



 **REDLANDS**
COMMUNITY COLLEGE



ACADEMIC CATALOG 2019-2020

Redlands Community College 2019-2020 Catalog

REDLANDS COMMUNITY COLLEGE

1300 S. Country Club Road

El Reno, Oklahoma 73036-5304

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www.redlandsc.edu

All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. Please refer to the online version of this publication for the latest updates. The online version is the official version. This publication is printed by and issued by Redlands Community College. 75 copies were printed at a cost of \$551.25. The electronic publication is available on the College website at www.redlandsc.edu.

Redlands Community College is accredited by the Higher Learning Commission, a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, which is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1411, 800.621.7440, www.hlcommission.org.

Redlands Community College is also in compliance with Public Law 101-226, the Drug Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Redlands Community College maintains an alcohol-, tobacco-, and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings.

Notice of Nondiscrimination Statement

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies:

Compliance Officer
Redlands Community College
1300 S. Country Club Road
El Reno, OK 73036-5304
405.262.2552

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Message from the President

Welcome to Redlands Community College! On behalf of the administration, faculty, staff, students and the Board of Regents, we thank you for choosing Redlands. Our primary mission is helping you succeed in your academic and career endeavors.

Redlands offers something for everyone. At Redlands, you can take courses in a variety of formats, and we will gladly help you find the option that best fits your lifestyle. You can participate in traditional classroom settings, where you meet your fellow students and instructors in person, or, if you prefer, online instruction is available, as well as distance-learning classes through interactive educational television. We have hands-on learning in state-of-the-art laboratories, service learning opportunities where you can apply classroom learning to real-world, community-based projects, exciting internship opportunities with business and industry, and undergraduate research projects in science, math, agriculture and other areas.

Our dedicated faculty and staff are here to help you be successful whether you are attending short-term technical certificate programs or pursuing an associate degree. Redlands is dedicated to helping you move forward into the future that is right for you.

We will do our part to help you succeed, but you, as a student, will need to do your part in order to realize a successful future. You will need to accept the challenges placed before you by your professors. To receive the greatest benefit of your time at Redlands, you will need to attend your classes, participate in class discussions and projects, meet the timeline demands of assignments, bring your individual thoughts, ideas, and questions with you into the classroom, and participate in student organizations and activities.

We are glad you made the decision to begin your educational journey at Redlands Community College.

Respectfully,

Jack Bryant

President

GOVERNING BOARDS 2018-2019

Oklahoma State Regents for Higher Education

Jay Helm Chairman

Joseph L. Parker, Jr., Vice Chair

Ann Holloway, Secretary

Andrew W. “Andy” Lester, Assistant Secretary

Glen D. Johnson, Chancellor

Jeffrey W. Hickman

Ronald H. White, M.D.

John Massey

Gen. Toney Stricklin

Mike C. Turpen

Board of Regents - Redlands Community College

Richard A. Ruhl, Chairman

Dr. Kent Carder, Vice Chair

James R. Kitch, Secretary

Dr. Juanita Krittenbrink

Lynda McColl

Janie Thompson

Dr. David Von Tungeln

ACADEMIC CALENDAR

2019-2020

Summer Semester

Class Work Begins – 8:00 a.m.....	May 28, 2019
Last Day to Add 1st 8-Week	May 29, 2019
Last Day to Drop 1st 8-Week Classes.....	June 6, 2019
Last Day to Withdraw from 8-Week Classes.....	July 3, 2019
Holiday – Independence Day (Campus Closed).....	July 4, 2019
Semester Ends.....	July 23, 2019

Fall Semester

Class Work Begins – 8:00 a.m.....	August 12, 2019
Last Day to Add 1st 8-Week	August 13, 2019
Last Day to Drop 1st 8-Week Classes.....	August 16, 2019
Last Day to Add 16-Week Classes.....	August 16, 2019
Last Day to Drop 16-Week Classes.....	August 23, 2019
Holiday – Labor Day (Campus Closed).....	September 2, 2019
Last Day to Withdraw from 1st 8-Week Classes.....	September 20, 2019
1st 8-Week Classes End.....	October 3, 2019
2nd 8-Week Classes Begin.....	October 7, 2019
Last Day to Add 2nd 8-Week Classes.....	October 8, 2019
Last Day to Drop 2nd 8-Week Classes.....	October 11, 2019
Fall Break (Campus Closed/No Classes).....	October 17-18, 2019
Last Day to Withdraw from 2nd 8-Week & 16 Week Classes.....	November 1, 2019
Last Day to Withdraw from ANY Fall Semester Nursing Classes – See Nursing Academic Calendar	
Holiday – Thanksgiving Break (Campus Closed).....	November 25-29, 2019
Semester Ends.....	December 5, 2019
Winter Holiday Break (Campus Closed).....	December 16, 2019-January 1, 2020

Spring Semester

Class Work Begins – 8:00 a.m.....	January 13, 2020
Last Day to Add 1st 8-Week	January 14, 2020
Last Day to Drop 1st 8-Week Classes.....	January 17, 2020
Last Day to Add 16-Week Classes.....	January 17, 2020
Holiday – Martin Luther King Day (Campus OPEN – No Classes).....	January 20, 2020
Last Day to Drop 16-Week Classes.....	January 24, 2020
Last Day to Withdraw from 1st 8-Week Classes.....	February 28, 2020
1st 8-Week Classes End.....	March 5, 2020
2nd 8-Week Classes Begin.....	March 9, 2020
Last Day to Add 2nd 8-Week Classes.....	March 10, 2020
Last Day to Drop 2nd 8-Week Classes.....	March 13, 2020
Spring Break (Campus Closed/No Classes).....	March 16-20, 2020
Last Day to Withdraw from 2nd 8-Week & 16 Week Classes.....	April 9, 2020
Holiday – Good Friday (Campus Closed).....	April 10, 2020
Semester Ends.....	May 7, 2020
Commencement.....	May 8, 2020
Holiday – Memorial Day (Campus Closed).....	May 25, 2020

*Add, Drop, and Withdraw requests must be submitted from your Redlands webmail account to admissions@redlandsc.edu or in person by 5 p.m. of the deadline date. Drop and Withdraw requests will not be accepted by phone or from a personal e-mail account. See page 14 for complete details.

COLLEGE INFORMATION

ACCREDITATION

Redlands currently holds the maximum 10 year accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
800.621.7440
www.hlcommission.org

The Redlands Nursing Program has national accreditation through the Accreditation Commission for Education in Nursing (ACEN). The last accreditation visit was in October of 2017, resulting in full accreditation for the maximum eight year period through the Fall of 2025.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
404.975.5000
www.acenursing.org

The Redlands nursing program is approved by the Oklahoma Board of Nursing (OBN), holding the maximum full approval of five years. The most recent review was conducted in the Fall of 2014. The program received full approval through the Fall of 2019.

Oklahoma Board of Nursing
2915 North Classen Blvd., Suite 524
Oklahoma City, Oklahoma 73106
405.962.1800 voice / 405.962.1821 fax
www.ok.gov/nursing

FACILITIES AND LOCATION

Redlands Community College is located in El Reno, Oklahoma, 25 miles west of Oklahoma City in central Oklahoma. Easily accessible to commuting students, El Reno is at the crossroads of several major highways. The College's buildings are all accessible to those with disabilities.

Facilities include the following:

- Ray Porter Academic Complex
- James E. Bass Student Center
- Conference Center
- A.R. Harrison Learning Resources Center
- Multimedia Lifelong Learning Center

- Culture Center
- Physical Education Center
- Select Physical Therapy/Wellness Center
- Baseball Complex
- Bill S. Cole Nursing/Allied Health Building
- Gemini Center
- Physical Plant
- Cougar Crossing Apartments
- Art/Science Classroom Building
- Redlands Community College Royse Ranch
- Darlington Agriculture Education and Applied Research Center
- Darlington Hall
- H Building
- USDA Southern Plains Regional Climate Hub
- Center for Sustainability and Innovation
- Darlington Chapel

GOVERNANCE

Redlands Community College is governed by the Oklahoma State Regents for Higher Education and the Redlands Community College Board of Regents.

ABOUT THE COLLEGE

Redlands Community College is a fully accredited two-year college in the Oklahoma State System of Higher Education. The College was founded in 1938 under the auspices of El Reno Public Schools, District I-34 and was originally housed in the basement of El Reno High School. Later, the College moved to the former El Reno Post Office, which was converted into classrooms, laboratories and offices for the growing institution.

In 1971, the public school district Junior College ceased to exist and the people of the district voted to establish a full-fledged Junior College district under the governance of the El Reno Junior College Board of Regents. Later, in 1974, legislation was passed establishing the College as a full member of the Oklahoma State System of Higher Education. On September 1, 1991, the name of the College was officially changed to Redlands Community College.

Redlands Community College undertook the first phase of construction on its present site north of Interstate 40 at 1300 S. Country Club Road in 1971. Over the years, the campus has grown to include numerous buildings and now encompasses 55 acres. The 150-acre Darlington Agriculture Education and Applied Research Center and

the 310-acre Redlands Royse Ranch are located north of El Reno and house all agriculture and equine operations.

In addition to modern classrooms and media services, Redlands Community College facilities include an Art Gallery, Culture Center, Conference Center, 15 computer labs with advanced technology, Cougar Crossing Apartments, and a Fitness Wellness Center,.

Redlands Community College serves the needs of nearly 5,000 urban and rural credit students each year, offering a variety of programs and semester plans. From art to zoology, there's something for both degree seekers and lifelong learners.

High school students in more than 30 surrounding communities earn college credit through concurrent and off-campus classes. Internships, co-op education and clinical nursing experiences offer practical, hands-on learning throughout area industry and clinics.

Our athletic teams, a vital part of life at the College, compete on the national level. A benefit for athletes, the campus, and the community is Select Physical Therapy, a sports medicine clinic housed on campus.

PERSONNEL

A complete list of all Redlands Community College personnel can be found on the college website at www.redlandsc.edu/directory.

MISSION OF THE COLLEGE

Redlands Community College provides a learner-centered environment committed to academic excellence strengthened through service and civic engagement.

Value Statements

1. Learner-Centered Environment
Provide a rich academic environment in which learners engage in designing and completing individual educational goals.
2. Academic Excellence
Provide opportunities for continuous academic growth through a challenging and rigorous curriculum enhanced by the application of research and technology.
3. Collaboration and Service
Provide learning opportunities in collaboration with public and private partners that reinforce the value of service to others and strengthen ethical development and civic engagement.

GENERAL EDUCATION PHILOSOPHY

The general education philosophy of Redlands Community College is to prepare students for the continuation of lifelong learning through the development of competent communication, efficient problem solving, and successful life skills. Redlands Community College is committed to providing knowledge to a diverse student population, reflecting varied ages and life situations. Redlands Community College recognizes individual learning styles by providing traditional and alternative educational opportunities to ensure student success for the 21st century.

ADMISSION AND ENROLLMENT

RESIDENCE REQUIREMENTS

Resident of Oklahoma

A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where the person intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.

Nonresident of Oklahoma

A nonresident of Oklahoma is an individual who has not resided in Oklahoma for the last 12 months and has not established a domicile in Oklahoma; a person whose only purpose to be in Oklahoma is to attend school.

Permanent Resident

An individual who is not a citizen of the United States may become eligible for classification as an Oklahoma resident, provided he or she holds permanent resident status as defined by the Immigration and Naturalization Service, evidenced by the issuance of a green card; he or she also has resided in Oklahoma for at least 12 consecutive months following issuance of the green card.

Burden of Proof

The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for reclassification of his or her status shall do so on the Change of Residency form provided by the Registrar's Office.

Members of the armed forces, along with their spouse and dependent children, who provide evidence that they are full-time active duty in the armed forces stationed in Oklahoma or temporarily present through military orders shall be classified upon receipt of an application of reclassification for in-state status. When members, their spouses, and dependent children are transferred out-of-state, they shall continue to be classified as in-state as long as they remain continuously enrolled.

CRITERIA FOR ADMISSION

Resident of Oklahoma

Any resident of Oklahoma who (a) is a graduate of an accredited high school and/or (b) has participated in the American College Testing program or a similarly

acceptable battery of tests is eligible for admission to Redlands Community College. Non-High School Graduates, see page 9.

