. If you are suspicious, you may report a crime to the following areas:

#### **SENATOBIA CAMPUS**

Senatobia Campus Police	562-3314
Vice President for Student Services	562-3305
Dean of Students	562-3305
Assistant Director of Campus Life & Housing	562-3305

#### **DESOTO CENTER**

DeSoto Center Campus Police	280-6191
Dean of DeSoto Center	280-6125
Assistant Dean of DeSoto Center	280-6167

#### **LAFAYETTE-YALOBUSHA TECHNICAL CENTER**

Lafayette-Yalobusha Technical Center Campus Police	236-1951
Dean of Lafayette-Yalobusha Technical Center	238-7945

In an emergency, should you be unable to contact the Campus Police, simply dial 9-911 from your campus phone. Our office is located in the McLendon Student Center on the Senatobia campus. At DeSoto Center the information desk is located in the main lobby or at Lafayette-Yalobusha Technical Center at the Campus Police Office.

Students, faculty and staff should report all crimes and medical or fire emergencies to Campus Police. When a report is received, a police officer will go to the caller's location for investigation. When necessary, a follow-up investigation will be conducted by the department and coordinated with the local police agencies. In the case of a medical or fire emergency, the Campus Police will notify the appropriate emergency personnel.

When you call the Campus Police, please provide the following information:

- Your name;
- The location of the incident you are reporting;

- A description of any vehicles involved in the incident, especially a license plate number; and
- The nature of the incident.

## Response to Reports of Crime

All crimes reported to the Campus Police are considered serious and are treated with the appropriate concern and attention toward solving the crime. Each officer is trained to perform investigations. All reasonable avenues of investigations will be pursued concerning a complaint. The complainant will be notified in a timely manner of the results of the investigation.

A public crime log of reported crimes is maintained by the department and shared with interested people or organizations on a daily basis. The public log will not include any personally identifying information about the victim of reported crimes. Additionally, the campus community will be notified immediately about any pattern of crimes or incidents that seriously threaten campus safety. Individuals who regularly receive information concerning reported crimes include:

Vice President for Student Services	562-3305
Dean of Students	562-3305
Dean of DeSoto Center	280-6122
Dean of Lafayette-Yalobusha Technical Center	238-7945

Individuals who become aware of incidents or individuals that threaten the safety of the campus community, should immediately contact Campus Police or one of the individuals listed above.

Individuals who wish to report incidents of inappropriate behavior by students, but who do not want the incident investigated as a criminal offense, should make such report to the Dean of Students.

Individuals who wish to report incidents of inappropriate behavior by staff or faculty, but who do not want the incident investigated as a criminal offense, should make such report to the appropriate department chairperson or supervisor.

## Northwest Mississippi Community College Policy Addressing the Issuance of Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police and the Vice President for Student Services, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff, Ranger Alert, and social media (Twitter, Instagram and Facebook).

Depending on the particular circumstances of the crime, but especially in all situations that could pose an immediate serious threat to our campus community, the Department of Campus Police may also post a notice on the campus police department’s Web page at [www.northwestms.edu/index.php/?page\\_id=989.html](http://www.northwestms.edu/index.php/?page_id=989.html).

Anyone with information warranting a timely warning should report the circumstances to the Campus Police Department immediately by phone at (662) 562-3314 or in person at the McLendon Student Center.

# General Policies and Regulations

## Missing Persons Policy

All concerns regarding a possible missing person (student, faculty, or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, the Campus Police will initiate a priority investigation. An investigating officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person—description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.

2. The investigating officer will also gather information about the physical and mental well-being of the missing person. A current class schedule, class attendance information, job information and work schedule, or residence hall information sheet (if applicable), will be obtained.

3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing person's status.

4. If after the completion of steps one through three it appears that the person is actually missing, parents or an emergency contact person will be notified by the Vice President for Student Services or the Director of Campus Police. Each student may identify a contact person to be notified if the student is determined missing by Campus Police. The parents or guardian and contact person will be notified if the missing student is under 18 and not emancipated. Contact will be registered and maintained confidentially.

5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.

6. The Vice President for Student Services and/or Director of Campus Police will keep family apprised of the status of the investigation.

## If You are Assaulted

If you are assaulted, call the Campus Police as soon as possible. Try to remember as much about the assailant as possible. Characteristics important in locating and identifying suspects include sex; race; hair color; body size; clothing; scars and other noticeable markings; mode of travel; and vehicle color, type and license plate number. In some incidents, the victim may already know the name of the person committing the assault. If you report an assault, the campus will be searched immediately for suspects, and neighboring police agencies may be notified.

## If You See a Suspicious Person

If you see anyone acting suspiciously, call the Campus Police at once. Do not approach the person yourself. Report the type of activity you observed and describe the person or persons involved. Provide as much information as you can, such as the person's sex, race, location, type of clothing and type of vehicle. The Campus Police will investigate your report immediately. If all members of the campus community become security-conscious and report suspicious activity, thefts and related incidents will be reduced. Remember, preventing crime is your responsibility, too!

## **If You Receive a Bomb Threat**

If you receive a bomb threat by telephone, obtain as much information from the caller as possible. Do not panic. Ask for (1) the location of the bomb, (2) the expected time of explosion, and (3) the type of bomb. Listen carefully to the caller's voice and any background noises. Such information may assist in identifying the caller. Call the Campus Police immediately. Campus Police, together with the building officials, will determine whether evacuation is required.

The most important thing to remember about preventing crime is that you should call police whenever you suspect that a crime has been or may be committed. You don't need proof in order to call. If you suspect a crime, call the Campus Police immediately.

## **Campus Security and Access to Campus Facilities**

Although all Northwest campuses are open to the public, facility use is limited to educational and administrative activities and programs, and student or public events, approved by appropriate college authorities. Anyone requesting after-hours access to facilities must have the approval of the appropriate authority prior to the Campus Police allowing access. Unless authorized or attending an ongoing campus event, all non-students and commuter students must depart the Senatobia campus by 10 p.m.

College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Physical Plant Department by calling 562-3438, or, after business hours, by calling Campus Police.

Residence halls are a special concern. The on-campus residence halls and apartments currently house nearly 1,100 men and women during the academic year. Each resident is provided with a key to his or her own room. Main entrances of the residence halls are locked in the evening. After closing time, students may enter residence halls with main entrances, by using an ID card in the card access reader system installed in the main door. Only designated exits may be used after hours. Windows are equipped with locks operable by the room occupants.

## **Residence Hall Door Security**

1. A student who enters or leaves the residence hall after closing hours is responsible for securing the outside door.
2. A student may not prop open or alter a door so that it will not properly close and lock.
3. A student may not admit unauthorized or uninvited persons after hours.
4. Any maintenance deficiencies that may compromise building security should be reported immediately to a residence hall supervisor. When a supervisor is not on duty, potential security problems should be reported to the Campus Police.
5. Security systems and security procedures are provided for your protection. You should follow these procedures at all times.
6. The first meeting of resident students each semester is designated as a time to review safety information and residence hall rules. Other topics related to safety and security issues are discussed with residents as needed.

## **Crime Prevention**

Crime prevention at Northwest Mississippi Community College is a community-based program. Its main goal is to improve the quality of life for members of the campus community; and involvement by all members of the campus community is essential to its success.

At Northwest positive measures and up-to-date crime prevention efforts complement reactive measures. A variety of proactive crime prevention efforts are in use by the Campus Police. Visible patrol units either walk the campus or patrol in golf carts or in marked vehicles. Police officers will provide walking or riding escorts upon request at the Senatobia, DeSoto Center and Lafayette-Yalobusha Technical Center campuses.

### **Weapons on Campus**

The Northwest Board of Trustees recognizes that the possession of pistols, firearms or other weapons on college premises or at college functions by persons, other than duly authorized law enforcement officials, creates unreasonable and unwarranted risk of injury or death to the college's employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person, other than duly authorized law enforcement officials and the college's security officials, on the college's premises or at college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

### **Alcohol and Illegal Drugs**

Northwest Mississippi Community College prohibits the possession, use, manufacture or distribution of controlled substances; illegal drugs; or alcohol on college property, or as part of any college-sponsored or authorized activity. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the college in accordance with established disciplinary procedures found in the *Bulletin* or the Northwest Policy Manual. For students, sanctions may include fines, probation, suspension or expulsion. For employees, sanctions may include termination of employment. In addition to college sanctions, any student or employee found in violation of the drug and alcohol policy may be referred to the appropriate authorities for prosecution. Legal sanctions under local, state and federal laws may include fine and/or imprisonment. Information about drug education, counseling and rehabilitation programs may be found in the *Bulletin*.

### **Drug-Free School Policy**

The possession, use, manufacture, or distribution of alcohol, unauthorized or illegal drugs, or the misuse of any legal drugs on college premises or at any college activity, is strictly prohibited and will constitute grounds for disciplinary action, which may include expulsion.

### **K-9 Drug Dogs on Campus**

In seeking to maintain a drug-free campus, canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purpose of detecting illegal drugs and narcotics.

The Director of Campus Police will arrange supervision and coordinate all canine searches with the assistance of campus police officers, appropriate housing personnel, administrators, and other local law enforcement agencies. Searches will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics.

Canines will be allowed to search areas such as residence hall rooms, offices, and vehicles after the canine alerts to one of these areas, thus developing probable cause. Once probable cause is established, the canine will be allowed to enter the room/office/vehicle in accordance with law and college policy and continue searching.

Upon any discovery of suspected illegal drugs/narcotics, persons who are determined

to be in violation of state or federal law and/or college rules and regulations may be arrested and may face college disciplinary charges.

### **Disciplinary Action and Sanctions**

Appropriate disciplinary actions will be taken in all cases in which a student violates provisions of the Northwest Drug-Free School Policy. Penalties and/or sanctions may include any one or a combination of the following:

1. recommended professional counseling;
2. letter of probation;
3. fine;
4. mandatory participation in an organized drug treatment program;
5. denial or termination of financial aid or scholarships; and/or
6. withdrawal, suspension, or expulsion from Northwest.

The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action being taken.

### **Legal Sanctions**

Local, state, and federal legal statutes contain sanctions for violations of laws concerning the use, distribution, manufacture, and/or possession of alcohol and illegal drugs. These sanctions include imprisonment for a period of time up to a term of life imprisonment, fines, supervised release, or any combination of the above.

In Mississippi the legal drinking age is 21. It is unlawful for a person under 21 years of age to possess alcoholic beverages, and the selling, giving, or serving of alcoholic beverages to persons under 21 is unlawful. In some counties of the state (designated as dry counties) the possession of any alcoholic beverages by any person regardless of age is prohibited.

Specific legal sanctions for violations of these laws are contained in the United States Code, the Mississippi Code 1972 Annotated, and local city and county laws and ordinances.

### **Health Risks Associated with Alcohol and Drug Use**

Abuse of alcohol and illegal drugs, and the misuse of any legal drugs, can result in serious health consequences. Some health risks associated with the most common mood-altering substances include: organ damage; impairment of brain activity, digestion, and blood circulation; addiction; increased likelihood of accidents; increased risk of contracting hepatitis, AIDS, and other infections; various birth defects; respiratory paralysis; and death. The use of alcohol can lead to: loss of muscle control, poor coordination, and slurred speech; fatigue, nausea, and headache; impaired judgment; increased likelihood of accidents; alcoholism; damage to brain cells; hallucinations; personality disorders; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancer; and death.

Commonly abused mood-altering drugs include: narcotics (including heroin, morphine, codeine, hydrocodone, hydromorphone, oxycodone, methadone, fentanyl, Demerol, Percodan and others); depressants (including chloral hydrate, barbiturates, benzodiazepines, gluthimide, Valium and others); stimulants (including cocaine, amphetamine/methamphetamine, methylphenidate and others); cannabis (including marijuana, tetahydracannabinol, hashish, and hashish oil); hallucinogens (including LSD, mescaline and peyote, amphetamine variants, phencyclidines, and others); anabolic steroids (including testosterone, nandrolone, oxymethalone, and others); and designer drugs (including synthetic heroin, ecstasy, and other chemically modified forms of drugs).

## **Resources**

The College employs professional counselors, and the Student Development Center is prepared to help students find appropriate assistance in dealing with alcohol and drug-related problems. It is each student's responsibility to seek assistance before the problem affects judgment, performance, or behavior.

Telephone numbers of some of the agencies providing counseling, treatment, education, and other alcohol and drug-related services are:

Northwest Student Development Center (562-3320)

Regional Mental Health Center (562-5216)

Tate County Health Department (562-4428)

Parkwood Hospital (895-4900)

National Hotline Numbers:

1-800-COCAINE

1-800-662-HELP

1-800-342-2437

1-800-729-6686 (National Clearinghouse for Alcohol and Drug Abuse)

## **Reporting Requirement**

Any student who is convicted of a drug-related offense must inform the college within five (5) college working days of such a conviction. This notice must be in writing to the Vice President for Student Services. A student with such a conviction may be subject to disciplinary action and may jeopardize the receipt of financial aid and scholarships.

## **Annual Distribution**

The Drug-Free Workplace Certification Policy is included in the college's *Policy Manual*.

The Drug-Free School Policy is included in the college's *Policy Manual* and *Bulletin*. Distribution is the responsibility of the Vice President for Student Services and Center Deans.

## **Biannual Review**

A biannual review (every 2 years) of the drug prevention program will be conducted to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. The Vice President for Student Services will have the responsibility of appointing a committee to conduct the review.

A sample of students and employees will be surveyed to determine the effectiveness of the current policy and recommend any changes.

## **Recordkeeping**

The President will appoint persons to be responsible for keeping and maintaining records of violations of this policy and the Drug-Free Workplace Certification Policy, including records of any penalties and/or sanctions imposed on students or employees. Student records will be maintained in the Student Services Office, and employee records will be maintained in the Human Resources Office.

## **Public Intoxication**

The College forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or at any activity sponsored by a student organization at the College on college owned or controlled property. Drunkenness or evidence of intoxication is a violation of law on college property. Drunkenness can be caused by alcohol, drugs, narcotics, or other intoxicating substances.

The College will take additional steps with students who appear impaired to the point where they are drunk (not in control of themselves) on campus in order to protect that student and the campus community. Therefore, if in the opinion of appropriate college officials a student is impaired (public drunk), then the following action will be taken:

1. The student's parents or legal guardian will be called to come and take custody of the student (if the student is under the age of 18);
2. If the parent or legal guardian cannot be contacted, or if the parent or legal guardian refuses or is unable to take custody of the student, then the student will be arrested and transported to the county jail.

### **Endangerment Policy**

Students who endanger their own physical well-being or disrupt the campus community, including threatening or attempting suicide, may be administratively suspended from the residence halls and/or the College. To be considered for reinstatement to the residence halls and/or the College, the student may be required to provide the Vice President for Student Services documentation signed by the student's physician or licensed mental health professional indicating that the student is not a threat to him/herself or the campus community.

### **Hazing**

Hazing is forbidden. Hazing means any intentional, knowing, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of affiliating with, holding office in, or maintaining membership in any organization which includes students.

### **Gang Related Activity**

Northwest Mississippi Community College recognizes the need for rules and regulations that create a safe and healthy environment conducive to teaching and learning. As such, the College recognizes the importance of deterring students from emulating or contributing to the proliferation of gangs. A gang is defined by the College as "any ongoing organization, association or group of three or more persons, whether informal or formal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, and/or symbols."

The College prohibits the following gang-related activities at the College or at College-related events:

1. Initiating, advocating, or promoting a gang or gang-related activity.
2. Defacing College property with gang names, slogans, or insignias.
3. Conducting initiations.
4. Threatening another with bodily injury and/or inflicting bodily injury in connection with a gang or gang-related activity.
5. Inciting, soliciting, or recruiting others for gang membership or gang-related activity.
6. Aiding or abetting any of the above activities by personal presence or support.

Any allegation of involvement in gang-related activity as described above will be adjudicated using the Student Conduct Procedures described in this *Bulletin*. A finding that any violation of the Code of Student Conduct was gang-related will be considered an aggravating factor in determining appropriate sanctions.

## **Curfew and Guest Policy**

### **Curfew Policy**

1. All visitors (non-students) and commuters must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.
2. Unauthorized persons present after 10 p.m. are subject to disciplinary action or arrest.
3. Resident students are not permitted to visit other residence halls between the hours of 10 p.m. and 10 a.m.
4. Students may not loiter or engage in athletic or social activities on campus after 10 p.m. unless attending an official campus event.

### **Guest Policy**

1. Students are responsible at all times for the conduct of any guest whom they bring to the campus.
2. Students or visitors are not to bring small children to classroom buildings, residence halls, intramural facilities, or organized activities unless permission is granted by the Student Services Office.
3. Overnight guest permits for the residence halls must be obtained from the Housing Office by 4 p.m. on the day of the visit.
4. All visitors must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.

### **Trespass Policy**

Campus Police may ask any person on campus for identification. After identifying persons on campus, Campus Police have the authority to ask anyone who does not have legitimate business on campus to leave. Furthermore, Campus Police may ban any person or persons from all Northwest Mississippi Community College property for violation of law or campus policies. Any banned person who returns to college property will be subject to arrest for violation of Mississippi Code of 1972, Willful Trespass 97-17-87.

Any banned person may appeal by filling out a Trespass Appeal and returning it to Campus Police within (5) five working days. All appeals will be forwarded to the Appeals Committee whose decision will be made known to the person submitting the request. All Trespass Admonishments that are not appealed or that are upheld by the Appeals Committee will expire (5) five years from the date of issuance unless otherwise specified.

### **Search and Seizure**

Students of Northwest Mississippi Community College are protected, as is any citizen, against unreasonable search and seizure. However, in an exercise of the College's duty to maintain discipline as well as a safe and educational atmosphere, a college official may search a student's room and/or vehicle when a reasonable cause exists.

1. A reasonable cause exists when a college official has sufficient reason to believe that a campus regulation has been violated or there may be an existing threat to the safety of individuals or facilities.
2. Such search by college officials must be approved by either the Dean of Students, the Director of Campus Police, or Center Deans or their designees after description of the reasonable cause leading to the search.

Normal inspections of resident rooms are conducted in order to maintain acceptable standards of health, safety, and physical maintenance and can be, if necessary, held in the absence of the student. The College reserves the right to enter a particular room at any time when it is deemed to be in the best interest of the institution

and its students.

The College reserves the right to take disciplinary action for any violations of policy discovered in these inspections.

### **The Campus Sex Crimes Prevention Act**

**The Campus Sex Crimes Prevention Act** (section 1601 of Public Law 106-386) is a Federal law enacted Oct. 28, 2000, that provides for the tracking of convicted sex offenders enrolled or employed by institutions of higher education.

In compliance with CSCPA, the Northwest Mississippi Community College community may find the required information in the sex offender registry on the Mississippi Department of Public Safety web site at <http://state.sor.dps.ms.gov/>.

### **The Campus Sexual Violence Elimination (SaVE) Act**

The Campus Sexual Violence Elimination (SaVE) Act increases transparency on campus about incidents of sexual violence; and, guarantees victims enhanced rights and sets standards for disciplinary 10, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Barack Obama signed SaVE into law on March 7, 2013, as part of the Violence Against Women Act (VAWA) Reauthorization.

## **Sexual Harassment**

### **Preventing Sexual Harassment**

Northwest Mississippi Community College is committed to creating and maintaining an environment in which all persons who participate in college programs. Every member of the college community should be aware that the College is strongly opposed to sexual harassment and that such behavior is prohibited by law (Title IX of the Education Amendments of 1972) and by College policy.

Northwest views sexual harassment (as defined in this policy) as serious, and will not tolerate it in any form. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior which violates this policy. Prosecution of employees or students for the crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

### **What is Sexual Harassment?**

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature when:

1. Submission to that conduct or communication is made either explicitly or implicitly, a condition of the individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting the individual's welfare;
3. Such conduct has the purpose and effect of substantially interfering with an individual's welfare, academic performance, or creates an intimidating, hostile, offensive, or demeaning educational environment.

### **Examples of Prohibited Behavior**

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, academic grade, promotional opportunities, classroom or work assignments, or other conditions of acade-

mic life, may be adversely affected by not submitting to sexual advances.

3. Unwelcomed verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcomed use of sexually degrading language, jokes, or innuendos; unwelcomed suggestive or insulting sounds or whistles; and obscene phone calls.

4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.

5. Unwelcomed and inappropriate touching, patting, or pinching; and obscene gestures.

### **Reporting Sexual Harassment**

The Title IX coordinator and assistant Title IX coordinators listed in the Resources section of this report are designated as the Sexual Harassment Contact Persons (hereafter, Contact Person) to receive all reports of sexual harassment regarding students. Students who have a sexual harassment complaint or inquiry should notify the Contact Person immediately. He/she will maintain all information about applicable laws, College policies and procedures, options available for resolution of complaints, and confidentiality requirements. The Contact Person's functions include the following:

1. Provide information about sexual harassment and options for addressing it;
2. Inform the complainant regarding applicable College policies and procedures and outline various options, both formal and informal, available for resolving the complaint;
3. Seek an informal resolution if so desired;
4. Maintain records necessary for handling active complaints.

In all investigations and complaint resolutions, the following procedures will be followed:

1. To the extent possible, the College will keep the complaint and investigation confidential.
2. College policy and Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.
3. The College will take all necessary steps to prevent recurrence of any discrimination, including sanctions such as expulsion, suspension, modified suspension, or behavioral restrictions.
4. The College will take steps necessary to remedy discriminatory effects, such as (but not limited to) class reassignment, residence hall reassignment, and special security precautions.
5. The timeframe for most investigations is no longer than two working weeks. An additional week may be needed for formal adjudication.
6. All parties will be notified in writing of the outcome of the investigation and adjudication.