Nonresident of Oklahoma

A nonresident of Oklahoma, in order to be eligible for admission to any institution in the Oklahoma State System of Higher Education, (a) must be a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his or her home state and (b) must have participated in the American College Testing program or a similarly acceptable battery of tests.

Course Placement Testing Requirements

At Redlands Community College we want to help you succeed, and part of your success as a college student depends on enrolling in courses that match your abilities and skills. Course Placement testing prior to enrollment may be required for students who do not meet required entry-level skills or prerequisites for college-level English and/or mathematics courses.

Redlands Community College uses ACCUPLACER®, a computerized assessment tool that identifies a student's English, arithmetic and algebraic skills. Our assessment is only open to students who have submitted their application and intend to enroll at Redlands Community College.

Course Placement testing results are only one of the factors that helps advisors determine the first semester English and/or mathematics courses a student should be enrolled in at Redlands Community College. Our advisors may also consider the following multiple measures:

- High School transcripts and/or high school GPA
- Previous success and/or completion of college level coursework
- Highest level of English and/or math completed
- Academic strengths and/or experience
- Obligations that can impact course work
- Motivation to achieve educational goal(s)

Transfer Students from an Oklahoma College

Students who transfer from other higher education institutions to Redlands Community College must submit OFFICIAL transcripts from all institutions attended. Course descriptions and/or syllabi are required upon

request. Students who have earned 32 or more semester hours of college credit will not be required to submit a high school transcript or GED scores.

- Each resident undergraduate must meet retention standards at Redlands Community College as specified in this catalog. See Academic Information–Scholastic Requirements for Continued Enrollment.
- Resident undergraduates who do not meet the College retention standards may be admitted on a probationary basis. A student will be allowed to continue on a probationary basis if he or she achieves a minimum 2.0 GPA. A student who achieves the College retention standards for all college courses attempted will be removed from probation.

Transfer Students from Out-of-State Colleges

Official transcripts of record from colleges or universities accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or other regional associations will be given full value and must be submitted with an application for admission along with ACT/SAT scores. Students who have earned 32 or more semester hours of college credit must only submit OFFICIAL college transcripts from each college attended, but they may be required to take placement examinations before enrolling in reading intensive courses, College Algebra or English Composition I.

Transfer Students from Non-Accredited Colleges

Transcripts of record from institutions not accredited by a regional association will be evaluated on the basis of recommendations contained in the current issue of the Transfer of Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admission Officers, in accordance with OSRHE Policy 3.10.3.B.2. Transcripts of record from institutions not accredited by a regional association will be evaluated on an individual basis, and may not be accepted by Redlands Community College.

Concurrent Students

A junior or senior student enrolled in an accredited Oklahoma high school or a home-schooled student may be admitted provisionally to Redlands Community College as a special student, if the requirements set forth as follows are met:

- The student must meet the published criteria of the Oklahoma State Regents for Higher Education (other than high school graduation) for admission to Redlands Community College.

- The student must be eligible to complete requirements for graduation from high school no later than the spring of the senior year, as attested by the high school principal.

A high school student admitted under these provisions may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 credit hours.

Non-High School Graduates

Any adult resident of Oklahoma (18 years of age or older) who has had his or her high school education interrupted before graduation is eligible for admission as a special student to Redlands Community College as follows:

- His or her high school class must have graduated prior to the beginning of the term he or she wishes to enter.
- The application is reviewed and assessed as a part of the admission process and the applicant is then appropriately advised.

The admission will be probationary for a period of two semesters. If, at the end of that time, he or she has made satisfactory progress (see retention standards), he or she may continue to enroll as a regular college student.

Non-Degree Seeking Students

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll as a non-degree seeking student in up to nine (9) hours, or one semester, prior to providing transcripts. Placement testing is required prior to enrollment in order to establish academic proficiency in a subject area or to meet a course prerequisite. Non-degree seeking students are not eligible for Financial Aid.

International Students

All correspondence relating to international student admissions should be sent to:

Redlands Community College
Office of Admissions and International Relations
1300 S. Country Club Road
El Reno, OK 73036

International student admissions standards and procedures can be located at www.redlandscce.edu under “Admissions, International Admissions.” Redlands Community College will issue a Form I-20 only after the student has met all conditions required for admission.

International academic work and transcripts may be required to be evaluated by World Education Services,

Inc. before they will be considered for acceptance by Redlands Community College.

AMERICAN COLLEGE TEST-ACT

Redlands Community College has been designated as a national testing center for the ACT. Students wishing to take the National ACT must register online at www.actstudent.org.

ADMISSION TO NURSING PROGRAM

Admission to the college does not guarantee entrance to the nursing program. All prospective nursing students must meet admission requirements of the nursing program found at www.redlandsc.edu/academics/academic-departments/nursing-dept. Enrollment into the nursing program is selective admission based on earned points as outlined on the website. Student selection is made by an admissions committee each spring preceding fall admission.

A LPN-RN tract is available for those with an unencumbered Oklahoma LPN license. LPN graduates from career technology centers within the consortium are given preference points. Contact the nursing department for detailed LPN-RN application information including specific deadline dates and procedures.

Graduation from the Redlands Community College nursing program leads to an Associate in Applied Science degree in nursing. Graduates are eligible to sit for the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

ADMISSION-ENROLLMENT PROCEDURES

Admissions Office

The Admissions and Advising Office is open Monday - Thursday from 8 a.m. until 5 p.m. and Fridays 1 p.m. until 5 p.m. During the summer, campus is closed on Fridays. The mailing address is 1300 S. Country Club Road, El Reno, OK 73036-5304 and the phone number is 405.422.1417.

Admission Procedures

Admission to Redlands Community College takes place year-round. The College maintains an open enrollment policy which encourages high school graduates and GED students to continue their education with us. If you do not have a high school diploma or the GED equivalent, you

may be admitted to the college by taking the placement test.

Students applying to Redlands Community College as degree-seeking students must submit official and complete high school and college transcripts, DD form 214 if applicable, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

New and Returning Students

Students will need to complete the following admission and enrollment procedures:

- Complete an application for admission and submit to the Office of Admissions, along with OFFICIAL high school transcripts, ACT/SAT scores, an OFFICIAL transcript from each college attended and GED scores, if applicable. Students who have not enrolled at Redlands for a year or longer must reapply for admission.
- See an academic advisor in the Admissions and Advising Office to select courses for the upcoming semester. Placement Testing may be required prior to selection of courses. See Course Placement Diagnostic on page 8.
- Following course selection with an advisor, submit registration form to Office of Records/Registrar. A copy of the enrollment for the upcoming semester will be given to the student.
- Have a photo identification card made.
- Last, go to the Business Office to pay tuition. The student is responsible for costs according to the fee schedule. See Enrollment Fees and Tuition Payment Schedule on page 12.

When a student enrolls, he or she is responsible for enrollment fees and charges. These charges will not be canceled or refunded unless the student initiates a formal withdrawal before classes begin. Students who fail to pay fees or to make suitable arrangements for payment of fees, may be denied admission to classes the following semester. See refund policy.

Online Enrollment

If you are a current Redlands Community College student and have completed 12 hours, you may be able to enroll online. For more information or to enroll online, go to the my.REDLANDScc portal at my.redlandsc.edu, sign in, and click on the student tab. Students in certain majors or programs may be excluded from online enrollment.

Please review the exclusions listed in the Online Enrollment Guide available on the my.REDLANDScc portal.

ADMISSIONS CLASSIFICATIONS

Regular Admission

Admission requires the student to have a completed application for admission, OFFICIAL transcripts of all high school (or GED scores), college work attempted, and ACT/SAT scores on file in the Office of Admissions & Records.

Students who have earned 32 or more semester hours of college credit must only submit OFFICIAL college transcripts from each college attended, but may be required to take placement examinations before enrolling in reading intensive courses, College Algebra, or English Composition I.

English Composition I & Mathematics

To enroll in College Algebra, General Quantitative Reasoning, or English Composition I, a student must have achieved a score of 19 on the corresponding Math and English subtests of the ACT. If a student's score is below a 19 in any subtest, then he/she can take the ACCUPLACER placement test. Based on these placement scores, a student may be advised to take one or more developmental (0-level) math, English, or reading course. The specific placement scores will identify the set of developmental courses (if any) which should be completed as prerequisites for College Algebra, General Quantitative Reasoning, or English Composition I.

Developmental Courses

While the completion of any prescribed developmental course(s) is required for students to take General Quantitative Reasoning, College Algebra, and English Composition I, these courses are not applied to fulfill degree requirements. Developmental courses do not count in the graduation/retention GPA, but grades received for 0-level courses are counted in the current term statistics. A grade of "C" or better in developmental courses is required to remove a deficiency. Students may receive financial aid for these courses.

Audit Enrollment

Any person eligible for regular admission may, with the consent of the Registrar, enroll in a course for audit. Request to change to audit status after midterm will require approval of the instructor. The student must adhere to the instructor's class attendance policy and may be withdrawn from the class for non-attendance.

The same tuition and fees are charged for auditing as for credit. Auditing notation is entered on the transcript of the student. A student who originally enrolls for audit may not change to a credit course.

Senior Citizens Audit Program

Oklahoma residents who are 65 years of age or older may enroll on an audit basis in academic courses, contingent upon space being available. The tuition will be waived but the individual will still be financially responsible for any fees that are associated with the course. The policy applies only to academic courses.

TUITION

Tuition and Fees are approved by the Oklahoma State Regents for Higher Education and are subject to change without notice. (Refer to www.redlandsc.edu/tuition-and-fees.)

When a student enrolls, he or she is responsible for enrollment tuition and fees. These charges will not be canceled or refunded unless the student initiates a formal withdrawal in writing before the end of the Add/Drop period. Students who fail to pay tuition and fees or to make suitable arrangements for payment of tuition and fees, may be denied admission to classes the following semester.

Oklahoma Resident

Per Credit Hour

On-Campus Tuition \$154.84

Non-Oklahoma Resident

Per Credit Hour

On-Campus Tuition \$240.35

International Student

Per Credit Hour

On-Campus Tuition/International Fee \$300.12

Audit a Course (without credit):

Same charge as regular fees

Non-Credit Offerings

Non-credit courses, workshops and seminars will be priced on the basis of individual program costs.

Non-Credit Recreation and Fitness Classes

Full refunds will be granted to non-credit students who officially withdraw prior to the start of the first class meeting. Students who withdraw after the start of the first class meeting will not qualify for a refund. To officially withdraw, a non-credit student must contact the Fitness

Center 405.422.1418 or 405.422.6229 or he/she will be billed for the class.

FEES

Miscellaneous Fees

For some services and in some courses, special services, supplies or equipment may be used. Costs for these are the responsibility of the student. Special charges are itemized below and reflected in student bills.

Course Fees

Per Credit Hour

Ag.....	\$20.00
Portal Access Fee.....	\$22.00
Art.....	\$20.00
Athletic/Personal Trainer.....	\$15.00
CMSC.....	\$25.00
CPR.....	\$25.00
Remedial.....	\$15.00
Science.....	\$35.00
Prior Learning Assessment Fee.....	\$8.00

Special Fees

Academic Records Fee.....	\$1.00 per credit hour
Admissions Fee* (upon initial enrollment).....	\$25.00
Campus Safety & Wellness Fee.....	\$25.00 per semester
Competitive Drug Testing Fee.....	\$60.00

**non-refundable*

Special Nursing Fees (Flat Rate Fees)

NURS 1115 Foundations.....	\$785.00
NURS 1116 Nursing I.....	\$917.50
NURS 1128 Nursing II (New Students).....	\$579.50
NURS 1128 Nursing II (Returning Students).....	\$479.00
NURS 2238 Nursing III (New Students).....	\$600.50
NURS 2238 Nursing III (Returning Students).....	\$590.50
NURS 2248 Nursing IV (New Students).....	\$488.00
NURS 2248 Nursing IV (Returning Students).....	\$443.00
NURS 2342 Nursing Capstone.....	\$182.50

Please refer to the Nursing Student Handbook online for additional information regarding related fees.

Testing Fees

Contact the Testing Center, LRC 22-A, for information on specific testing fees.

Fees Are Subject to Change

In the event that the Oklahoma State Regents for Higher Education approve a fee change, you will be assessed accordingly.