### **Informal Resolution**

Students may seek advice, information, or counseling, on matters of sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with the Contact Person. The student seeking information will be counseled as to the options available under the sexual harassment policy. To the extent possible, information disclosed through this advising session will be held in confidence, unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The complainant

may request informal resolution. The aim of informal resolution is not to determine whether there was intent to harass, but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level.

### **Formal Complaint**

If an attempt at an informal resolution fails, or if after consultation with the Contact Person, a complainant believes that the nature of the alleged offense requires it, a formal complaint may be filed. The filing of a written complaint is required for a matter to be formally investigated and a determination made on whether the College policy prohibiting sexual harassment has been violated. The formal complaint will consist of a signed statement containing the name(s) of the accused, the nature and date(s) of the incident(s), and an assertion that the statement is a formal complaint.

1. *Student complaint against student.*

In instances where a student files a complaint against a fellow student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this *Bulletin*.

2. *Student complaint against faculty, staff, or third party.*

In instances where a student files a complaint against a member of the Northwest faculty, staff, or third party the Contact Person will forward the complaint for investigation. The procedures governing this form of complaint are outlined in the *Northwest Policy Manual*.

3. *Faculty or staff complaint against student.*

In instances where a faculty or staff member files a complaint against a student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this *Bulletin*.

## **Sexual Assault, Domestic Violence and Stalking Prevention**

Northwest Mississippi Community College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of threats. Every member of the college community should be aware that the college considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a learning environment.

Northwest views any form of sexual assault, domestic violence, dating violence, and stalking (as defined in this policy) as a serious offense, and such behavior is prohibited by state law and by college policy. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior that violates this policy. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

### **What Constitutes Sexual Assault?**

Sexual assault (including but not limited to rape) is defined as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Sexual contact with a person who is unable to consent is prohibited.

Sexual physical contact includes the intentional touching of another person on the area of the body generally recognized as a private part of the body, or touching any

part of another person's body with a private part of one's own body. An unwarranted touch may be considered sexual physical contact, no matter how slight it is. A person who is unable to consent includes, but is not limited to, any unmarried person generally under the age of 18, anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious, or for any other reason, unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

### **What Constitutes Domestic Violence?**

*Domestic violence simple assault: Miss. Code Ann. § 97-3-7 (3)*

(3) (a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of simple domestic violence who:

(i) Attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another;

(ii) Negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or

(iii) Attempts by physical menace to put another in fear of imminent serious bodily harm.

Upon conviction, the defendant shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than six (6) months, or both.

(b) Simple domestic violence: third. A person is guilty of the felony of simple domestic violence third who commits simple domestic violence as defined in this subsection (3) and who, at the time of the commission of the offense in question, has two (2) prior convictions, whether against the same or another victim, within seven (7) years, for any combination of simple domestic violence under this subsection (3) or aggravated domestic violence as defined in subsection (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction, the defendant shall be sentenced to a term of imprisonment not less than five (5) nor more than ten (10) years.

*Aggravated domestic violence: Miss. Code Ann. § 97-3-7 (4)*

(4) (a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of aggravated domestic violence who:

(i) Attempts to cause serious bodily injury to another, or causes such an injury purposely, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;

(ii) Attempts to cause or purposely or knowingly causes bodily injury to another

with a deadly weapon or other means likely to produce death or serious bodily harm; or

(iii) Strangles, or attempts to strangle another.

Upon conviction, the defendant shall be punished by imprisonment in the custody of the Department of Corrections for not less than two (2) nor more than twenty (20) years.

(b) Aggravated domestic violence; third. A person is guilty of aggravated domestic violence third who, at the time of the commission of that offense, commits aggravated domestic violence as defined in this subsection (4) and who has two (2) prior convictions within the past seven (7) years, whether against the same or another victim, for any combination of aggravated domestic violence under this subsection (4) or simple domestic violence third as defined in subsection (3) of this section, or substantially similar offenses under the laws of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction for aggravated domestic violence third, the defendant shall be sentenced to a term of imprisonment of not less than ten (10) nor more than twenty (20) years.

(5) Sentencing for fourth or subsequent domestic violence offense. Any person who commits an offense defined in subsection (3) or (4) of this section, and who, at the time of the commission of that offense, has at least three (3) previous convictions, whether against the same or different victims, for any combination of offenses defined in subsections (3) and (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe, shall, upon conviction, be sentenced to imprisonment for not less than fifteen (15) years nor more than twenty (20) years.

(6) In sentencing under subsections (3), (4) and (5) of this section, the court shall consider as an aggravating factor whether the crime was committed in the physical presence or hearing of a child under sixteen (16) years of age who was, at the time of the offense, living within either the residence of the victim, the residence of the perpetrator, or the residence where the offense occurred.

### **What Constitutes Dating Violence?**

Dating Violence is defined as a pattern of behavior where one (1) person intentionally threatens or actually uses physical, sexual, verbal or emotional abuse to harm, intimidate or control another person with whom that person has a dating relationship.

### **What Constitutes Stalking?**

*Stalking: Miss. Code Ann. § 97-3-107*

(1) (a) Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

(b) A person who is convicted of the crime of stalking under this section shall be punished by imprisonment in the county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.

(c) Any person who is convicted of a violation of this section when there is in effect at the time of the commission of the offense a valid temporary restraining order, ex parte protective order, protective order after hearing, court approved consent agreement, or an injunction issued by a municipal, 26 justice, county, circuit or chancery court, federal or tribal court or by a foreign court of competent jurisdiction

prohibiting the behavior described in this section against the same party, shall be punished by imprisonment in the county jail for not more than one (1) year and by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00).

(2) (a) A person who commits acts that would constitute the crime of stalking as defined in this section is guilty of the crime of aggravated stalking if any of the following circumstances exist:

(i) At least one (1) of the actions constituting the offense involved the use or display of a deadly weapon with the intent to place the victim of the stalking in reasonable fear of death or great bodily injury to self or a third person;

(ii) Within the past seven (7) years, the perpetrator has been previously convicted of stalking or aggravated stalking under this section or a substantially similar law of another state, political subdivision of another state, of the United States, or of a federally recognized Indian tribe, whether against the same or another victim; or

(iii) At the time of the offense, the perpetrator was a person required to register as a sex offender pursuant to state, federal, military or tribal law and the victim was under the age of eighteen (18) years.

(b) Aggravated stalking is a felony punishable as follows:

(i) Except as provided in subparagraph (ii), by imprisonment in the custody of the Department of Corrections for not more than five (5) years and a fine of not more than Three Thousand Dollars (\$3,000.00).

(ii) If, at the time of the offense, the perpetrator was required to register as a sex offender pursuant to state, federal, military or tribal law, and the victim was under the age of eighteen (18) years, by imprisonment for not more than six (6) years in the custody of the Department of Corrections and a fine of Four Thousand Dollars (\$4,000.00).

(3) Upon conviction, the sentencing court shall consider issuance of an order prohibiting the perpetrator from any contact with the victim. The duration of any order prohibiting contact with the victim shall be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim or another person.

(4) Every conviction of stalking or aggravated stalking may require as a condition of any suspended sentence or sentence of probation that the defendant, at his own expense, submit to psychiatric or psychological counseling or other such treatment or behavioral modification program deemed appropriate by the court.

(5) In any prosecution under this section, it shall not be a defense that the perpetrator was not given actual notice that the course of conduct was unwanted or that the perpetrator did not intend to cause the victim fear.

(6) When investigating allegations of a violation of this section, law enforcement officers shall utilize the Uniform Offense Report prescribed by the Office of the Attorney General in consultation with the sheriffs' and police chiefs' associations. However, failure of law enforcement to utilize the Uniform Offense Report shall in no way invalidate the crime charged under this section.

(7) For purposes of venue, any violation of this section shall be considered to have been committed in any county in which any single act was performed in furtherance of a violation of this section. An electronic communication shall be deemed to have been committed in any county from which the electronic communication is generated or in which it is received.

(8) For the purposes of this section:

(a) "Course of conduct" means a pattern of conduct composed of a series of two (2) or more acts over a period of time, however short, evidencing a continuity of purpose and that would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. Such acts may include, but are not limited to, the 27 following or any combination thereof, whether done directly or indirectly: (i) following or confronting the other person in a public place or on private property against the other person's will; (ii) contacting the other person by telephone or mail, or by electronic mail or communication as defined in Section 97-45-1; or (iii) threatening or causing harm to the other person or a third party.

(b) "Credible threat" means a verbal or written threat to cause harm to a specific person or to cause damage to property that would cause a reasonable person to fear for the safety of that person or damage to the property.

(c) "Reasonable person" means a reasonable person in the victim's circumstances.

(9) The incarceration of a person at the time the threat is made shall not be a bar to prosecution under this section. Constitutionally protected activity is not prohibited by this section.

### **Reporting Violations and Receiving Assistance**

The Campus Police Office is the principal office designated to receive reports of violations. The Police will assemble trained investigators, counselors, emergency medical technicians, outside law enforcement agencies, and others as needed to respond to particular incidents. Crisis intervention, assessment, direct support, and referral for the victim and the accused will be provided by appropriate staff members.

Any employee receiving a report of an alleged violation should refer the matter to the Campus Police or the Dean of Students. The person receiving the report will discuss options and resources with the person reporting the alleged violation.

### **Procedures for Reporting Violations**

1. Go to a safe place as soon as possible.

2. Try to preserve all physical evidence. If you are reporting a violation that has occurred within the previous 72 hours, it may be possible to collect trace evidence of the offense. This evidence is important, particularly if you wish to prosecute the offender. Do not shower or bathe, wash your hands, use the toilet, change clothing, or wash your clothing or bedding.

If you changed clothes, please place all of the clothing that was worn at the time of the incident in a paper (not plastic) bag.

3. Seek medical attention. Medical personnel will provide any necessary treatment and collect important evidence during a physical examination. Campus Police are available to arrange transportation for victims to a local hospital where appropriate examinations may be conducted.

4. Call the Campus Police. To report an incident that has just occurred, or to report an incident at a later date, call the Campus Police. Victims are encouraged to bring a friend or family member for support. If the incident occurred off of NWCC controlled property, the NWCC PD will assist the victim in reporting the incident to the proper law enforcement entity.

Reporting an incident is a separate step from choosing to prosecute. We are con-

cerned with the victim's welfare and want to ensure that the appropriate treatment and support are provided. When individuals file a report with the Campus Police, they are not obligated to continue with legal proceedings or disciplinary action.

Reporting an incident to Campus Police helps:

- Identify and apprehend the alleged assailant;
- Maintain future options regarding criminal prosecution, campus disciplinary action, and/or civil action against the perpetrator; and
- Protect the victim and others from future assaults by the same assailant.

When an incident is reported, a police officer will complete an incident report. An investigator/supervisor will be summoned to begin a prompt, fair, and impartial investigation into the offense. This process is important if the victim wishes to bring criminal charges at this or a later time. The victim will be asked questions about the incident, to identify any witnesses, and to tell what happened before and after the incident. Generally, the police work to safeguard the identity of the victim.

Campus Police will assist the victim in obtaining a restraining order, no-contact order (behavioral restriction), or any other valid court issued protective order. After a valid order is issued NWCC Police will enforce the order as instructed by law.

A victims' rights packet will be provided to each victim of domestic violence, sexual assault, stalking, and other victim related crimes. A copy of the victims' rights packet is available at campus police or through any Campus Security Authority/Responsible Employee. The victim's rights packet will contain information about services available to the victim through the institution and through outside organization.

It is the victim's decision whether to involve the police in an incident. Deciding not to involve the police does not prevent the victim from seeking assistance from a counselor or other appropriate staff or faculty members.

5. A complainant may report a sexual assault to a "Campus Security Authority" (as defined by the Clery Act), or to a "Responsible Employee" (as defined by Title IX). The campus security authority/responsible employee may subsequently report the incident to the NWCC PD, or assist the victim in reporting the assault to NWCC PD. Campus security authorities and responsible employees on campus are governed by NWCC Policy and they are asked to immediately report any crimes reported to them to the NWCC PD for the purpose of assessing the crime for the potential distribution of a timely warning notice.

6. Seek counseling or other support. A victim who wishes to speak to someone confidentially is encouraged to contact the Student Development Center. Staff at the center are responsible for coordinating treatment and additional services including relocating the victim's on-campus living quarters, changing the victim's academic schedule, work situation, or school related transportation, if requested. The reason for requested accommodations will be kept confidential and not shared with faculty, support staff, etc.

### **Adjudicating Violations**

In responding to alleged violations, the College seeks to provide redress for the victim/accuser, to provide due process for the accused, and to protect the campus community from the threat of such incidents.

Charges against a student will be handled by the Office of Student Services using the college disciplinary process described in this Annual Security Report. The Vice President for Student Services has the authority to temporarily suspend a student accused of sexual assault, domestic violence, dating violence or stalking, pending a hearing. Upon completion of any necessary investigation, the Dean of Students will formally notify the accused student of any alleged violations of college policies and set a hearing date.

The accused and the accuser have certain rights throughout the hearing process. The rights of an accused student are listed on page 317 of this Annual Security Report.

The person filing the complaint (victim/accuser) has the following rights:

1. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the permission of the Chairman.

2. The accuser may submit a written impact report for consideration during the sanctioning phase of the proceeding.

3. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.

4. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.

5. The accuser (alleged victim) will be informed of any change to the results that occurs prior to the time that such results become final.

6. The accuser will be informed of the final results.

### **Sanctions**

A student found responsible of sexual assault, domestic violence, dating violence or stalking would receive a sanction ranging from expulsion to modified suspension with restrictions. A complete list of sanctions that could be assigned is listed on page 321 of this Annual Security Report.

### **Resources**

Telephone numbers of agencies providing 24-hour crisis lines, counseling, treatment, education, and other services, as well as local law enforcement and Title IX coordinators by campus, that are available for alleged victims are:

#### *House of Grace*

E-mail: [houseofgrace@aol.com](mailto:houseofgrace@aol.com)

Crisis Line: 662-342-1432

Toll Free: 877-393-SAFE

#### *Victim Advocacy*

Crisis Line: 662-801-1906

#### *Family Crisis Services of Northwest Mississippi*

Phone: 662-234-9929 (available 24/7)

(for support, counseling and advice off campus)

### **Senatobia Campus**

#### *Title IX Coordinators*

Tonyalle Rush, Associate Vice President for Student Services & Enrollment Management

Tate Hall

662-562-3305 • [trush@northwestms.edu](mailto:trush@northwestms.edu)

Tara Dunn, Dean of Students

Tate Hall

662-562-3305 • [tdunn@northwestms.edu](mailto:tdunn@northwestms.edu)

*Student Development Center and Counseling*  
Margaret Ross, Director  
Tate Hall  
662-562-3204 • mross@northwestms.edu

*Senatobia Police Department*  
131 North Front St. • Senatobia, MS 38668  
662-562-5642

*Tate County Sheriff's Department*  
1 Justice Dr. • Senatobia, MS 38668  
662-562-4434

*Communicare*  
101 Preston McKay Dr. • Senatobia, MS 38668  
662-562-5216

**DeSoto Center**  
*Title IX Coordinator*  
Patsy Gardner, CTE Support Services Coordinator  
662-280-6148 • pgardner@northwestms.edu

*Student Development Center*  
Candis Walker, Director  
662-280-6124 • cawalker@northwestms.edu

*Southaven Police Department*  
8691 Northwest Dr. • Southaven, MS 38671  
662-393-5283

*DeSoto County Sheriff's Department*  
3091 Industrial Dr. • Hernando, MS 38632  
662-469-8027

*Region 4 Mental Health*  
2705 Hwy. 51 South • Hernando, MS 38632  
662-449-1971

**Lafayette-Yalobusha Technical Center**  
*Title IX Coordinator and Student Development Center*  
Darlene Greenlee, Assistant Dean  
662-281-1276 • dmgreenlee@northwestms.edu

*Oxford Police Department*  
715 Molly Barr Rd. • Oxford, MS 38655  
662-232-2400

*Lafayette County Sheriff's Department*  
711 Jackson Ave. East • Oxford, MS 38655  
662-234-6421

Haven House  
Mississippi Hwy. 7 • Oxford, MS 38665  
662-234-7237

Other resources for students are contained in the Student Activities and Services section of this *Bulletin*.

## Student Conduct Procedures

The President of Northwest Mississippi Community College has vested in the Dean of Students and designees, and the Student Disciplinary Committee, authority to determine if a student has violated a regulation of the College. After a hearing conducted according to the procedures outlined below, the proper disciplinary authority is authorized to determine if a student is responsible for the alleged violation and to determine the appropriate disciplinary sanction(s). All disciplinary hearings must be conducted according to Students' Rights of Fundamental Fairness as described.

### The Rights of Fundamental Fairness

1. The student has the right to confront and/or cross examine his or her accuser(s).
2. The student has the right to call witnesses in his or her behalf.
3. The student has the right to present evidence in his or her behalf.
4. The student has the right to remain silent during the proceeding.
5. The student shall be presented a written statement of alleged violation(s).
6. The student has the right to counsel/adviser. Counsel/adviser is defined as a faculty member, relative, friend, or legal counsel.
7. The student defendant has the right to appeal the ruling of the respective authority according to the procedures herein described.
8. The student defendant has the right to request a formal hearing before the Student Disciplinary Committee or waive the right to a formal hearing and accept the proposed sanction of the Dean of Students or designee.
9. As provided by policy (cases involving domestic violence, sexual assault, and stalking, etc.) the accusing student will receive the same rights of fundamental fairness as the accused.

### Disciplinary Authorities

1. **Dean of Students**—The Dean of Students has the responsibility to enforce the disciplinary policies of Northwest Mississippi Community College. The Dean is the principal hearing officer of the College regarding disciplinary violations. The Dean shall coordinate all investigations, prepare written reports, bring specific charges, ensure proper distribution of official written notices of the institution, and report on the findings to the Student Disciplinary Committee if an appeal to that committee is requested. The Dean may also recommend sanctions to be imposed and receive any student appeal of decisions and forward them to the proper authority. The Dean shall provide an audio recording and or transcript of the Student Disciplinary Committee hearing to the appeal authority and serve in an advisory capacity. The Dean shall enforce the final decision in all disciplinary action.

The Dean of Students is responsible for ensuring adherence to the Student Conduct Procedure regarding formal and informal hearings, for notifying appropriate campus offices of disciplinary actions when warranted, and for ensuring the appropriate maintenance, safety and security of all discipline records.

2. **Assistant Director of Campus Life and Housing**—The Assistant Director of Campus Life and Housing is designated by the Dean to assist in the enforcement

of the Code of Student Conduct. The Assistant Director has the responsibility to notify the student of the charges, notify the student of hearings by the Student Disciplinary Committee, and convene the Student Disciplinary Committee. The Assistant Director is authorized to act as a hearing officer to conduct informal hearings, to present cases to the Student Disciplinary Committee, and to coordinate all recordkeeping, formal notices, etc. connected with disciplinary actions.

**3. Student Disciplinary Committee**—The Student Disciplinary Committee has the responsibility of hearing all cases involving violations of college policy, determining responsibility, and imposing sanction. The committee shall be composed of four faculty members, two staff members, and one student. An alternate will be named for each member should that member be unable to attend. The President of the College or his designee shall appoint all members. All committee members receive annual training on conducting their role in the hearing process, including such topics as domestic violence, sexual assault, stalking, victim safety, and standard of evidence. All members shall serve a term of one year or until their successors are chosen.

**4. Vice President for Administration and Finance**—The Vice President for Administration and Finance shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The Vice President for Administration and Finance will hear formal hearing appeals of Student Disciplinary Committee decisions only when the sanctions imposed do not include external suspension, residence hall dismissal, dismissal, or expulsion. His decision in such appeals will be final.

**5. President of the College**—The President of Northwest Mississippi Community College is the final authority on all disciplinary action taken by the institution. The President shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The President will hear appeals of Student Disciplinary Committee decisions only when the sanctions imposed include expulsion, external suspension, residence hall dismissal, or dismissal. His decision in such appeals will be final.

## **Student Conduct Adjudication Procedures**

Listed below are procedures to be used by members of the College community and by disciplinary authorities in adjudicating such complaints. Complaints against a student organization shall be resolved using these same procedures. Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice results from such deviation.

### **Filing a Complaint**

Disciplinary action shall be commenced with the filing of a written complaint by the Campus Police, Campus Security Authority/Responsible Employee, or any member of the College community or guest of the College with the Assistant Director of Campus Life and Housing or designee. This report shall be filed stating the charge against the accused as well as facts supporting such a charge.

### **Informal Hearings**

Upon receipt of a written complaint, the Assistant Director of Campus Life and Housing shall direct the accused student by letter, telephone, or campus appearance ticket to schedule within two (2) working days, an appointment with the Assistant Director or other hearing officer for an informal hearing. At the informal hearing, the hearing officer will:

1. Provide the student with the charge as well as the facts supporting the charge.
2. Review the charge and facts with the student. After review, the hearing of-

ficer may dismiss the charge should he determine that the charge is not valid. Should the hearing officer determine the charge is valid, the student has two hearing options:

- a. to accept responsibility for the charge, waive his or her right to a formal hearing, and request that the informal hearing continue; or
- b. to plead not responsible for the charge and request a formal hearing before the Student Disciplinary Committee.