PAYMENT SCHEDULE

1. Methods of Payment (See page 12)
2. Withdrawals (See page 14)
3. Refunds (See pages 14-15)

Methods of Payment

- Cash, check, money order, credit card, financial aid award letter, scholarship award letter, Tribal scholarship award letter, or enrollment in College Green Payment Plan are all acceptable methods of payment or payment arrangement. Any check returned as insufficient funds will incur a \$30 fee.
- Any items not allowed or balances not covered by award letters will be due on or before the last day to Add/Drop and can be paid by cash, check, credit card, or enrollment in College Green Payment Plan.
- Monthly payments can be made through the College Green Payment Plan. See the Bursar's Office for details or go to the my.REDLANDScc portal at my.redlandsc.edu, sign in, and click on the student tab and look for the online tuition payment site. (Note: The College Green Payment Plan requires an established checking or savings account.)

Where Do I Pay?

Your payment may be made in person in the Bursar's Office, by credit card or eCheck online at my.redlandsc.edu, by cash, check, or money order in the Bursar's Office, or by check or money order in the U.S. mail to: REDLANDS COMMUNITY COLLEGE Bursar's Office, 1300 S. Country Club Rd., El Reno, OK 73036-5304. You should include your name, student ID number and the semester for which you are paying when paying by mail.

The College accepts cash, check, eCheck, money order, Visa, and MasterCard.*

*If paying with credit card, a 2.75% credit card fee will apply.

When is the Deadline to Pay?

Payment or payment arrangements are required by the Fee Due Date. The Fee Due Date is the last day of the Add/Drop period for each semester. Add/Drop dates are published in the academic calendar.

Tuition & Fees Charged

Students at Redlands Community College will be charged tuition and fees for all classes in which they are enrolled as of the Fee Due Date for each enrollment period of each semester. Students who pay or set up satisfactory payment arrangements on their date of enrollment or by the Fee Due Date for the semester will pay tuition and fees only. Students who choose to make monthly payments through College Green Payment Plan will be assessed a one-time enrollment charge of \$30. Students enrolling after the initial Fee Due Date must pay in full at the time of enrollment.

STUDENTS WILL NOT BE DROPPED/WITHDRAWN FROM CURRENT CLASSES DUE TO NON-PAYMENT OF CURRENT TUITION AND FEES BY THE FEE DUE DATE. Instead, students will be automatically billed through the In-House Payment Plan for all tuition and fees due (see Option 3 below). Students should drop from any classes in which they do not wish to be enrolled prior to the Fee Due Date in order to avoid tuition, fees, and/or finance charges. Students will receive a refund only for classes from which they drop prior to or during the official refund period. See the academic calendar for exact drop dates.

Payment Options*

Students may choose to pay their tuition and fees prior to the beginning of the semester or by enrolling in the College Green Payment Plan. Students who do not pay their account balance in full or who do not enroll in a College Green Payment Plan will be automatically set up on the In-House Payment Plan, which will incur finance charges and late payment fees until the account balance is paid in full.

**All correspondence from the Bursar's Office with the student about the student's account will be sent to the student's my.REDLANDScc email account. The student may view his or her account online at any time by going to my.redlandsc.edu and signing in. If the student has any questions about his or her account, the student should send an email inquiry to business.office@redlandsc.edu.*

OPTION 1: Pay Tuition and Fees by Fee Due Date

Students may pay their tuition and fees by the published Fee Due Date or on their date of enrollment and incur no additional finance charges. Students enrolling after the initial Fee Due Date must pay in full at the time of enrollment.

OPTION 2: Make Monthly Payments through College Green Payment Plan *

Students may choose to pay their account balance by enrolling in the College Green Payment Plan. There is a one-time enrollment charge of \$30. There will be a 2.75% convenience fee at time of sign up if using a debit or credit card. There will be no convenience fee if using a checking account. Monthly payments through the College Green Payment Plan will not include any additional finance charges on the outstanding balance as long as the account remains in good standing. The College Green Payment Plan will charge the student's bank account and/or credit or debit card on the date the student chose. NOTE: A late payment charge of \$30 will be assessed to any payment not collected by the date the student chose. An additional attempt to collect the payment will then be made on the 5th day after a decline. Additional finance and late payment charges may be assessed by the College until the account is paid in full (see Option 3 below).

**Students choosing to pay tuition and fees on a College Green Payment Plan are required to comply with the payment schedule in order to enroll, or remain enrolled, in any future semesters.*

OPTION 3: College Payment Plan**

Students who do not pay their account balance in full by the Fee Due Date or set up a satisfactory payment arrangement through the College Green Payment Plan by the Fee Due Date or who default on their College Green Payment plan agreement will be automatically set up on the In-House College Payment Plan. An initial finance charge of \$50 will be assessed at the time the In-House College Payment Plan is initiated for that student. Payment in full will be required by the last day of the current semester. Accounts not paid in full before the end of the semester may have up to a \$150 in late fees applied to the balance and may be turned over to collections. Redlands Community College participates in the Oklahoma Tax Commission Warrant Intercept program, which deducts past due balances from tax refund checks. ****Students who are paying through the In-House College Payment Plan are required to pay their bill in full in order to enroll, or remain enrolled, in any future semesters.**

FINANCIAL AID APPLICANTS

Students who apply for federal student aid and are awarded by the published Fee Due Date and who maintain financial aid eligibility will have their tuition and fees deducted from their financial aid.

Students who are not awarded by the published Fee Due Date and have not paid their tuition and fees or who have not made satisfactory payment arrangements will automatically be billed through the College Payment Plan and incur late charges consistent with College policy.

Students who are awarded any type of scholarship and/or state, college, and/or Federal aid insufficient to cover their charges in full are responsible for the remaining balance due after their award(s) are credited to their account. Unless satisfactory payment arrangements are in place by the Fee Due Date, they will be billed monthly through the College Payment Plan and incur appropriate finance and late charges calculated on the remaining balance.

COMPLETE WITHDRAWAL OF STUDENTS WHO ARE TITLE IV RECIPIENTS

Recipients of Federal Title IV student financial aid funds (Pell Grants, SEOG, Direct and Parent PLUS Loans), who completely withdraw or who don't successfully complete any courses from the College during a semester may be required to repay a portion of the funds that are determined to be unearned. The calculation of earned vs. unearned funds is based directly on the portion of the semester the student attended before they completely withdrew. This calculation is not associated with the tuition refund policy of the College. It is a separate computation required in order to comply with Federal Title IV regulations.

WITHDRAWALS

A student who withdraws from a course after the add/drop period needs to formally withdraw from any class(es). It is recommended that the student contact their instructor before starting this process. This process must be completed by the enrolled student in person, or in writing via his/her Redlands e-mail account. Telephone withdrawal will not be accepted by Admissions and Advising. Emailed withdrawals should be sent to Admissions@redlandsc.edu. Students may contact Admissions and Advising at 405.422.1417, option 5 if they have any questions about the withdrawal process. Please be sure to provide a current contact phone number with the request. It is the student's responsibility to follow-up with Admissions and Advising to ensure the request was received and processed.

REFUNDS OF FEES & TUITION

The refund policy for fees and tuition (except for Title IV recipients) collected from students shall be as follows:

1. Withdrawals and Changes of Enrollment
 - A. Changes in schedules and complete withdrawals from the institution during the defined add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the add/drop period for that session except as stipulated for Title IV recipients in item B.
 - B. The refund policy for fees and tuition collected from Title IV recipients shall be as follows:

The Higher Education Act Amendments of 1992, (Title IV, Part G and 484V) require that each institution refunds unearned tuition, fees, room and board, and other charges to students who withdraw from an institution before the end of the semester or term.

The Higher Education Act defines a "fair and equitable refund policy" as a policy that provides for a refund in an amount of at least the largest of the amounts provided under:

- a. The requirements of applicable state law;
- b. The specific refund requirements established by the institution's nationally recognized accrediting agency and approved by the Secretary of Education; or
- c. The Federal Government has set guidelines concerning students who receive Title IV Aid and completely withdraw from school or stop attending courses. Any student making a complete withdrawal or that stops attending his or her classes who received a Federal Pell Grant, SEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan or a Parent (PLUS) Loan, will be required to return money to the school immediately if they drop out or stop attending courses before 60% of the semester has been finished. After the calculations are figured, the Redlands Community College Financial Aid Office will notify any student who might be required to return money to the Federal Government. Your Financial Aid Satisfactory Academic Progress status will also be evaluated at the end of the semester and you will be notified accordingly.

2. Fees Applicable Only for Current Semester— Fees are applicable only for the current semester. If a student drops and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.
3. Refunds for Classes Offered on a Non-Standard Schedule—Institutions may refund tuition and fees paid by a student who must drop from a course offered on a schedule that differs from the standard 16-week term or 15-week trimester. Each institution may develop refund procedures for courses offered on a non-standard schedule.
4. Reminder: Students who receive federal financial aid assistance and drop one or more classes or withdraw from college may be responsible for returning to the federal government some or all of the financial aid that they have received.

attended before totally withdrawing. This calculation is not related to the College’s tuition refund policy. It is in addition to the College’s refund policy and is required by Federal Title IV regulations. All refunds, including financial aid, will be paid according to the preference selected. Students will log into my.redlandsc.edu and choose a refund preference. Students who do not choose a refund preference will pick up a check in the Business Office; however, the check will not be released until the student creates a student ID and selects a preference for future refunds. Students receiving a check will be notified through Redlands Student email when checks are available.

Refunds for Credit Courses

Schedule Changes or Complete Withdrawals***

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week semester or the first week of a four-, six-, eight-, or other reduced-week semester will be charged 100% tuition and fees for any courses added and will receive a 100% refund of tuition and fees for any courses dropped. Finance and late charges accrued will not be reduced. See academic calendar for dates. No refunds will be made after this period except as stipulated for first-time enrollment of Title IV recipients.

*** See posted dates on the academic calendar. If you are receiving student financial assistance funds (*Pell Grants, SEOG, Stafford and Plus Loans and Academic Competiveness Grants*) and completely withdraw from the College during a semester, you may be required to repay a portion of the funds that are determined to be “unearned.” The calculation of earned vs. unearned funds is based directly on the portion of the semester you

ADMISSIONS AND ADVISING

ADMISSIONS AND ADVISING OFFICE

Admissions and Advising is a resource for assisting prospective students in making a smooth transition into programs at Redlands Community College, as well as assisting all students in realizing their potential. The Admissions and Advising staff assists students in planning an educational program, as well as helping them accomplish their educational goals. The Admissions and Advising Office is located in the Ray Porter Academic Complex.

ACADEMIC ADVISING

Redlands Community College has created an advisement system to assist students in planning their academic program. Students meet with an advisor who will help in the preparation of each semester's class schedule and will provide information pertinent to the student's educational program. Enrollment may be completed as soon as schedules are available for each semester. A specific advisor is assigned to admit and counsel international students.

AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504

The Americans with Disabilities Act (ADA) and Section 504 are federal anti-discrimination statutes that provide civil rights protection for persons with disabilities. Among other things, the legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Disability Support Services (DSS) office at ada@redlandsc.edu or call 405.262.1235.

In order to receive academic accommodations for a disability, the student must provide appropriate documentation of their disability to the DSS office. This information may be mailed, emailed, or hand-delivered. Students who have the information mailed or emailed must contact the DSS office to ask for accommodations before any will be provided. The DSS office is located in the Student Support Services Suite, in the Ray Porter building, office S-107D across from the Financial Aid Office. Link for more information: www.redlandsc.edu/accessibility.

ACADEMIC CENTER FOR ENHANCEMENT

The Dr. Owen and Bess Jenkins Center for Academic Enhancement is located on the second floor of the A.R. Harrison Learning Resources Center, LRC 21-A. Services include walk-in peer and professional tutoring for reading, writing, math, science, business and other disciplines, online essay submissions, and specialty workshops.

Testing services include administering placement tests, Advanced Standing exams, the ACT, CLEP, DANTES, , and other standardized tests, as well as course exams and make-up exams.

CAREER SERVICES

Redlands Community College is preparing students for lifelong learning by offering a variety of services to enhance the career planning and exploration process.