The hearing officer has the right to decline to hold an informal hearing and forward the case to the Student Disciplinary Committee for a formal hearing.

If in an informal hearing the student accepts responsibility for the charge and waives his/her right to a formal hearing, the hearing officer will follow the following procedure:

1. The hearing officer will discuss the violations with the student and determine appropriate sanctions. In determining sanctions, the hearing officer will review and consider any previous violations of policy by the student. The hearing officer will then complete an Informal Discipline Hearing Action Form. The form shall specify both the violations and the assigned sanctions.

2. Should the student decide to accept responsibility for the violations and the sanctions specified, he/she should then sign the form. The hearing officer will provide the student with a copy of the signed form. The student has three (3) working days in which to revoke, in writing, his/her acceptance of responsibility and request a formal hearing.

3. Should the student accept responsibility for the violations but not the sanctions, the student may request a formal hearing with the Student Disciplinary Committee. The student and hearing officer will then both complete a Request for Formal Hearing Form.

Should a student fail to schedule an informal hearing, the hearing officer will schedule the informal hearing and send notice of such hearing to the student's campus or permanent address. The hearing may be no earlier than four (4) working days from the sending of the notice. Should the student fail to appear for the hearing the hearing officer may hear the case in the student's absence. Results of the hearing will be sent to the student's campus or permanent address. The student may appeal the decision according to Informal Hearing Appeal Procedures.

## **Formal Hearings**

### **Notice of Hearing**

The accused student shall be given notice of his/her hearing before the Student Disciplinary Committee. This notice should be in writing and shall state the regulations allegedly violated as well as the facts underlying each alleged violation. The student shall be notified of the date, time, and place of the hearing.

Notice of the hearing will be presented to the student 48 hours prior to the hearing, when possible.

The accused student may request a delay in the hearing from the Dean of Students. The Dean may grant such requests as he deems appropriate. At the beginning of a hearing, the accused student may also request a delay from the Student Disciplinary Committee. Such requests will be granted only in the most unusual circumstances.

### **Hearing Procedures**

1. Disciplinary hearings are of a private and confidential nature involving the student and the Student Disciplinary Committee. They are closed to the public.

2. All proceedings will be conducted promptly on a fair and impartial basis.

Both the accused and accuser are each permitted to challenge up to two members of the committee on the basis of partiality. The committee as a whole shall rule by majority vote on all challenges. A committee member is obligated to excuse themselves from the proceedings if they are unable to remain impartial.

3. The order of the hearing is as follows:

- a. presentation of the charge(s);
- b. a call for the accused's response to the charge(s);
- c. supporting testimony and information and/or witness on the charge(s);
- d. presentation of the accused's testimony, witnesses, and supporting information; and,
- e. examination and questioning by members of the committee both during and following the presentation of charges and the accused's defense.
- f. The accused may only question their accuser and opposing witnesses through the Committee Chair.

4. The accused may bring an adviser of his/her own choice to the hearing. This adviser may be an attorney, faculty member, another student, a parent, or a citizen at large. Should a student invite an attorney to be present at the hearing, the student must notify the Dean of Students of such an invitation within 48 hours of the hearing. The adviser may address the committee only with the permission of the Chairman.

5. The first decision to be made by the committee is a finding on the question of whether or not the student is responsible for the alleged violation. When determining responsibility, the committee will use a preponderance of the evidence standard (i.e., it is more likely than not that the violation occurred). If a student is found responsible for the charges, a decision on the application of sanction must be made. These are distinctly separate decisions.

6. Committee deliberations on the questions of responsible or NOT responsible will be closed to all but committee members. They will consider only information pertinent to the charge(s).

7. The President of the College will advise the accused student of the committee's decision and its application of sanction in writing.

8. The accused will be further informed in writing of his/her right to appeal and how to pursue the appeal process.

9. A record of the hearing will be made and stored in the office of the Dean of Students. Recordings may be disposed of immediately following the conclusion of the appeal process.

10. The presiding officer at any hearing may modify, amend, or change these recommended procedures in order that the accused student may have a hearing more fully in compliance with principles of basic fairness.

11. In cases related to domestic violence, sexual assault, and stalking:

- a. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the permission of the Chairman.

- b. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.

- c. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.

- d. The accuser (alleged victim) will be informed of any change to the results

that occurs prior to the time that such results become final.

e. The accuser will be informed of the final results.

## Appeal Procedures

### Appeal of Formal Hearing

1. After a formal hearing the student has the right to appeal the decision of the Student Disciplinary Committee.

2. The appeal must be made to the Dean of Students in writing within three (3) days after the student has received written notice of the decision of the Student Disciplinary Committee.

3. The Dean shall forward all appeals not involving the sanctions of external suspension, dismissal, or expulsion to the Vice President for Finance.

4. All appeals involving sanctions of external suspension, dismissal, or expulsion must be forwarded to the President.

5. All appeals must be forwarded within two (2) working days.

6. The Vice President for Administration and Finance or President shall notify the student in writing as to their decision within a reasonable amount of time. Simultaneous notification to the accuser will be made as per policy. Their individual decisions are final.

## Disciplinary Sanctions

The range of disciplinary sanctions includes, but is not limited to, the following:

**Expulsion**—Permanent separation from Northwest Mississippi Community College, with denial of right of student to participate in any academic or other activity. The student is never allowed to visit any of the college's premises. The expulsion notice must be signed by the President of the College.

**Dismissal**—Separation from Northwest, with the student not allowed to reapply for admission. The student is not allowed on college premises without specific written permission from the Vice President for Student Services.

**External Suspension**—Separation from Northwest for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President for Student Services.

**Interim Suspension**—Temporary suspension from Northwest while awaiting a hearing (see interim suspension procedures).

**Modified Suspension**—All privileges, except to attend class and use learning resources, are suspended for a period of time. The student is allowed on campus only to attend class and use learning resources. Student must observe all other stipulations specified under his or her suspension. Student must leave campus no later than 4 p.m. unless otherwise specified.

**Withdrawal**—Student is withdrawn from school. No entry is made on official records other than withdrawal. He/she may return to school at the end of a specified time.

**Disciplinary Probation**—Student is no longer considered in good standing in terms of conduct. Further violations of regulations during a probationary period may result in suspension, dismissal, or expulsion. Certain student privileges are suspended during a probationary period.

**Restitution**—Student must replace any private or public property that has been damaged or destroyed.

**Restriction**—Student is restricted from entering certain facilities or from specified student privileges.

**Behavior Restriction**—Student is restricted from having any contact with a specific student, staff, or faculty member while on any campus of Northwest Mississippi Community College. Contact is defined as any verbal communication, electronic

communication, physical touching or close physical proximity. This includes harassing phone calls and e-mails.

**Community Service**—Specified work hours with a campus office or community service.

**Mandatory Counseling/Educational Sessions**—Behavioral counseling or educational sessions on a stated regular basis.

**Residence Hall Dismissal**—Required to vacate a residence hall for violation(s) of residence hall policies and/or other institutional policies. Students are not allowed to visit any residence hall or associated parking lots when assigned this sanction.

**Fine**—Student is fined for violations of policy; amount of fine will vary depending upon the nature and severity of offense.

**Warning**—Issued for minor infraction of policy. Further violations will result in more serious sanctions.

**Parental Notification**—Northwest reserves the right to notify parents of disciplinary infractions according to law.

Resident students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence halls while the appeal is pending.

Northwest Mississippi Community College does not utilize corporal punishment as a discipline or behavioral sanction. The use of such is prohibited.

### **Alternative Resolution**

A student may be given the opportunity for an alternative resolution when a policy violation (certain residence hall regulations, tobacco policy, dress code, etc.) occurs for the first time and in which an educational sanction is a more appropriate resolution. Most alternative resolutions would mean attendance by the student at an educational or information session regarding the subject of the violation. Once the student has attended the session, no fines or other sanctions will be assessed regarding the violation. No formal student conduct record will be created. Records of attendance will be kept for the duration of the academic year (fall-spring) and then destroyed. During that time period, attendance records may be referred to in the case of a second violation. Participation by a student in an alternative resolution is voluntary.

### **Interim Suspension Procedures**

Any student charged with or convicted of a violation of the law or college regulation injurious to the health and welfare of the college community, shall be subject to immediate administrative suspension with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegate. A hearing regarding the student's conduct and the appropriateness of the suspension must be held as soon as practicable.

Should the administrative suspension be of such duration as to cause a violation of the class absence policy, the College, at its discretion, may withdraw the student from classes with a grade of "W" to avoid failing grades being entered on the student's permanent record. Such a withdrawal will normally be made in consultation with the student.

The conviction of a student for a criminal offense which interferes with the orderly educational operation of the College or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community, shall be sufficient grounds for disciplinary action consistent with the College's policies and procedures.

## **Involuntary Withdrawal Procedures**

The College is responsible for taking reasonable steps to foster a campus environment conducive to learning. Some students may, because of a medical or other condition, engage in behavior that presents a direct threat of harm to others, or substantially disrupts the learning or working environment. A direct threat means a significant risk of harm to health or safety.

In such cases, as an alternative to disciplinary action, the Dean of Students or designee may require a student to withdraw from the College, take a leave of absence, or vacate a residence hall. Such a decision shall be communicated in writing to the student and must specify the terms of the decision, including reasonable conditions for re-entry.

A student who threatens to commit, or attempts to commit, suicide shall not be subject to disciplinary action or involuntary withdrawal for simply that threat or attempt.

If a student's behavior presents an immediate, severe and direct threat to others, or is substantially disrupting the learning or working environment, the Dean of Students or designee may impose an interim suspension before a final determination of the matter.

Should a student dispute the decision of the Dean of Students or designee regarding withdrawal or leave of absence, a student may appeal the decision to the Involuntary Withdrawal Appeal Committee. The Committee, appointed by the President, shall consist of two members of the faculty, one of whom shall serve as chair, a member of the faculty or staff who possesses counselor credentials, and a member of the staff. Written notice of the time or date of the hearing shall be given to the student at least two working days in advance, unless the student consents to an earlier hearing. The student may request a reasonable delay of the proceeding.

At the hearing, the Dean of Students or designee shall present a statement of the reasons for the withdrawal or leave of absence. The student has the right to present their reasons for disputing the withdrawal, to present witnesses and evidence on his or her behalf, to cross examine witnesses, to remain silent without assumption of responsibility, and to be assisted by legal counsel or an adviser.

After the evidence is presented at the hearing, the Committee shall determine whether the College has reasonably proven that the student's behavior presents a direct threat of harm to others, or has substantially disrupted the learning or working environment, and presents a significant risk of threatening further substantial disruption. The Committee may uphold or overturn the decision of the College, or alter it by imposing other reasonable remedies or set other appropriate conditions for re-entry. The decision of the Committee is final.