Redlands Community College has moved toward a Career Services model with extensive efforts to provide career awareness and opportunities to a wide variety of students, while developing meaningful internship and experiential learning experiences.

Employers, recruiters, and business and industry representatives may contact Career Services to post job announcements.

Students may contact Career Services for additional information. Career Services are offered under the Admissions and Advising umbrella.

ACADEMIC SUPPORT PROGRAMS

Student Support Services

Student Support Services (SSS) is a federally funded TRIO program that helps eligible students maximize their potential for success. SSS offers intensive academic advising and counseling, innovative instruction and tutorial support, and specially designed, skill-building workshops. Assistance in transferring to a four-year institution and opportunities for cultural enrichment also are available. Students interested in SSS should complete an application, available in S105A.

The G.O.A.L.S. Program

G.O.A.L.S. is a special program designed to provide education, training, and supportive services to primarily single parents returning to school. The program provides a wide variety of services to assist students in achieving their academic and life goals. G.O.A.L.S. offers self-paced career certificates, GED assistance, college programs (applied sciences), support groups, and job placement assistance. Students must meet specific income guidelines. Contact the G.O.A.L.S. office at 405.422.6263 for more information.

Veterans Upward Bound

VUB is a federally-funded student support services TRIO program that helps eligible veterans maximize their potential for success. VUB provides college preparation instructional services, tutoring, basic skills enhancement opportunities, and college entrance services at three centers: El Reno on the Redlands campus, Oklahoma City at the VA Medical Center and Lawton at the Oklahoma Works office. Eligible veterans must meet specific income guidelines as well as specific veteran's guidelines. Veterans must reside in Blaine, Caddo, Canadian, Comanche, Garfield, Grady, Kay, Kiowa, Lincoln, Logan, Noble, Oklahoma, Pawnee, or Stephens county to be eligible for this program. For more information you can reach Veterans Upward Bound at vub@redlandsc.edu or 405.422.1451.

Scholars for Excellence in Child Care

The SECC Program is a comprehensive scholarship program for child care providers. The SECC program ensures that eligible child care professionals in the state of Oklahoma have an opportunity to attend a two-year college to further their education while earning a Certificate of Mastery and/or an Associate Degree in Family Studies and Child Development.

Program participants are provided intensive academic advising and counseling, tutorial support, and academic mentoring by the program academic support coordinator.

This scholarship may pay a percentage of the recipient's book and tuition costs each semester. Contact the SECC office for eligibility requirements.

FINANCIAL AID

The financial aid program at Redlands Community College is designed for qualified students who might not be able to continue their education without financial assistance. Eligible students may receive grants, loans, scholarships, student employment, or a combination of these programs. The College participates in the following

Federal programs: Pell Grant, SEOG, Work Study, and Direct and Parent PLUS Loans. The Oklahoma State Regents for Higher Education administers all State programs.

Financial assistance is available to degree-seeking students and students who are seeking certain certificates of mastery from Redlands Community College. The following students are not eligible to receive Federal or State assistance: Students who are taking non-credit courses, students concurrently enrolled in college and high school courses, and students taking courses but not pursuing a degree or certificate.

To apply for Federal student aid, applicants must complete the Free Application for Federal Student Aid (FAFSA). This is a free process that must be completed each academic year. Students may apply online at www.fafsa.gov or by mailing a completed paper application to the U.S. Department of Education.

Although not required, the FAFSA application should be completed before December 1 each year in order to ensure a timely response and to meet state grant deadlines. Students who plan to rely on financial aid to take advantage of tuition, housing, and bookstore charge privileges must have all required documentation submitted to the Financial Aid Office accordingly: July 15th for Fall, December 1st for Spring, and May 1st for Summer. Students applying for financial aid after these priority deadlines will need to make alternative arrangements for tuition, housing, and bookstore charges until financial aid can be processed.

For more information, contact the Financial Aid Office at Redlands Community College at 405.422.6250, or visit our office on campus.

Financial Aid Eligibility

To be considered for Federal and/or State financial aid you must:

- be a degree- or certificate-seeking student.
- be a citizen or an eligible non-citizen of the United States.
- have a valid Social Security number.
- register with Selective Service (if required).
- not be in default on a Federal Stafford, Direct, and/or a Perkins student loan.
- make Satisfactory Academic Progress (SAP) as explained below.
- have a high school diploma or GED.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is defined as the successful continued progression toward the attainment of an educational degree or certificate. Academic progress is reviewed at the end of each semester to determine if students may continue to receive funds.

A student applying for assistance through the Federal Pell Grant, SEOG, Work Study, Direct Loan programs, along with some State programs like OK Promise (OHLAP), is required to meet three separate criteria to maintain financial aid eligibility at Redlands Community College. A brief description of the requirements is outlined below. Detailed information can be found on the College website at my.redlandsc.edu.

- Students must maintain a minimum cumulative GPA.
- Students are required to complete (pass) at least 67% of the overall credit hours they attempt.
- Students must complete the requirements for their degree within a maximum number of attempted credit hours.

Failure to meet these minimum academic standards will result in the loss of financial aid eligibility but may be reinstated based on an appeal process.

For a complete description of the Satisfactory Academic Progress Policy please visit the Redlands Community College website at my.redlandsc.edu.

Return of Title IV Aid - R2T4

The Federal Government has set guidelines concerning students who receive Title IV Federal Student Aid and completely withdraw from school or stop attending their courses. Federal student aid recipients who don't successfully complete any of their attempted hours, or completely withdraw after classes begin, but prior to completing at least 60% of the semester, will have to repay a portion of the federal funds that they received. Redlands Community College is required to calculate the amount of "earned" and "unearned" aid that a student received or that was credited to the student's account. This calculation may require the student and/or the college, on the student's behalf, to immediately repay funds that were disbursed for the purpose of paying educational expenses. After the calculation is figured, the Financial Aid Office will notify the student regarding the amount of aid that must be returned to the Federal Government. Additionally, excessive withdrawals may have an adverse effect on a student's financial aid satisfactory academic progress, which will be evaluated at the end of each semester.

GRANTS

Pell Grants

Pell Grants are federal aid grants designed to provide financial assistance to qualified students attending post-high school educational institutions. Pell Grants are intended to be the "floor" of a financial aid package and may cover a significant portion of a student's college expenses. The amount of the Pell Grant is determined by federal need analysis criteria. Students must complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov>. Applications are available through high school counselors, public libraries, and college financial aid offices.

Supplemental Educational Opportunity Grants - SEOG
SEOG is an additional federal aid program for students of exceptional financial need. Grants may range from \$200 to \$400 per year for students who qualify. Application is made by completing the FAFSA online. Earliest applicants with the greatest need are awarded first.

Oklahoma Tuition Aid Grants - OTAG

This grant is awarded to Oklahoma residents with exceptional need, as demonstrated by the results of the Free Application for Federal Student Aid (FAFSA). The State of Oklahoma mandates a new deadline each year depending on the availability of funding. It is our recommendation that you submit your FAFSA no later than December 1 in order to receive the best chance for eligibility. The student need only apply with the FAFSA and answer all questions thoroughly concerning state of legal residency. The Oklahoma Tuition Aid Grant Office determines award amounts and notifies the student and the college.

LOANS

William D. Ford Direct Loan Program

The Direct Loan program allows students and parents to borrow money from the U.S. Department of Education. These loans are borrowed money which must be repaid after the student graduates, drops below halftime enrollment, or completely withdraws. Redlands Community College currently participates in the following:

1. Federal Direct Loans for Students

Federal Direct Loans are available to students based on their expected family contribution (EFC), which is determined by the FAFSA. Other criterion includes cost of attendance, grade level, and other types of financial aid which the student receives. Depending

on the eligibility limits, a student may receive a loan from one or both of the following:

- a. Subsidized – The U.S. Department of Education pays the interest while the student is enrolled on at least a halftime basis, or is in a grace period or on deferment.
- b. Unsubsidized – Interest accrues from the time the loan is disbursed to the student College account to the time it is paid in full.

2. Federal Direct Loans for Parents of Dependent Undergraduate Students (PLUS)

The PLUS loan is for parents of dependent students who want to borrow more than the Student Direct loan limits. A parent may borrow up to the cost of attendance, provided it does not exceed the student’s unmet need. Unlike Student Direct loans, PLUS loans are subject to credit checks and approval by the U.S. Department of Education.

Federal Work Study

Through the Federal Work Study Program, students can earn money by working part-time for various departments on campus. These part-time positions are funded through the program and require that students meet financial and need-based eligibility.

SCHOLARSHIPS

Redlands Community College Scholarships and Waivers Scholarships are available through Redlands Community College at www.redlandsc.edu/scholarships. Tuition waiver applications are also available from Admissions and Advising or from area high school counselors and are due March 1 to ensure consideration for the following school year. Applications for tuition waivers and scholarships are online at www.redlandsc.edu/scholarships.

Tuition Waivers

Authorized by the Oklahoma State Regents for Higher Education from the educational and general budget in the form of general enrollment tuition waivers. These scholarships are gratuities and the student shall not be required to perform services in return for the award. At least 50 percent of all scholarship awards will be made on the basis of financial need with other awards being made on the basis of scholarship or field of academic interest.

President’s Scholarships

Offered to a number of students who demonstrate high academic achievement and leadership.

Athletic Scholarships

Available to qualified students who are recommended by the Athletic Director.

The Ray Porter Faculty Senate Scholarship
Awarded annually to a deserving sophomore. The award is given by the Redlands Community College Faculty Senate on the basis of academic progress, need, and overall contributions to college life.

Phi Theta Kappa Scholarships
Awarded annually by Phi Theta Kappa, the international honor society for two-year colleges.

Special Scholarships
Awarded to high school graduates who plan to attend Redlands Community College. Selections are made by organizations, clubs; or individuals in cooperation with high schools and are based on need and academic achievement.

REDLANDS COMMUNITY COLLEGE FOUNDATION SCHOLARSHIPS

To view all Foundation scholarships along with their complete guidelines, please go to: www.redlandsc.edu/paying-redlands/financial-assistance/foundation-scholarships Most Foundation scholarships are accepted from November 1 through March 1. Nursing Scholarships are due May 31.

- Alumni and Friends Association Endowed Scholarship
- Black Baseball Endowment
- Burruss Family Endowed Scholarship
- Casey Dell Brantley Memorial Endowed Scholarship
- Cathi “Mac” Kennedy Endowed Scholarship
- Cheryl Ross Rinehart Memorial Nursing Endowed Scholarship
- Christopher Lane Endowed Scholarship
- Drs. Owen & Bess Jenkins Endowed Scholarship
- Edna McMahan Kelly Memorial Endowed Scholarship
- El Reno High School (ERHS) Class of 65’ Endowed Scholarship
- El Reno Chamber of Commerce/Leslie F. Roblyer Memorial Endowed Scholarship
- El Reno Masonic Lodge #50 / Redlands Community College Aggie Club Scholarship
- Harold H. & Rebecca Raney Hutson Endowed Scholarship
- Henry Jo Von Tungeln Memorial Agriculture Endowed Scholarship
- James D. (Jim) Shaw Memorial Endowed Scholarship

- KLR Endowed Scholarship (Kiwanis, Lions & Rotary Clubs)
- Krystle Rogers Memorial Scholarship
- Marie West Lyons Endowed Scholarship
- Martha Piper Nursing Endowed Scholarship
- Michael Earl Croy Memorial Endowed Scholarship
- N.E. and Pearl Douglas Endowed Scholarship
- Ray Porter Faculty Senate Scholarship
- Redlands Community College Foundation, Inc. Endowed Scholarships
- Redlands Community College Foundation Coca-Cola Scholarship
- Renna V. Royle Memorial Endowed Scholarship
- Romaette Bryant Memorial Endowed Nursing Scholarship
- Russell-Murray Hospice Nursing Scholarship
- Ruth Louise Wallace Nursing Endowed Scholarship
- Scott L. Harlan Memorial Endowed Scholarship
- T.G. & Dorothy Johnson Memorial Endowed Scholarship
- Tommy Pinkston Family Memorial Endowed Scholarship
- Trotter-Gambel Endowed Scholarship
- Tyler Knecht Memorial Endowed Scholarship
- Viridin Royle Memorial Endowed Scholarship
- 2015-2016 Livestock Judging Team Scholarship

Transfer Scholarships:

- Academic Team Transfer Scholarship
- Margaret E. Petree Scholarship
- Doris Anne Smith Memorial Endowed Scholarship

There are a variety of Redlands Foundation Scholarships set up through Memorial and Endowments. The scholarships are awarded based on specific criteria set forth within each scholarship's guidelines. The student needs to submit an online application for each scholarship. The scholarship committee will consider each applicant for as many scholarships as they meet the qualifications for. Any additional documentation is only required upon request. Applications must be completed electronically.

ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE

Bureau of Indian Education

The Bureau of Indian Education of the U.S. Department of Interior awards financial assistance to certain students of Indian descent who desire to obtain a college education. Students receiving such assistance must maintain a GPA of 2.0 on the 4.0 scale. For information contact: Bureau of Indian Education, Branch of

Education, Cheyenne/Arapaho Tribes Higher Education, Cheyenne Arapaho Tribes, Box 38, Concho, OK 73022, or the appropriate tribal agency.

Vocational Rehab

Upon approval by a representative of the Vocational Rehabilitation Division of the State Board of Education, grants are made to students who have substantial employment disabilities and who are desirous of securing a college education. Contact the Department of Human Services in your area for further information.

Veterans' Services

Redlands Community College's associate degree and certificate programs of education and training are approved for payment of benefits by the Veterans Administration. Current VA education programs include the following:

- Chapter 33, Post 9/11 GI Bill®
- Chapter 30, Montgomery GI Bill®, active duty(MGIB)
- Chapter 1606, Montgomery GI Bill®, Selected Reserve (MGIB-SR)
- Chapter 35, Dependents Educational Assistance Program (DEA)
- Chapter 31, Vocational Rehabilitation & Employment (VR&E)

In order to maintain eligibility for Montgomery GI Bill® benefits, students must be actively pursuing the degree program for which they have been certified. Assistance with Montgomery GI Bill® processing is available at the Registrar's Office.

VA beneficiaries' certifications will be updated to the VA to reflect accurate enrollment status. Change in enrollment may cause a debt to the VA if they drop, withdraw, or are administratively withdrawn. Academic probation and suspension are reviewed at the end of each semester. Academic probation and suspension are reported to the VA. Benefits will not be affected during probation. If a student is suspended, their enrollment certification will be terminated with the VA and they will not be allowed to re-enroll for one full semester. This may also cause the beneficiary to be in debt to the VA. VA beneficiaries that have excessive absences in their courses may be administratively withdrawn at the discretion of their instructor. This will also be reported to the VA and may cause a debt to the VA for the beneficiary. This can occur anytime during the semester up until the last day to withdraw from classes.

Students receiving VA benefits and financial aid are held to the same satisfactory progress standards as any student attending Redlands Community College. Please see Satisfactory Academic Progress for more information. If a student is receiving Post-9/11 GI Bill® benefits and are issued a refund due to change in enrollment, the school will hold the money until a debt letter has been received and then will return funds directly to the VA. All other VA beneficiaries will be issued a refund directly to them and therefore will be responsible for contacting the VA Debt Management Center at 800.827.0648 to resolve any possible overpayment.

Additional veterans' services are also available with the Veterans Upward Bound (VUB) office located in S-104E of the Ray Porter Building. VUB is a free postsecondary education assistance program funded by the U.S. Department of Education and designed to meet the unique circumstances of veterans and current military service members by providing them a one-stop location for all their educational needs. The VUB office can be reached at 405.422.1451.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website www.benefits.va.gov/gibill.

Military Leave of Absence

A student who is a member of the active uniformed military services of the United States and called to active duty shall be eligible to withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid or receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

Aid Disbursement

Any grant, loan, or scholarship money (refunds will be minus any bookstore charges, housing, and tuition) will be applied to your Business Office account (disbursed) after roster certifications in the fall/spring/summer semesters has concluded. Refunds are typically available to the student around the 4th week of the fall/spring terms

and 3rd week of the summer term. No money will be disbursed prior to the first day of class for the semester.

ACADEMIC INTEGRITY

Academic Integrity — Policy

Redlands students are expected to conduct themselves according to the highest academic standards and to complete coursework in an honest and ethical manner. Plagiarism, cheating, or other forms of academic dishonesty will not be tolerated and students may receive an "F" grade for the course and be suspended or expelled from the College for repeated violations.

Plagiarism

Generally, plagiarism is the use of another's work – including ideas, opinions, data, illustrative material, or media – without properly attributing and citing the source. Plagiarism also includes:

- Using too much of one source, even if properly credited
- Re-using previously submitted work, even your own, in any class
- Copying from the Internet without citation
- Having someone else write a paper or complete an assignment for you
- Writing a paper or complete an assignment for someone else
- Sharing any course assignment with another student or allowing another student to view your work outside of the realm of peer review or assigned classroom group work

Cheating

Cheating is any attempt to gain undeserved academic credit for oneself or another, including:

- Copying from another student's test, quiz, assignment, or lab work
- Allowing another student to copy your work
- Using an electronic device to access or share information during a test or quiz
- Obtaining or providing unapproved copies of tests or quizzes (or test/quiz questions)
- Tampering with experimental data or creating data for experiments not performed or conducted
- Using unapproved materials during any class activity

- Coercing someone else to complete an assignment or take a test or quiz for you (or doing any of the above for someone else)

Additional Items of Academic Misconduct

The following items are also covered under this policy and could be subject to suspension or expulsion, even for a first offense:

- Falsifying college records, forms, or other documents
- Attempting to bribe faculty or staff to alter a grade
- Tampering with or destroying the work of other students
- Accessing computer systems or files without authorization
- Sharing of Redlands Enterprise Network Credentials with others

Academic Integrity - Procedure

For a first offense: If a professor determines that a student has cheated or plagiarized on any classroom assignment, the professor may deduct points up to a maximum of the full point value for that assignment. Additionally, the professor may require the student to re-do the assignment or recommend other appropriate action.

For a second offense: The maximum penalty for a second violation, including in separate courses, is an “F” or “AW” grade for the course where the second violation occurs.

For any further violations: The maximum penalty for any further violations, including in separate courses, is suspension or expulsion from the College.

Student Appeal

If the student feels the judgment was in error, he/she may request a Grade Appeal in accordance with Policy 601 Student Grade Appeals.

Reversal of Decision or Grade Change

The Department Head or Chief Academic Officer may not change a grade issued by a professor, unless:

- The Grade Appeal process results in a decision favorable to the student;
- The professor is no longer employed by Redlands Community College;
- The professor is unable to make the grade change but provides written approval

STUDENT CONDUCT CODE

Student Conduct Code - Policy

Redlands Community College (Redlands) provides opportunities for continuous academic growth for its employees and students in support of all aspects of the Institution’s mission. In our continued efforts to promote a quality educational experience, self-discipline is an important element in providing that quality educational experience and it is an essential part of the higher learning experience. It is important that all individuals in that educational experience understand the importance of the concepts of fairness and equity that applies to our students, our faculty, our staff and guests on our campus. This policy is set forth so that students will be informed in advance that actions and behavior which fail to demonstrate good self-discipline can result in sanctions being imposed by Redlands.

The provisions in our Student Conduct Code regarding student self-discipline and conduct are specifically designed to help students understand the institution’s expectations regarding acceptable conduct and to provide a means for ensuring the security of, and a positive educational atmosphere for the members of the Redlands’ community. This conduct code is designed to primarily be educational and positive in manner.

Definitions

Student - Any person who has been admitted to Redlands Community College and has been assigned a Redlands Student ID number.

Active Student - A student who is enrolled in a credit course or noncredit class in the current semester or is enrolled in a future semester.

Inactive Student - Any person possessing a Redlands ID number but not meeting the criteria of an active student.

Enforcement

In instances when a student does not demonstrate adequate understanding of the needs and rights of the Redlands community, Redlands is committed to helping the student in understanding the need for corrective action. Redlands will first attempt to aid the student in finding ways to positively align future conduct in a manner conducive to the purpose and functions of Redlands. In cases of repeated violations of the Student Conduct Code, students will be referred to the Chief Discipline Officer who will consider the student’s

disciplinary history and may impose punitive disciplinary sanctions. Students are expected to observe all national, state, and local laws and Redlands rules, policies and procedures and to respect the rights and privileges of others.

Application

This policy applies to all students on campus, as well as those participating in official off-campus Redlands activities, classes, programs or events.

Student Conduct Code - Procedure

Violations

Academic Misconduct: Cheating, plagiarism, unauthorized collaboration, alteration of academic materials, falsifying records of any kind or other academic misbehavior, as set forth in Redlands Policy 605, Academic Integrity.

Attempts and Complicity: Attempting to or encouraging others to commit acts prohibited by this code. Apathy in the presence of prohibited conduct may constitute a violation of this policy.

Classroom Disruption: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor’s ability to teach the class or the ability of other students to benefit from the instruction.

Discrimination: Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, gender identity, sexual orientation or status as a veteran in any of its educational programs, activities, policies, practices or procedures, including, but not limited to, admissions, employment, eligibility for financial aid and educational services, as set forth in Redlands Policy 510 Nondiscrimination and Complaints.

Disorderly Conduct: Disorderly behavior, indecent actions or breaching the peace on College property or at College-sponsored activities.

Disruption or Obstruction: Disrupting or obstructing normal College or College sponsored activities.

Drugs and Alcohol: Any violation of the Redlands Drug and Alcohol Policy as set forth in Redlands Policy 505 Drug-Free Schools and Communities, Redlands Policy 514 Alcoholic Beverages, Policy 519 Marijuana on

Campus and Policy 627 Competitive Teams Drug Testing, or the administrative procedures implementing those policies.

Failure to Comply: Failing to comply with the lawful directions of any College employee acting within the scope of their official duties.

False Reporting: Knowingly making a false report of a bomb, active shooter, fire or other emergency, including the filing of knowingly false police reports.

False Representation(s): Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible at Redlands.

Fire Safety: Engaging in misuse or unauthorized use of fire extinguishers, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.

Forgery or Unauthorized Use: Forging or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.

Failing or Refusing to Pay - on demand by a Redlands official the amount of any dishonored check given to Redlands or any Redlands sponsored organization for purposes including but not limited to event participation, or failing to make satisfactory settlement of any Redlands indebtedness.

Solicitation Through the Distribution - of any type of publicity, printed materials, handbills or advertisements without prior approval. Provided, solicitation shall be permitted on campus by registered student organizations which occurs in conjunction with regular student activities and campus events with the approval of appropriate Redlands officials.

Refusal to Exhibit Appropriate Identification - to Redlands officials, faculty, staff or security personnel when requested to do so.

Refusal to Properly Display - a current Redlands parking decal on vehicles.

Actions Not Committed on Redlands Property - may also be subject to Redlands disciplinary action in cases where

a clear and distinct interest of Redlands is involved or affected. Sanctions will be applied only in response to actions which adversely affect the Redlands community's pursuit of its educational objectives, violate or show disregard for the rights of others, or damage property. This includes, but is not limited to, offenses related to the security and welfare of persons and/or property.

Theft, Vandalism, Intentional Misuse, destruction, damage, mutilation or defacement of property of Redlands, property of other students, or members of the Redlands community.

Littering of Redlands property.

Use of Tobacco Products: Using tobacco in any form or using electronic cigarettes (vaping) in or on campus, or at any campus sponsored events, is strictly prohibited, as set forth in Redlands Policy 513 Tobacco Free Campus.

Information Technology Usage: Violations of the terms of Redlands Policy 507: Acceptable Use of Redlands Enterprise Network, and the acceptable use policy for OneNet, the official telecommunications and information network for education and government, illegal or unauthorized use of computer hardware, software, equipment or devices, either Redlands owned/leased or privately owned, used on or off Redlands property.

Libel: Any false and malicious written or printed statement, or any sign, picture, or effigy, tending to expose a person to public ridicule, hatred, or contempt or to injure a person's reputation in any way.

Slander: The utterance in the presence of another person of a false statement or statements, damaging to a third person's character or reputation.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Harassment and Bullying: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating or humiliating. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing,

offhanded comments and isolated incidents (unless extremely serious) do not amount to abusive conduct.

Hazing: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy in the presence of hazing is not a neutral act; it is a violation of this rule as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Physical Violence: Engaging in physical violence of any nature against any person, on or off campus. This includes fighting, assaulting, battering, using a knife, gun, or other weapon, physically abusing, restraining or transporting someone against his/her will, or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm as set forth in Redlands Policy 503 Title IX and Sexual Misconduct, Policy 510 Nondiscrimination and Complaints and Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Property Damage: Defacing, damaging or destroying property belonging to the College or other individuals or groups on College property.

Retaliation: Taking any adverse action against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Harassment: Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Misconduct: Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct and Redlands Policy 504 Sexual Assault.

Theft: Possessing property that is known or should have been known to be stolen, taking property without the

consent of the owner, even with the intent to return the property, or obtaining property by false pretenses.

Unauthorized Entry: Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room, area or College approved housing. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.

Violations of the Law: Any violation of federal, state or local law while on Redlands premises or while engaged in any Redlands sponsored activity.

Weapons: Possession or use of firearms, weapons, ammunition, fireworks, dangerous chemicals and explosives, except where explicitly permitted on College and College campuses by Oklahoma law or by the College President. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers subject to emergency call to possess firearms authorized by law, on school premises.) The term “weapons” as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat as set forth in Redlands Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Treatment of Violations of the Student Conduct Code

Violations of the Student Conduct Code by any Active Student will result in disciplinary actions in accordance with this policy.

Violations of the Student Conduct Code by any Inactive Student may result in penalties including but not limited to a 6-month “Notice to Leave” from the Redlands campus and the placement of a disciplinary hold on the student account preventing enrollment in any credit or non-credit courses for the duration of the Notice to Leave. For the hold to be removed from the student’s account, a meeting must occur between the Inactive Student and the Student Conduct Council. Based upon an individualized assessment of the circumstances, additional conditions on enrollment may be imposed.

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the student’s disciplinary history and impose increasing

punitive disciplinary sanctions; provided, no prior disciplinary history is required to impose sanctions appropriate to the severity of the violations(s).

Complaints

Any member of the College community (faculty, staff or student) or any person who is unaffiliated by the College who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. The College may itself initiate a complaint.

- A Student Conduct Code Complaint Form shall be filed with the Chief Discipline Officer within ten (10) college business days of an alleged non-Title IX violation.
- If extenuating circumstances arise, a late complaint may be accepted with the Chief Discipline Officer within twenty (20) college business days of the violation.
- A Sexual Assault/Sexual Harassment Complaint Form should be filed with the Title IX Officer within ten (10) college business days of the violation if possible.
- If extenuating circumstances arise, a late complaint may be accepted by the Title IX Officer within twenty (20) college business days of the violation.
- The complaint must be submitted in writing, on the official violation complaint form, and signed by the complainant, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.
- The Chief Discipline Officer or the Title IX Officer will make the determination as to whether an initial conference with the student is needed.
- If an initial conference is needed, a file will be created and notification will be sent to the student as outlined in Section 6.0.
- If an initial conference is not needed, a file will be created and a memo-to-file will be created which outlines the rationale for this decision.
- Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal

prosecution. College conduct proceedings may proceed before, during or after court proceedings.

- Summary Suspension may be imposed to ensure the safety and well-being of members of the College community, to preserve College property, to ensure the student's own physical or emotional safety, or if the student poses a threat to, disruption of or interference with the educational environment or operations of the College.
- Summary Suspension is defined as action taken that prohibits a student from returning to campus except under specified restrictions. In instances when a student has been directed to leave the College premises, a meeting to review the matter shall be scheduled by the Investigating Officer as set forth in this Student Conduct Code.

Notice of Allegations and Initial Conference

The student against whom the official complaint has been filed shall be given written notification, which will be sent to his/her official student e-mail account, or by certified letter that a complaint has been filed and shall also be given at the same time:

- A copy of the complaint's substantive allegations, including the name of the complaining party, except where concerns of personal safety are involved. In such instances, the dissemination of information that would personally identify the complaining party at this stage shall be determined by the Investigating Officer.
- Written notification of the specific Student Conduct Code violation(s) alleged to have been committed.
- Written notification of the time, date and place where the student will be given the opportunity to respond to the Investigating Officer regarding the allegations contained in the complaint.

The Investigating Officer shall meet with the student to discuss the allegations contained in the complaint. At this conference the Investigating Officer shall review with the student:

- The allegations contained in the complaint.
- The possible sanctions that can be imposed.
- The rights and responsibilities of the student under this Student Conduct Code.

The student shall signify in writing that he/she has been notified of the allegations contained in the complaint, the possible sanctions and his/her rights and responsibilities under the Student Conduct Code.

The student may be accompanied by an advisor during the conduct process. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings.

- At the end of this conference the student shall either deny or admit the allegations filed against him/her. In the event that the student admits the allegation(s) filed against him/her, the Investigating Officer shall determine what disciplinary sanctions will be imposed upon the student and shall notify the student in writing, which will be sent to him/her official e-mail account or by certified letter, as to the details of these sanctions.
- In the event that the student denies the allegation(s) filed against him/her, the Investigating Officer shall make a determination regarding the truthfulness of the allegations and shall notify the student in writing, which will be sent to his/her official student e-mail account or by certified letter, of that determination and the disciplinary sanctions that may be imposed upon the student.
- In the event that the student neglects or refuses to appear for the conduct hearing, the student shall be deemed in default and to have admitted that the allegations contained in the complaint are true. In such a case, the Investigating Officer has the authority to hear the case without input from the student and impose disciplinary sanctions. Notification of the outcome of the hearing will be sent to the student's official student e-mail account or by certified letter within ten (10) college business days.

In order for a student to be found responsible, the information must support a determination that it is more likely than not, or by preponderance of the evidence, that a violation of the Student Conduct Code occurred. Hearsay evidence may be considered but will be weighed accordingly.

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the

student's disciplinary history and impose increasingly punitive sanctions.

Sanctions

Written Warning: An official written notice that the student has violated college policies and that a more severe disciplinary action will result should the student be involved in other violations while the student is enrolled at the College.

Restriction: A limitation on a student's privileges for a period of time and may include, but is not limited to, the denial of the use of facilities or access to parts of the campus, denial of the right to represent the College, or denial of participation in extracurricular activities not associated with academics (e.g. intramural sports, attending campus events, participation in student organizations and teams).

Educational and Behavioral Change Requirement: Opportunities for personal development. These requirements can include, but are not limited to, a reflection essay, community service, seeking academic or personal counseling, participation in an ethics or decision making class, and other relevant educational opportunities.

Class Removal: The student shall be dropped from a class or moved to another section of a class. Faculty members, in consultation with the Investigating Officer, reserve the right to interim suspend a student from class pending a hearing for alleged violations of the Student Conduct Code occurring in the classroom that substantially interfere with teaching or other students' ability to learn.

No Contact Order: An absolute prohibition from contact with specified person or persons in any form whatsoever, including, but not limited to, contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.

Restitution: Compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen.

Probation: A specified period of time during which the student is placed on formal notice that he/she is not in

good standing with the College and that further violations of College regulations could subject him/her to suspension or expulsion from the College.

Suspension: The exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed five (5) years and until conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the College are not permitted on campus or campus housing at any time for any reason during the period of suspension, unless otherwise permitted by the Investigating Officer. Notation on the transcript is not made; however a record of the action is maintained in the student's record in the Registrar's Office. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

Expulsion: Expulsion is when a student is ordered to be removed as a student of the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student's permanent record and will be noted on the student's transcript. A student who is expelled will not be allowed to re-enroll at the College.

On appeal, the Student Conduct Committee cannot recommend sanctions other than suspension or expulsion to replace an original sanction of suspension or expulsion unless the recommendation is unanimous or the Student Conduct Committee finds that the student did not commit the associated violation.

Appeals

When disciplinary sanctions are imposed, the student may appeal the decision. The Student Conduct Committee shall review appeals for any and all sanctions including suspension or expulsion. If an appeal is filed, the student may at the same time request that the Chief Discipline Officer/Title IX Officer delay the imposition of the disciplinary sanctions until final resolution of the appeal. The Chief Discipline Officer/Title IX Officer shall have discretionary authority to approve or deny such a request.

Student Conduct Committee Hearing Request

In order for the student to appeal to the Student Conduct Committee, the student must complete the Student Conduct Committee Hearing Request Form in its entirety. A detailed rationale and supporting documentation of the reason for appeal must be provided with the Student Conduct Committee Hearing Request Form.

This form must be submitted to the Chief Discipline Officer/Title IX Officer within five (5) college business days from the date of the receipt by the student of the determination of the Investigating Officer. Students may be contacted by the Chief Discipline Officer/Title IX Officer if additional information is needed during the appeal process.

If the student fails to submit the appeal on the approved form or does not follow the submission procedures outlined in the sanction notification letter within this five (5) day time period, the student may lose all rights to appeal the determination.

The hearing to consider the appeal of the student will be set at a date not more than fifteen (15) college business days from the date of the formation of the Committee.

Student Conduct Committee

A Student Conduct Committee shall be chosen within three (3) college business days of the receipt of a completed Student Conduct Committee Hearing Request Form. The Committee shall be comprised of the following:

- Two (2) College staff members selected by random draw from the Staff Student Conduct Committee Pool.
- Two (2) College faculty members selected by random draw from the Faculty Student Conduct Committee Pool.
- Two (2) College students selected by random draw from current student activity groups/organizations.
- One chairperson selected by random draw from the pool of all college deans. This chairperson is non-voting except in case of a tie.

Under no circumstances may a College student, staff, faculty member or college dean serve on the Committee if such person is the complainant, a witness to the incident or personally knowledgeable of the incident. The Chief Discipline Officer/Title IX Officer shall represent the College in the hearing.

No less than two (2) College business days prior to the Student Conduct Committee hearing, the Chief Discipline Officer/Title IX Officer shall submit written materials to the Student Conduct Committee including all of the following:

- A copy of the original conduct code violation complaint form
- A summary of the facts of the incident(s) which form the allegations against the student.
- The names of all witnesses who will be called to testify against the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the designated administrator plans to introduce as an exhibit, as well as a copy of any such document not previously provided by the student.
- The time, date and location of the hearing.
- The procedure to be followed at the hearing.

The student shall provide to the Chief Discipline Officer/Title IX Officer within five (5) college business days:

- The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the student plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the designated administrator.

Rights of the Student

The student has the right to be represented by a person of the student’s choice, the expenses of which, if any, must be borne by the student.

- This person may be an attorney.
- If the student chooses to be represented, he/she must notify the proper official as designated by the President and identify the representative’s address and phone number no less than five (5) College business days prior to the Student Conduct Committee hearing.

The student has the right to confront and cross-examine witnesses who give oral testimony. The student has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

Rights of the Chief Discipline Officer/Title IX Officer

The Chief Discipline Officer/Title IX Officer has the right to request a representative and/or legal advisor if such legal counsel is approved by the Redlands Community College Board of Regents.

- The Chief Discipline Officer/Title IX Officer has the right to confront and cross-examine witnesses who give oral testimony.
- The Chief Discipline Officer/Title IX Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

Investigating Officer

Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure: Both the Chief Discipline Officer/Title IX Officer and the student will be permitted to present opening statements of no more than five (5) minutes in length to the Committee, with the designated administrator speaking first.

The Chief Discipline Officer/Title IX Officer will present evidence first, followed by the student.

- The oral testimony of all witnesses will be made under oath.
- Each party will be permitted to cross-examine any witness giving oral testimony on behalf of the other party after that witness has testified.

Each party will be afforded the opportunity to present closing arguments of not more than five (5) minutes in length to the Committee at the conclusion of the hearing, with the student speaking last. Proceedings before the Committee will be recorded. All Student Conduct Committee hearings will be closed meetings.

Burden of Proof

The burden of proving the existence of the violations upon which the complaint is based rests with Chief Discipline Officer/Title IX Officer. As to each violation, the Chief Discipline Officer/Title IX Officer must demonstrate that it is more likely than not that the violation occurred (also known as the “preponderance of the evidence” standard).

Evidence

Strict conformity to courtroom rules of evidence is not required in the hearing conducted by the Committee. Rulings as to the admissibility of evidence will be made by the Chairperson of the Committee. The Chairperson of the Committee has the authority to limit incompetent, unduly repetitious or irrelevant exhibits and testimony.