## **Recordkeeping**

The Dean of Students shall keep on file all official records pertaining to disciplinary actions. These records are open to examination only according to the College's privacy regulations. Victims of acts by other students are allowed access to the sanctions of the perpetrator but are forbidden to share such information with others. Records on students who have received external suspensions, expulsions, or dismissals will be permanently maintained. All other records will be destroyed four years after an individual ceases to be a student.

## **Expulsion Sunset Provision**

After five (5) years, an expelled or dismissed student may petition for the removal of the sanction. The request should be mailed or delivered to the Dean of Students and must include the following:

1. An outline of the individual's educational plan;
2. Reasons for the request of reinstatement of educational privileges; and

3. A signed release allowing school officials to check criminal history.

Upon receipt of a complete petition, the Dean of Students will review and forward the petition to the Admissions Committee with his recommendation. The Admissions Committee meets regularly prior to each semester.

## Additional Information

For additional information, contact:

1. Student Development Center - Senatobia: 562-3320
2. Student Development Center - DeSoto Center: 280-6127
3. Student Development Center - Lafayette-Yalobusha Technical Center: 236-2023
4. Dean of Students: 562-3305

## Crime Statistics

Northwest Mississippi Community College reports campus crime statistics using the Uniform Crime Reporting system. Crime statistics for the most recent three-year period follow.

Northwest Mississippi Community College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of the threat of sexual assault. Every member of the college community should be aware that the college considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a learning environment.

## Definitions of Crimes

Pursuant to the Clery Act, crimes must be classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR).

### Criminal Offenses

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded.

**Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (i.e., forcible rape, forcible sodomy, sexual assault with an object, or forcible fondling).

**Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse (i.e., incest or statutory rape).

**Robbery:** The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force, or threat of force or violence, and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft:** The theft, or attempted theft, of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**Arson:** Any willful or malicious burning, or attempt to burn, with or without intent to defraud; a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

## Hate Crimes

Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

### The Clery Act Categories of Bias

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe, and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

**Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age or illness.

**In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:**

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another (larceny and theft mean the same thing in the UCR). Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### Arrests and Referrals for Disciplinary Actions

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

- **Liquor Law Violations:** State and/or local liquor law violations except drunkenness and driving under the influence. Federal violations are excluded.

- **Drug Law Violations:** State and/or local offenses relating to the unlawful possession, sale, use, growing, and manufacturing of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction.

- **Weapons Violations:** All violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers. Attempts are included.

# Northwest Mississippi Community College Annual Crime Report and Campus Crime Statistics Act Statistical Data

## Senatobia Campus: Criminal Offenses

2019	RH	C	CT	NC	PP
Murder/Nonnegligent					
Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	1	1	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	1	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent					
Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	1	0	1	0	0
Robbery	1	0	1	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2017</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent					
Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	1	1	0	0
Arson	0	0	0	0	0

Key:  
 RH=residence hall  
 C=campus  
 CT=campus total  
 NC=non-campus  
 PP=public property



<b>2018 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

Key:

R=race

G=gender

RE=religion

SO=Sexual Orientation

E=ethnicity

D=disability

NO=nation origin

GI= gender identity

### Senatobia Campus: VAWA Crimes

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	2	0	2	1	0
Stalking	1	0	1	0	0

<b>2017</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	1	1	2	0	0
Stalking	1	0	1	0	0

## DeSoto Center (Southaven): Criminal Offenses

2019	RH	C	CT	NC	PP
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2017</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Key:  
 RH=residence hall  
 C=campus  
 CT=campus total  
 NC=non-campus  
 PP=public property



<b>2018 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0
<b>2017 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0
<b>2019 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

2018 Public Property	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

2017 Public Property	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

Key:

R=race

G=gender

RE=religion

SO=Sexual Orientation

E=ethnicity

D=disability

NO=nation origin

GI= gender identity

### DeSoto Center (Southaven): VAWA Crimes

2019	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	1	1	0	0
Stalking	0	0	0	0	0

2018	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2017	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	3	3	0	0

See key on next page

## DeSoto Center (Olive Branch): Criminal Offenses

2019	RH	C	CT	NC	PP
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2017</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Key:  
 RH=residence hall  
 C=campus  
 CT=campus total  
 NC=non-campus  
 PP=public property

## DeSoto Center (Olive Branch): Arrests and Judicial Referrals

2019	RH	C	CT	NC	PP
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>2017</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	1	1	0	0
Illegal Weapons Possession	0	0	0	0	0

## DeSoto Center (Olive Branch): Clery Hate Crime Statistics

2019 On Campus	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

2018 Public Property	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

2017 Public Property	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent								
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

Key:

R=race

G=gender

RE=religion

SO=Sexual Orientation

E=ethnicity

D=disability

NO=nation origin

GI= gender identity

### DeSoto Center (Olive Branch): VAWA Crimes

2019	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2018	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2017	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## Lafayette-Yalobusha Technical Center: Criminal Offenses

2019	RH	C	CT	NC	PP
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>2017</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Key:  
 RH=residence hall  
 C=campus  
 CT=campus total  
 NC=non-campus  
 PP=public property



<b>2018 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2017 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

2018 Public Property	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

2017 Public Property	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

Key:

R=race

G=gender

RE=religion

SO=Sexual Orientation

E=ethnicity

D=disability

NO=nation origin

GI= gender identity

### Lafayette-Yalobusha Technical Center: VAWA Crimes

2019	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	1	1	0	0

2018	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2017	RH	C	CT	NC	PP
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

See key on page 341

# 2020 ANNUAL FIRE SAFETY REPORT

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## Policy: Fire Safety Reporting and Disclosures

### Introduction

As required by the Higher Education Opportunity Act (“HEOA”), Northwest Mississippi Community College has established the following reporting and disclosure procedures with respect to fire safety in on-campus student housing for the Senatobia Campus. The reporting and disclosure requirements described below apply only to fires that occur on the Senatobia on-campus student housing, which is defined as student housing that is owned or controlled by Northwest Mississippi Community College or located on property that is owned or controlled by Northwest Mississippi Community College, and located within the reasonably contiguous geographic area that makes up the Senatobia Campus.

The goal of the Northwest Mississippi Community College and Campus Police is to provide students in on-campus housing with the information and training necessary to keep them safe from fires.

### Reporting Fires to Campus Authorities

Northwest Mississippi Community College students and employees should report all fires that occur in Senatobia on-campus student housing to the Campus Police on the Senatobia Campus. The Northwest Mississippi Community College Police Department is located at 103 Union Drive (1st Floor), and may be contacted by calling 662-562-3314. A report received by other personnel, such as a Residence Hall Supervisor or other resident staff, should be referred to the Campus Police Office. Northwest Mississippi Community College has an incident report form in which all information pertaining to the fire incident is documented. After a report of a fire has been made to the Campus Police Office, the Campus Police Office will complete an incident report form for the fire, and the report will be included in the Daily Fire Log referred to below.

All fires should be immediately reported to the Senatobia City Fire Department by dialing 911 or 662-562-4434.

### Fire Safety Disclosures

With respect to fires on the Senatobia Campus and other on-campus student housing, the Northwest Mississippi Community College makes three disclosures. It publishes an annual fire safety report for each campus, it annually reports its fire statistics to the U.S. Department of Education (the “Education Department”), and it makes, keeps, and maintains a daily fire log for each campus. The procedures for each of these three disclosures for the Senatobia campus are described below.

### The Senatobia Fire Department

The Senatobia Fire Department is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical, and hazardous material emergencies both in the town of Senatobia and on the Northwest campus. The Senatobia Fire Department is comprised

of a chief, four captains, 14 full-time firefighters, and a fire inspector. The department also provides EMS first response from the EMT level. The Fire Station is located off of Main Street in Senatobia at 137 Front Street. Their direct number is 562-5631.

# Annual Fire Safety Report

Each Northwest Mississippi Community College campus publishes an Annual Fire Safety Report. The Chief of Police is responsible for collecting the required information and publishing the report for the campuses. The Annual Fire Safety Reports are published concurrently with each campus' Annual Campus Police Report as permitted by the HEOA regulations so long as the title of the report states that the report contains both the fire safety and campus security information. This is the Annual Fire Safety Report for the Senatobia Campus, and contains the information described below.

## Statistics

On the following pages are statistics for each Senatobia on-campus student housing facility, for the three recent calendar years for which data is available.

Key:

FC=Fires & Causes

I=Injuries

D=Deaths

VD=Value of Damages

## 2017 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2018 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2019 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Relevant Fire Safety Definitions

For the purposes of the reporting and disclosure described herein, Northwest Mississippi Community College defines the relevant terms as follows.

- “Fire”: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- “Cause of Fire”: The factor or factors that give rise to a fire, including intentional action, unintentional, mechanical failure, or an act of nature.
- “Fire-related injury”: Any instance in which a person is injured as a result of fire. This included injuries sustained from natural or accidental causes and injuries sustained while involved in fire control attempting a rescue, or escaping from a fire.
- “Fire-related death”: Any instance in which a person is killed as a result of a fire, or dies within one year of injuries sustained as a result of a fire.
- “Value of property damage”: The estimated value of the loss of the structure and its contents, including contents damaged by fire, smoke, water, and overhaul.

## Residence Hall/Fire Safety Equipment Descriptions

Northwest Mississippi Community College owns and operates the following nine residence halls on the Senatobia campus, which are used exclusively for residential living.

### **Benton Apartments • 4811 Highway 51 N., Senatobia**

*Description*—Completed in 1971, Benton was converted in 1989 to a women’s residence hall. The three building complex houses 78 female students in two, four or six bed apartment units.

*Fire Safety Equipment*—one fire extinguisher in each apartment, smoke detectors in each bedroom and kitchen, exterior video surveillance.

### **Bobo Hall • 172 Alumni Drive, Senatobia**

*Description*—Built in 1965, Bobo is a two-story women’s residence that houses approximately 59 female students. Comprehensive renovations were completed in 1996 and 2014. Students are housed in a suite environment where two bedrooms share one bathroom located between the two units.

*Fire Safety Equipment*—A central fire alarm system, smoke detectors in every bedroom and in hallways and lounges, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

### **DeSoto Hall • 230 Northwest Drive, Senatobia**

*Description*—built in 1968, DeSoto was renovated in 1999 and converted from faculty housing to student residences. The four building complex houses 59 male and female students in three to four bed apartments.

*Fire Safety Equipment*—Smoke detectors in every apartment kitchen and every apartment bedroom, carbon monoxide detectors in every apartment, a fire extinguisher in every apartment, common exterior doors equipped with alarms to discourage door propping, and video surveillance at apartment entrances.

### **Gainey Hall • 272 Alumni Drive, Senatobia**

*Description*—Gainey was built in 1966 and renovated in 1995 and 2014. The two-story residence houses approximately 88 male students in a suite environment where two bedrooms share one bathroom located between the two units.