Committee Findings and Recommendation

The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.

On each violation alleged and under consideration by the Committee, the Committee shall conduct a vote as to whether the violation occurred. If a majority of Committee agree that a particular violation occurred, the Committee’s findings shall be that the violation occurred; otherwise, the Committee’s finding shall be that the violation did not occur.

If the Committee finds that some or all of the alleged violations occurred, it shall consider and make a recommendation by majority vote regarding the appropriate level of discipline to be imposed, which shall include one or more of the disciplinary sanctions provided in Section 607:1.5 of this Student Conduct Code.

The Committee shall inform the President’s Designee in writing of its findings and recommended sanctions, if applicable, within three (3) College business days.

The President’s Designee shall inform the student in writing of the findings and recommendations of the Committee and the final resolution of the alleged violations within fifteen (15) College business days after receipt of the Committee’s findings and recommendations.

STUDENT GRIEVANCES

Student Grievances - Policy

A student of Redlands Community College who feels that he or she has been treated unfairly by an administrator, faculty member, or other staff member may raise the issue through a grievance, provided no other College procedure is available to address the issue. Issues addressed in other procedures, such as grade appeals, appeals of disciplinary action, and complaints of prohibited discriminatory action, shall be pursued in accordance with those procedures.

Informal Resolution

The student shall seek informal resolution of the matter before filing a formal grievance. The student shall first raise the issue with the individual whose action is grieved. If the grievance is not resolved, the student shall raise the issue with that individual’s immediate supervisor. The individual whose action is grieved shall be given the

opportunity to respond to, and to participate in, the informal resolution process. Absent resolution at this level, the student may then seek formal resolution of the grievance.

Formal Resolution

Before filing a formal grievance, a student shall first seek informal resolution of the grievance. If an informal resolution is not reached, a student may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual.

Student Grievances – Procedure

Formal Resolution

A formal grievance must be filed within twenty (20) business days from the event or action which is grieved. Failure to first seek an informal resolution, or failure to file the formal grievance within this twenty (20) day period, will constitute a waiver of any right to pursue the grievance. The grievance must be submitted, in written form, to the individual whose action is grieved and to that individual's immediate supervisor. The individual whose action is grieved shall be given the opportunity to submit a written response to the grievance. If the grievance is not resolved at this level, the student may submit the grievance to the individual at the next level of administration above the immediate supervisor. Absent resolution, the student may submit the grievance to the individual at each succeeding level of administration, proceeding up the organizational flow chart, to the staff person who reports to the President who has administrative authority over the individual whose action is grieved. At each level of the formal grievance process, the grievance must be submitted in writing; the individual whose action is grieved, shall be given the opportunity to respond; and written notice of the decision shall be given to the student and to the individual whose action is grieved within ten (10) business days after submission of the response to the grievance. The decision of the staff person who reports to the President shall be the final institutional decision on all formal student grievances.

503 POLICY - Sexual Harassment

503.1 Statement of Policy

Redlands Community College is committed to creating and maintaining a community where all persons who participate in College programs and activities can work and learn together in an atmosphere free from all forms of

harassment, exploitation, or intimidation. Redlands Community College condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct. Any such activity committed by a member of the College community may subject the individual to Redlands Community College sanctions, as well as civil and criminal penalties. The College is committed to providing appropriate means of addressing complaints regarding sexual misconduct.

This policy covers unwelcome conduct of sexual or gender based nature, whether committed on-campus, or off-campus where Redlands Community College has control over the perpetrator or the context of the harassment.

503.2 Related Procedure

The Procedures section of the Policies and Procedures Manual contains a procedure with definitions, examples, and a complaint procedure that are related to this Sexual Harassment Policy. The definitions in the related procedure are incorporated by reference into this policy.

Adopted June 1996

Revised February 2001

503 PROCEDURE - Sexual Harassment

503.1:1 Statement of Procedure

Offenses prohibited under the Redlands Community College Policy include, but are not limited to sexual harassment, sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), sexual coercion, domestic/dating violence, stalking, and sexual exploitation, and any attempts to commit the same.

503.2:1 Definition and Examples

- A. Sex Discrimination includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve

conduct of a sexual nature.

1. Pregnancy Discrimination – Redlands Community College prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination on the basis of pregnancy should be reported in accordance with this policy.
 - a. Employees with questions regarding accommodations during pregnancy are encouraged to contact the Human Resources Department (human.resources@redlandscce.edu or 405.422.1267).
 - b. Students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Dean of Enrollment Management at 405.422.1263.
 - c. For complaints arising under this policy, please report to the Institutional Equity and Title IX Office (smo@redlandscce.edu or 405.422.1275).
- B. Sexual Harassment is a form of sex discrimination. Sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, employees, and visitors who are subject to or who witness unwelcome conduct of a sexual nature are encouraged to report the incident(s).
 1. Hostile Environment Sexual Harassment includes conduct that is sufficiently severe, pervasive, or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:
 - a. the frequency of the conduct;
 - b. the nature and severity of the conduct;
 - c. whether the conduct was physically threatening;
 - d. whether the conduct was deliberate, repeated humiliation based upon sex;
 - e. the effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
 - f. whether the conduct was directed at more than one person;
 - g. whether the conduct arose in the context of other discriminatory conduct;
 - h. continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
 - i. whether the speech or conduct deserves constitutional protections.
 2. Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant:
 - a. make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - b. indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant's submission to such activity.
- C. Retaliation is any attempt to penalize or take an adverse employment, educational or institutional benefit action, including but not limited to making threats, intimidation, reprisals or other adverse action, against a person because of participation in a complaint or the investigation of discrimination, sexual harassment, or sexual misconduct.
 1. Redlands Community College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.
 2. Redlands Community College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant

too determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.

D. Sexual Violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual misconduct, and sexual coercion.

1. Non-Consensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.

2. Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.

3. Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.

E. Sexual Exploitation occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Non-consensual video or audio-taping of any form of sexual activity;

2. Going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch you having consensual sex without your partner's knowledge or consent);
3. Sexually-based stalking or bullying;
4. Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
5. Knowingly transmitting a sexually transmitted disease or illness to another;
6. Exposing one's genitals in a non-consensual circumstance, or inducing another to expose his or her genitals;
7. Prostituting another person;
8. Other forms of invasion of sexual privacy.

F. Other Misconduct

1. Other forms of misconduct based on one's gender also constitute violations of this policy including: threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Harassment, defined as unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or that is sexual in nature that has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities;
4. Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
5. Gender-based hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining or other group-affiliation activity.
6. Gender-based bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment);
7. Violence, including assault, battery or other physical abuse between those in an intimate or dating or romantic relationship with each other.
 - a. Dating violence is violence between

individuals in the following circumstances:

- i. The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. The existence of such a relationship shall be determined based on a consideration of the following factors:
 - Length of the relationship
 - Type of relationship
 - Frequency of interaction between the persons involved in the relationship.
 - b. Domestic Violence under Redlands Community College policy means violence committed by a:
 - i. Current or former spouse of the victim;
 - ii. A person with whom the victim shares a child in common;
 - iii. A person who is cohabitating with or has cohabitated with the victim as a spouse;
 - iv. A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
 - v. Any other person against an adult or your victim who is protected from that person's acts under Oklahoma domestic or family violence laws.
 8. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community.
- G. Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No", and the absence of "No" may not mean "Yes".
1. Consent is informed, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
 2. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
 3. Previous relationships or consent does not imply consent to future sexual acts.
 4. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior,

or coercion. Coercion is unreasonable pressure for sexual activity.

5. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the "who, what, when, where, why or how" of their sexual interaction. Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note, that indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person. Examples of when a person should know the other is incapacitated include, but are not limited to:
 - a. the amount of alcohol, medication or drugs consumed, or
 - b. imbalance or stumbling, or
 - c. slurred speech, or
 - d. lack of consciousness or inability to control bodily functions or movements, or
 - e. vomiting.
6. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

503.2:3 Duty to Report Sexual Harassment, Discrimination, and Misconduct

- A. Mandatory Reporting - Failure to promptly report to appropriate College official or the Title IX Office may result in disciplinary action up to and including termination.

With limited exceptions, every college employee *must* report conduct that could constitute sexual harassment/sex discrimination/sexual misconduct under this policy. Additionally, attorneys, clergy

members, licensed counselors, or physicians who are engaged in such capacity may keep such reports confidential.

Supervisors, managers, and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination, and harassment, to correct it when it occurs, and *must* promptly report it to the following or other appropriate College official.

Institutional Equity and Title IX Office
 Redlands Community College
 1300 South Country Club Road
 El Reno, OK 73036-5304
 405.422.1275
 Email: smo@redlandsc.edu

B. Reports Concerning Minors

Members of the College community should be aware that the College often has minors on its campuses for a variety of reasons:

- field trips
- tours
- course credit
- camps
- contests
- summer programs
- fitness for life program

Should you have a reasonable suspicion of any abuse or neglect of a minor while on College property, or where the minor is in your care at a College-related event, but the abuse may have occurred off-campus, irrespective of whether you are a mandatory reporter for Title IX purposes, you have an independent obligation under Oklahoma state law to notify the Oklahoma Department of Human Services immediately (1.800.522.3511) and local law enforcement (911 or 405.262.2121) and/or Redlands Community College Security (405.422.6200). If any incidents also involve violations of the Sexual Misconduct policy, you must contact the College's Institutional Equity and Title IX Office (405.422.1275).

503.2:4 Designation of Title IX Coordinator and Investigators

All employees of the College shall be responsible for compliance with the College's sexual misconduct policy. The College's Title IX Coordinator shall coordinate

compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations pertaining to prohibited discrimination. The College's Title IX Coordinator may be contacted at:

Institutional Equity and Title IX Office
 Redlands Community College
 1300 South Country Club Road
 El Reno, OK 73036-5304
 405.262.1275
 Email: smo@redlandsc.edu

If the Coordinator of Title IX is the subject of the complaint, the complaint should be addressed to the Title IX Coordinator's supervisor, the Executive Vice President of Campus Administration and Finance, who may be contacted at:

Executive Vice President of Campus Administration and Finance
 Redlands Community College
 1300 South Country Club Road
 El Reno, OK 73036-5304
 405.422.1265
 VP.Finance@redlandsc.edu

The College has designated two individuals as Title IX Investigators to conduct the investigations regarding Title IX issues. The Title IX Coordinator will designate which Investigator, male versus female, should conduct the investigation. The Title IX Investigators will report to the Title IX Coordinator.

503.2:5 Investigation of Complaints

Once the College receives a grievance, complaint or report alleging sexual misconduct, or becomes aware of possible harassing conduct, the Investigator assigned will conduct a prompt, adequate, thorough, and impartial investigation to determine whether unlawful sexual harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential harassment during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The College will investigate all complaints of sexual misconduct, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegations(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the complainant from filing a criminal complaint either during or after the College's investigation.

The College will complete its investigation within ten (10) business days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a coordinator or designated investigator is unavailable, another investigator will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional business days, without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The College's investigation will include, but is not limited to:

- A. Providing the parties with the opportunity to present witnesses and provide evidence.
- B. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct,
- C. Some of the factors the College will consider include:
 1. The nature of the conduct and whether the conduct was unwelcome,
 2. The surrounding circumstances, expectations, and relationships,
 3. The degree to which the conduct affected one or more students' education,
 4. The type, frequency, and duration of the conduct,
 5. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment,
 6. The number of individuals involved,

7. The age and sex of the alleged harasser and the alleged victim(s) of the harassment,
8. The location of the incidents and the context in which they occurred,
9. The totality of the circumstances, and
10. Other relevant evidence.

- D. A review of the evidence using a "preponderance of the evidence" standard.

The coordinator (or designated investigator) will complete an investigative report, which will include:

- A. A summary of the facts,
- B. An analysis of the appropriate legal standards applied to the specific facts,
- C. Findings regarding whether harassment occurred, and
- D. If a finding is made that harassment occurred, the recommended remedy or remedies necessary to eliminate harassment, prevent its recurrence, and remedy its effects, if applicable.