*Fire Safety Equipment*—A central fire alarm system, smoke detectors in every bedroom and in lobbies and hallways, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

### **Marshall Hall • 410 Thompson Street, Senatobia**

*Description*—Completed in fall 2003, Marshall houses 160 male and female students in four bed apartments located in four buildings, with an additional building containing a central office/lounge area.

*Fire Safety Equipment*—One smoke detector in each apartment, one fire extinguisher in each apartment, and an exterior video surveillance system.

### **Panola Hall • 405 Thompson Street, Senatobia**

*Description*—Completed in 1974 and renovated in 2004, Panola houses approximately 84 female students in suite style accommodations, with each suite containing three rooms with two beds each, and a suite bath.

*Fire Safety Equipment*—A central fire alarm system, smoke detectors in each suite hallway, video surveillance, one fire extinguisher in each suite, controlled/monitored access system into each suite, and exterior video surveillance system.

### **Quitman Hall • 282 Alumni Drive, Senatobia**

*Description*—Quitman is a three-story residence hall built in 1968 and renovated in 1991 and 2015, housing 258 men in two, three, and four bed rooms. The building has community baths.

*Fire Safety Equipment*—A central fire alarm, smoke detectors in each bedroom and in hallways, video surveillance, nine fire extinguishers, emergency lighting, and a controlled/monitored building access system.

### **Tallahatchie Hall • 420 Thompson Street, Senatobia**

*Description*—Tallahatchie is a three building complex built in 1973 and renovated in 1990. 96 male students are housed in one, two, and three bedroom apartments.

*Fire Safety Equipment*—Smoke detectors in every bedroom and kitchen, a fire extinguisher in every apartment, and exterior video surveillance.

### **Taylor Hall • 162 Alumni Drive, Senatobia**

*Description*—Taylor is a three-story residence hall housing 172 women in two bed student rooms, with community baths. The hall was built in 1968 and renovated in 1994 and 2016.

*Fire Safety Equipment*—A central fire alarm system, nine fire extinguishers, a smoke detector in every bedroom and in hallways and lobbies, emergency lighting, video surveillance, and a controlled/monitored building access system.

## **Number of Fire Drills Held on Campus**

Northwest Mississippi Community College holds semi-annual fire evacuation drills in each of the Senatobia residence halls. Student residents participate in two (2) fire evacuation drills per year. Drills are also held during the summer session.

## **Rules on Portable Electrical Appliances, Smoking, and Open Flames in a Housing Facility**

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards and must not obstruct sidewalks, entrances, passages, fire escapes, elevators, lobbies, stairways, corridors, or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial trees
- Electric heaters, air conditioners, hot plate burners, toasters, toaster ovens or any appliance that would generate a direct heat source

- Air fryers
- Halogen lighting equipment
- Candles\*, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition

\* This applies to all candles, including Shabbat and Hanukkah candles. Shabbat and Hanukkah candles may be kindled only in officially designated areas. An incandescent electric light should be utilized in student rooms for Shabbat candle lighting purposes.

Refrigerators are permitted only in accordance with official specifications.

Smoking is prohibited everywhere on all Northwest Mississippi Community College campuses.

Students found in possession of prohibited items will be subject to disciplinary action. If you have any questions or concerns regarding fire safety, please contact the Northwest Mississippi Community College Housing Office at 662-562-3305.

Deliberate fires of any size will not be tolerated; the deliberate setting of a fire will be treated as arson. False alarms are dangerous and will be treated seriously.

## Housing Procedures for Evacuation in Case of a Fire

### EMERGENCY EVACUATION: General Emergency Fire Safety Instructions

- Keep calm. Do not panic. Notify the Fire Department as soon as possible. Fire Department personnel will be on the scene of a fire within minutes of receiving an alarm.
- If your building is equipped with a fire alarm and that alarm is sounded, you should evacuate the building in accordance with the procedures outlined in the Fire Safety Notice affixed to the back of the room/suite entry door. **WHEN A FIRE ALARM SOUNDS, ALWAYS EVACUATE THE BUILDING.**
- Because flame, heat, and smoke rise, generally a fire on a floor below your room or apartment presents a greater threat to your safety than a fire on a floor above. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished alone. Do not attempt to put a fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- When exiting the building during a fire, close all doors as you exit to confine the fire.
- Heat, smoke, and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition where visibility is poor, get down on the floor and crawl. Take short breaths, breathing through your nose.
- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs, and roll over to smother the flames.

## Campus Policies Regarding Fire Safety Education and Training Programs, Which Include the Procedures that Students and Employees Should Follow in the Case of a Fire

Periodic evacuation drills in the Senatobia on-campus residence halls are conducted in conjunction with the Campus Police. These drills are an important means of preparing residents to respond to the sounding of the fire alarm. Residents must evacuate the building immediately upon hearing the fire alarm. Residents who do not evacuate the building during an evacuation drill are subject to disciplinary action.

Residents of the Senatobia on-campus residence halls also receive residence hall-specific information about fire safety and evacuation procedures at the beginning of each semester. Residents and their guests are responsible for knowing the fire protection features

of the building (i.e. fire exits, stairways, alarm pull stations), as well as the fire safety procedures for the building.

Residents should report any problems or inappropriate behavior observed, including damage to or evidence of tampering with fire alarms, removal of fire exits signs, missing fire extinguishers, and behavior that compromises the safety of the community.

### **List of the Titles of Each Person or Organization to Which Students and Employees Should Report that a Fire Occurred**

At the onset of a fire, students and employees should immediately report all fires to the Senatobia City Fire Department by dialing 911 or 662-562-4434. The Northwest Mississippi Community College Campus Police Department should be notified as well by calling 662-562-3314.

### **Any Plans for Improvements in Fire Safety, Should Northwest Mississippi Community College Determine that Improvements are Necessary**

Fire safety drills will occur mid-semester to refresh emergency protocol.

### **Annual Report to the U.S. Department of Education**

As required by federal law, Northwest Mississippi Community College reports annually to the Education Department the fire statistics listed herein for Senatobia on-campus student housing as well as fire statistics for its other campuses. Northwest Mississippi Community College reports these statistics through the Education Department web-based data collection system.

### **Daily Fire Log**

As required by federal law, each Northwest campus maintains an easily understood written Daily Fire Log. Each Campus Police Office is responsible for maintaining the Daily Fire Log.

The Daily Fire Log lists the following information for each fire that occurs in on-campus student housing: the date the fire occurred, time of occurrence, general location and nature of fire.

Each Campus Police Office makes entries in the Fire Log within two business days of receiving a report of a fire and updates those entries within two business days if additional information is received about the fire. The entries in the Daily Fire Log are used to generate the Annual Fire Safety Report. Each campus maintains its own Daily Fire Log in its Campus Police Office. The Daily Fire Log is kept separate from the Crime Log. The most recent 60 days of each campus' Daily Fire Log are available upon request in the Campus Police Office for inspection by the public Monday through Friday during business hours. Portions of the Daily Fire Log that are older than 60 days will be made available within two business days of a request for public inspection. Northwest Mississippi Community College maintains each Daily Fire Log for three years following the publication of the last Annual Fire Safety Report to which that Daily Fire Log applies. Thus, Northwest maintains each Daily Fire Log for a period of at least seven years.

### **Annual Security Report**

The Annual Security Report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Copies are available during business hours at the Campus Police Office or Department of Campus Life and Housing. The Daily Crime Log is also available for inspection at each Campus Police Office during business hours.

# Northwest Mississippi Community College Residence Hall Fire Safety Report

2017 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

2018 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

2019 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

# Emergency Procedures

## Medical Emergency

Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; contact your instructor, the building front desk, the building supervisor, or Campus Police immediately. If you cannot leave the situation, send someone who is nearby to call.

Do not delay by referring to other persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it than wait and regret the decision later.

If other people are near, it may be possible to use them to contact campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Never leave the emergency until you are relieved by trained, competent personnel.

When requesting assistance, make sure that you give your name, address, phone number (if possible), and any other information requested by college personnel. Allow the staff member to terminate the phone conversation, thus assuring all essential information has been received correctly.

## Fire

1. If you discover a fire:
  - a. If the fire is small (e.g., trash can), put it out with a fire extinguisher.
  - b. With all other fires, exit the building, pulling the local alarm in the corridor. If there is no alarm, inform your instructor, the building supervisor, or Campus Police.
  - c. Staff should contact the Fire Department and/or Campus Police immediately.
2. If you hear a fire alarm:
  - a. Pull windows and doors closed.
  - b. Exit the building using the nearest unblocked staircase.
  - c. Move away from the building. Follow the directions of the College staff or the Fire Department.

## Severe Weather

If there is severe weather:

1. Move indoors.
2. The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.
  - a. TORNADO WATCH—means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.
  - b. TORNADO WARNING—means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as directed by College staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, go to an interior room or hallway away from windows.

## Earthquake

If there is an earthquake:

1. During the shaking:
  - a. If indoors, take cover under a desk, table, etc., or in doorways, halls and against inside walls.
  - b. If outdoors, stay outside and move away from buildings and utility wires.

- c. Do not use candles, matches, or other flames during or after a tremor.
2. After the shaking:
  - a. Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
  - b. Stay out of severely damaged buildings. Do not go sightseeing. For more specific information, please refer to the chart on the back of the entrance door to your residence hall or classroom.

## Emergency Telephone Numbers

### Senatobia Campus

Fire/Ambulance/Police	911
Campus Police	562-3314
Student Services/Housing	562-3305

### DeSoto Center

Main Desk &	
Campus Police	342-1570
Fire/Ambulance/Police	911

### Lafayette-Yalobusha Technical Center

Main Office	236-2023
Fire/Ambulance/Police	911

## School Closing

In the case that Northwest Mississippi Community College is closed due to inclement weather conditions the following procedure is followed:

1. School administrators make a decision based on weather conditions at all campus locations.
2. As soon as possible, the Office of Communications notifies all Memphis TV stations.
3. An updated message will be posted on the main campus switchboard (662) 562-3200.
4. An announcement will be posted on the college web site: [www.northwestms.edu](http://www.northwestms.edu).
5. Notification will be placed on the Northwest Rangers Facebook page: Northwest Rangers, on the Northwest Twitter page: @NorthwestMSCC and on the Northwest Instagram account: NWCC\_Rangers.
6. Employees and students will be notified through the RangerAlert System via e-mail or text. The system does not require you to sign up for the service, but you must have an active cell phone number listed with the college. For STUDENTS you may log onto your myNWCC (<https://sys.northwestms.edu:444/acprdws/islogin.pgm>) and update your cell phone number if you did not list one on your application with the Office of Admissions and Records. For FACULTY and STAFF please contact Human Resources and have them add your cell phone number to your information if you have not previously listed one.

In the event that you do not wish to receive any of the alerts simply text STOP after receiving a RangerAlert via text message. To stop emails, click on the link attached to any RangerAlert email you receive.

Please note that if school reopens following inclement weather, some TV stations will not post an “open” status. If you do not see Northwest listed as “closed,” then classes will be held. However, an “open” status can be noted on the website, social media pages, Canvas and on the phone recording.



# DIRECTORY

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# DIRECTORY

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<b>DARRON BOBO, SR.</b>	Construction
<b>NATHAN BOYD</b>	Plumbing/Underground Utilities
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<b>CINDY BROWN</b>	Accounts Receivable Clerk
<b>KATIE BROWN</b>	Admissions Advisor
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<b>STACY BULLINER</b>	Food Service
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<b>MAE BURTON</b>	Custodian
<b>EDWARD BUTLER</b>	Custodian
<b>TINA CARRINGTON</b>	Clerk, Post Office
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<b>DENNIS COBB</b>	Groundswoker
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<b>CORNEIL COPELAND</b>	Secretary, Business Office/Credit Union Manager
<b>BRIE CORLEW</b>	Financial Aid Loan Officer
<b>DONNELL COX</b>	Custodian
<b>SUZANNE CREEKMORE</b>	Information Assistant
<b>ELIZABETH CUMMING</b>	Custodian
<b>JON DANIEL</b>	Construction Worker
<b>KIM DAVIS</b>	Custodian
<b>MARILYN DAVIS</b>	Custodian
<b>ROBERT DAVIS</b>	Food Service
<b>TRAY DAVIS</b>	Groundswoker
<b>JACKIE DEDWYLDER</b>	Evening Librarian
<b>WILL DEDWYLDER</b>	Sunday Lab Assistant, Library
<b>RICHARD DeLEON</b>	Campus Police
<b>AL DODSON</b>	Campus Police
<b>PATRICE DOVER</b>	Food Service
<b>RUTH A. DUNLAP</b>	Purchasing Agent
<b>SHELBI DUNLAP</b>	Dual Enrollment Advisor, Admissions & Records
<b>ANTHONY ELION</b>	Custodian

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JUSTIN ESTER	Custodian
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LETRECIA FLOWERS	Residence Hall Supervisor
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SANDRA GARRETT	Food Service
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SUZANNE GEESLIN	Coordinator of Housing Operations
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ANNIE JACKSON	Food Service
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ROSIE JOHNSON	Custodian
SALLY JOHNSON	Food Service
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SANDRA NEWSON	Custodian
DEBRA NICHOLS	Food Service
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FRANKIE PATTERSON	Food Service
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HENRY PIPKIN	Groundswoker
ARLENE PITTMAN	Custodian
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# NUMBERS TO KNOW

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**Main Campus—Senatobia**  
4975 Highway 51 North  
Senatobia, MS 38668  
(662) 562-3200

Academics	562-3235
Admissions & Records	562-3219
Bookstore	562-3240
Business Office	562-3216
Cafeteria	562-3311
Cafeteria Menu Line	ext. 8188
Campus Police	562-3314
Canvas Help Line	1-855-308-2755
Career Center	562-3954
Career-Tech Office	562-3361
Computer Help Desk	562-3934
Early College Programs (Dual Enrollment)	562-3235
eLearning/Online Classes	560-5230
Evening School	560-5256
Financial Aid	562-3271
Housing	562-3305
Library	562-3278
Math Support Lab	562-3940
Post Office	562-3239
President's Office	562-3227
Student Services	562-3997
Student Development Center	562-3320
Student Publications	562-3275
SSS TRIO Academic Program	562-3323
Writing Center	560-4209

**DeSoto Center—Southaven**  
5197 W.E. Ross Parkway  
Southaven, MS 38671  
(662) 342-1570

Assistant Dean's Office	280-6167
Business Office	280-6123
Bookstore	280-6159
Dean's Office	280-6125
eLearning Coordinator	280-6156
Evening School Director	280-6126
Financial Aid	280-6143
Library	280-6164
Math Support Lab	996-1930
Olive Branch Campus	895-7600
Registrar 393-1650/996-1936 (voicemail)	
Student Development Center	996-1924
Success Club	280-6193
Tutoring Assistance	280-6148
University of Mississippi—DeSoto	342-4765
Writing Center	393-1672

**Lafayette-Yalobusha Technical Center**  
1310 Belk Drive  
Oxford, MS 38655  
(662) 236-2023

Bookstore	238-3100
Career-Tech Counselor	236-2023
CTE Support Services Coordinator	238-7952
Dean's Office	236-2023
Evening School Director	238-7942
Financial Aid	238-7944
Library	238-7953
Math Support Lab	238-3101

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Snapchat/Instagram/	
Athletics Twitter:	@NWCC_Rangers
Facebook:	Northwest Rangers
Twitter:	@NorthwestMSCC
LinkedIn:	Northwest Mississippi Community College

**Residence Halls**

- 1. Benton Hall: A,B,C
- 2. Babo Hall: A,B,C,D
- 4. Quincey Hall: A,B,C,D
- 5. Quincey Hall
- 9. Bryant Hall
- 9. Bryant Hall
- 8. Marshall Hall: A,B,C,D
- 9. Talladega Hall: A,B,C
- 10. Site of Future Residence Hall (941.0211)

**Academic Buildings**

- 11. Leadership II Learning Building
- 12. Tuttle Building
- 13. Gary Lee Spiers Center for Health Sciences
- 13. Gary Lee Spiers Center for Health Sciences
- a. Nursing Building
- b. Health Science Building
- 14. Art Building
- 15. Fine Arts Complex
- a. Minors Wing
- 16. Physical Science Complex
- 17. Math & Science Building
- 17. Calhoun Building
- 18. McCrete Building

**Career-Technical Buildings**

- 19. Berry Building
- 20. Thomas D. Coyle Career Technical Complex
- 21. Technical Education 12
- a. Technical Education 12
- b. Technical Education 12
- c. Technical Education 13
- 22. Mechanical Technology Building
- 22. Maritime & Spores Building
- 25. Agricultural Technology Building

**Athletic Facilities**

- 25. Howard Coliseum (Gymnasium)
- 27. 400 Miles Field (Baseball)
- 28. The ROC (Ranger Outdoor Complex)
- 29. Walking Track
- 30. Softball Field
- 31. Soccer Field
- 32. Baseball Practice Field
- 33. Ranger Football Complex
- 34. Indoor Training Facility

**Support Facilities**

- 35. Yabobsho Hall
- 37. James P. McCormick Administration Building
- 38. RC Tugh Library (Throno)
- 40. David M. Hatway Center
- 41. Tate Hall
- 42. Residence Development
- 43. WSN 603 Center

**Service Buildings**

- 46. Physical Plant
- 47. Gary Lee Transportation Center
- 48. Maintenance Bldg.

**Residence**

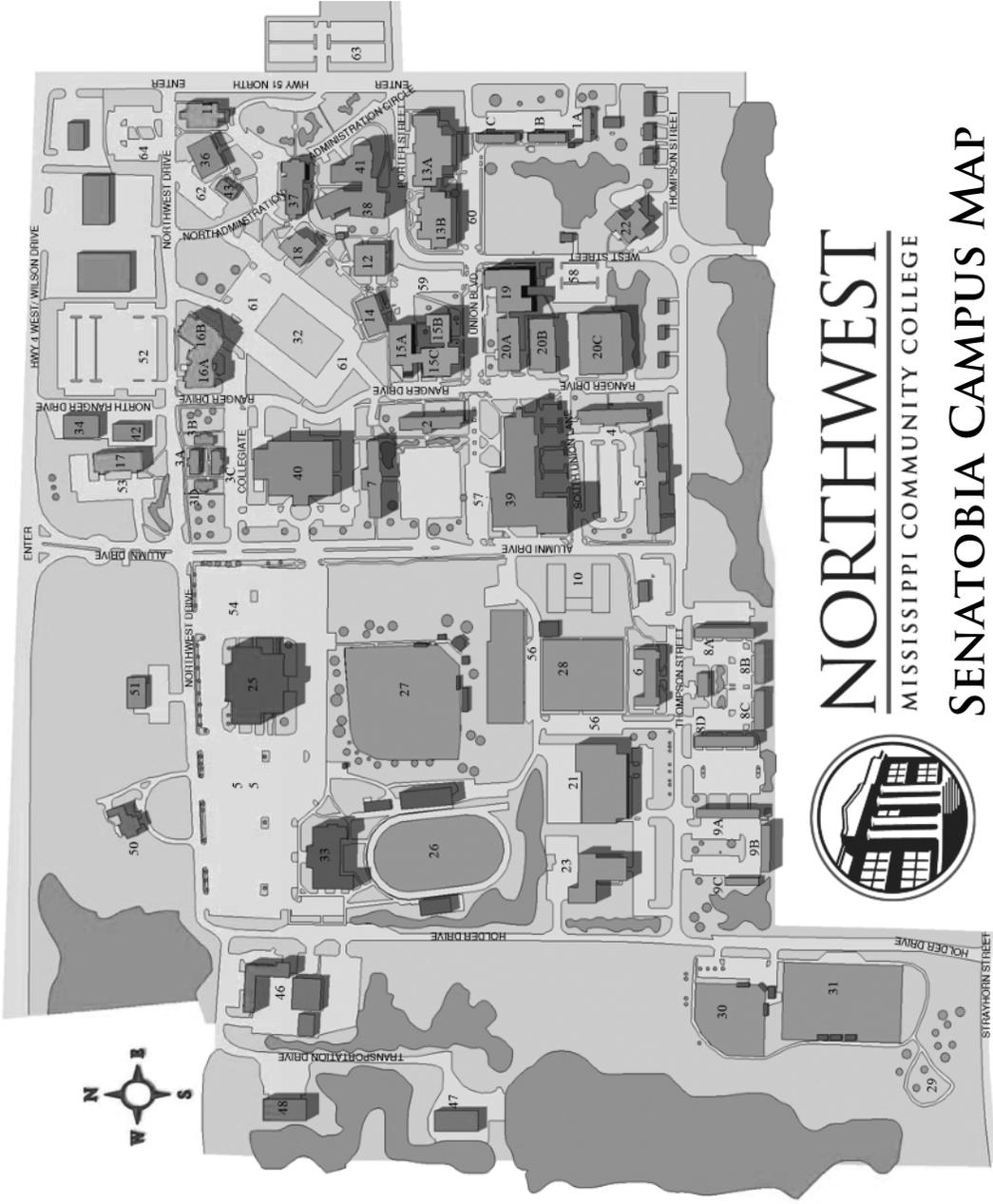
- 50. Pre-berths Home

**Other**

- 51. Baptist Student Union

**Parking Lots**

- 52. North Physical Science
- 53. Calhoun
- 54. Calhoun
- 55. West Coliseum
- 55. The ROC Fields
- 57. Union Commons
- 58. Berry Building
- 60. Gary Lee Spiers Center
- 61. Band Field
- 62. Tablohaus
- 63. Tablohaus
- 64. Humanities



**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE  
**SENATOBIA CAMPUS MAP**





# NORTHWEST

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