Once the Title IX Investigator has conducted the investigation, the Title IX Coordinator will review, approve, and sign the investigative report, unless the Title IX Coordinator is the subject of the complaint. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of sexual misconduct is made (see the Remedies section, below, for additional information about remedies). The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

503.2:6 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and any resolution will be provided to the parties within ten (10) business days after completion of the investigation. If dissatisfied with the determination or any resolution, a complainant may appeal the determination to the Executive Vice President of Campus Administration and Finance, or the College President, if the Executive Vice President of Campus Administration and Finance issued the original determination or any resolution.

503.2:7 Appeal

A determination and any resolution originally issued by the Title IX Coordinator may be appealed to the Chief Academic Officer, who may be contacted at:

Chief Academic Officer
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.422.1262
Email: RoseMarie.Moore@redlandsc.edu

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant's receipt of the original determination and any resolution. The complaint, determination, and any resolution, and any other relevant documentation, should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Dean of Nursing/Allied Health will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse, or modify the original determination and resolution.

503.2:8 Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies of departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

If the College knows or reasonably should know about possible discrimination, retaliation, or harassment, the College will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the College's pending investigation. These interim measures will be prompt, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation, and other remedies, such as those listed below.

The College will minimize any burden on the alleged victim when taking interim measures. For instance, the College generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser

to remain. In addition the College will ensure that the complainant is aware of his or her rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the College determines that unlawful discrimination or harassment occurred, the College will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- A. Providing an escort to ensure the complainant can move safely between classes and activities.
- B. Ensuring the complainant and alleged harasser do not attend the same classes.
- C. Providing resources for counseling services.
- D. Providing resources for medical services.
- E. Providing academic support services, such as tutoring.
- F. Arranging for the complainant to re-take a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The College may provide remedies for the broader population as well, including but not limited to:

- A. Providing additional training to the College's designated compliance coordinator and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- B. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by College employees in notifying those authorities.
- C. Creating a committee of students or employees and College officials to identify strategies for ensuring that students and employees:
 1. Know the College's prohibition against discrimination, harassment, and retaliation.

2. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 3. Understand how and to whom to report any incidents of discrimination.
 4. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 5. Feel comfortable that College officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- F. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the College’s policies against anti-discrimination, anti-harassment, and anti-retaliation.
- G. Conducting, in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the College is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the College.

In addition to these remedies, the College may impose disciplinary sanctions against the student or employee who harassed the complainant, that include, but are not limited to:

- Students – Warning, probation, loss of privileges, counseling, no contact, housing relocation, suspension, expulsion, limited campus access, service hours, online education, parental notification, alcohol and drug assessment, college suspension or expulsion.
- Employees – Verbal or written warning, performance improvement/management process, training, counseling, loss of privileges, reduction in pay, loss of supervisory responsibilities, paid or unpaid leave, suspension or termination

503.2:9 Confidentiality

The identity of the complainant will be kept confidential, to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

503.2:10 Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made maliciously without

regard for truth may be subject to disciplinary action up to and including termination and expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

503.2:11 Free Speech and Academic Freedom

Members of the College community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This process is intended to protect members of the College community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

503.2:12 Bystander Intervention

If you witness a policy violation, or behaviors that may lead to a policy violation, there are a variety of things you can do as a bystander:

- A. Divert the intended victim (e.g. “help me out of here; I don’t feel well”).
- B. Distract the perpetrator (e.g. “looks like your car is being towed”).
- C. Confront the perpetrator (e.g. “don’t speak to him/her in that manner; you are going to get yourself into trouble”).
- D. Call for law enforcement assistance.
 1. Emergencies – 911
 2. Non-emergencies – 405.262.2121

503.2:14 Title IX Mission Statement

The mission of the Institutional Equity and Title IX Office is to fulfill its commitment to protect all persons who participate or work in Redlands Community College programs and activities from discrimination or harassment based upon their gender as outlined in Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Redlands Community College prohibits any type of gender equity discrimination.

510 POLICY - Nondiscrimination and Complaints

510.1 Statement of Policy

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations.

510.2 Designation of Responsible Employee(s)

All employees of the College shall be responsible for compliance with the nondiscrimination policy. The College's Compliance Officer shall coordinate the compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations on prohibited discrimination.

510.3 Complaints

Complaints of prohibited discrimination should be addressed to the College's Compliance Officer, the person responsible for coordinating compliance with the relevant law. If that person is the subject of the complaint, the complaint should be addressed to a person with administrative authority over the Compliance Officer. Guidelines for filing a complaint are published in the Procedures section of the Policies and Procedures Manual.

510.4 Other Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies or departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

510.5 Compliance Officer

To contact the College's Compliance Officer:

Compliance Officer

Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.262.2552

510.6 Related Procedure

The Procedures section of the Policies and Procedures Manual contains a complaint procedure that is related to this Nondiscrimination and Complaints Policy.

Adopted December 1997

Revised February 2001

Revised February 2002

Revised February 2008

Revised December 2010

Revised March 2015

510 PROCEDURE - Nondiscrimination and Complaints

510.1:1 Statement of Procedure

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations.

510.2:1 Designation of Compliance Officer

All employees of the College shall be responsible for compliance with the College's nondiscrimination policy. The College's Compliance Officer shall coordinate the compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations pertaining to prohibited discrimination. The College's Compliance Officer may be contacted at:

Compliance Officer

Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304

405.262.2552

510.3:1 Anti-Retaliation

The College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College’s discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.

510.4:1 Anti-Harassment

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person’s race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person’s ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- A. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- B. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in a College’s facilities, on a College bus, at a class or training program sponsored by the College at another location, or elsewhere.

Discriminatory harassment because of a person’s race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- A. Name-calling
- B. Teasing or taunting
- C. Insults, slurs, or derogatory names or remarks
- D. Demeaning jokes
- E. Inappropriate gestures
- F. Graffiti or inappropriate written or electronic material
- G. Visual displays, such as cartoons, posters, or electronic images
- H. Threats or intimidating or hostile conduct
- I. Physical acts of aggression, assault, or violence
- J. Criminal offenses

See the College’s Policy and Procedure (503) pertaining to sexual harassment for additional information and examples of sexual harassment.

If the College knows or reasonably should know about possible harassment, including violence, the College will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Complaints of Discrimination,” below), and take appropriate interim measures, if necessary. If the College determines that unlawful harassment occurred, the College will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the College will follow this policy and grievance procedure.

All College employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, harassment, or retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance officer).

510.5:1 Complaints of Discrimination

An employee, student, or any other person who feels that he or she has been the subject of discrimination, retaliation, or harassment by the College may file a complaint with the College’s Compliance Officer, the person responsible for coordinating compliance with the relevant anti-discrimination laws. If that person is the subject of the complaint, the complaint should be addressed to the Compliance Officer’s supervisor, the Executive Vice President of Campus Administration and Finance, who may be contacted at:

Executive Vice President of Campus Administration and Finance

Redlands Community College
 1300 South Country Club Road
 El Reno, Oklahoma 73036-5304
 405.422.1265
 Email: Jena.Marr@redlandsc.edu

510.5:2 Investigation

College employees, supervisors, or administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination, retaliation, or harassment, to the designated compliance coordinator, even if that College employee is investigating the alleged discrimination as part of the College's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the College's designated compliance coordinator. If the College uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the College's standards for a prompt and equitable complaint procedure. Other individuals may report alleged discrimination to the designated coordinator.

Once the College receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the College will conduct a prompt, adequate, thorough, and impartial investigation to determine whether unlawful discrimination, retaliation, or harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with any alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The College will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the

complainant from filing a criminal complaint either during or after the College's investigation.

The College will complete its investigation within ten (10) business days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional business days, without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The College's investigation will include, but is not limited to:

- A. Providing the parties with the opportunity to present witnesses and provide evidence.
- B. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- C. For allegations involving harassment, some of the factors the College will consider include:
 1. the nature of the conduct and whether the conduct was unwelcome,
 2. the surrounding circumstances, expectations, and relationships,
 3. the degree to which the conduct affected one or more students' education,
 4. the type, frequency, and duration of the conduct,
 5. the identity of and relationship between the alleged harasser and the subject or subjects of the harassment,
 6. the number of individuals involved,
 7. the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment,
 8. the location of the incidents and the context in which they occurred,

- 9. the totality of the circumstances, and
- 10. other relevant evidence.

D. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A. A summary of the facts,
- B. An analysis of the appropriate legal standards applied to the specific facts,
- C. Findings regarding whether discrimination occurred, and
- D. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report, unless the compliance coordinator is the subject of the complaint. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

510.5:3 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and any resolution will be provided to the parties within ten (10) business days after completion of the investigation. If dissatisfied with the determination or any resolution, a complainant may appeal the determination to the Executive Vice President of Campus Administration and Finance, or the College President, if the Executive Vice President of Campus Administration and Finance issued the original determination or any resolution.

510.5:4 Appeal

A determination and any resolution originally issued by the Compliance Officer may be appealed to the Executive Vice President of Campus Administration and Finance. A determination and any resolution originally issued by the Vice President may be appealed to the College President, who may be contacted at:

President’s Office
 Redlands Community College
 1300 South Country Club Road
 El Reno, Oklahoma 73036-5304
 405.422.1258
 Email: President@redlandsc.edu

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant’s receipt of the original determination and any resolution. The complaint, determination, and any resolution, and any other relevant documentation, should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Vice President or President will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse, or modify the original determination and resolution.

510.5:5 Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person’s pursuit of other available remedies such as filing complaints with responsible outside agencies of departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

If the College knows or reasonably should know about possible discrimination, retaliation, or harassment, the College will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the College’s pending investigation. These interim measures will be prompt, effective, and tailored to the specific situation, and may include a change in the student’s seating assignment or class, a change in an employee’s work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College’s investigation, and other remedies, such as those listed below.

The College will minimize any burden on the alleged victim when taking interim measures. For instance, the College generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the College will ensure that the complainant is aware of his or her rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the College determines that unlawful discrimination or harassment occurred, the College will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- A. Providing an escort to ensure the complainant can move safely between classes and activities.
- B. Ensuring the complainant and alleged harasser do not attend the same classes.
- C. Providing counseling services.
- D. Providing medical services.
- E. Providing academic support services, such as tutoring
- F. Arranging for the complainant to re-take a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The College may provide remedies for the broader student population as well, including but not limited to:

- A. Designating an individual from the College's counseling center to be "on call" to assist victims of harassment or violence whenever needed.
- B. Providing additional training to the College's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- C. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by College employees in notifying those authorities.
- D. Creating a committee of students or employees and College officials to identify strategies for ensuring that students and employees:

1. Know the College's prohibition against discrimination, harassment, and retaliation.
2. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
3. Understand how and to whom to report any incidents of discrimination.
4. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
5. Feel comfortable that College officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
6. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the College's policies against anti-discrimination, anti-harassment, and anti-retaliation.
7. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the College is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the College.

In addition to these remedies, the College may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, including possible expulsion or termination.

510.5:6 Confidentiality

The identity of the complainant will be kept confidential, to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

Adopted December 1997

Revised February 2002

Revised February 2011

Revised August 2014

STUDENT ACTIVITIES

All student activities, except intercollegiate events, are coordinated through the office of the Student Organizations Coordinator. Students are encouraged to become involved with campus activities. Opportunities are available for social growth and the development of leadership qualities.

Intercollegiate Activities

All members of competitive teams must abide by the policies and procedures in the Student Competitive Teams Handbook

Athletic Teams

Redlands Community College is a member of the National Junior College Athletic Association and the Bi-State West Athletic Conference. The mascot is the Cougar. Competitive sports include:

Women's Basketball

Women's Cross Country

Women's Golf

Women's Soccer

Men's Baseball

Men's Basketball

Men's Cross Country

Livestock Judging Team

Redlands Community College has an active Livestock Judging Team on which team members learn the fundamentals of judging livestock and presenting oral reasons. The Livestock Judging Team competes in state and national competitions.

Redlands Academic Team

Redlands Community College has an academic quiz bowl team. The quiz bowl team is considered the varsity sport of the mind with questions ranging all across the college curriculum. The team competes with other colleges in the state and region to qualify for nationals. Redlands academic team meets regularly to practice and hosts several high school or middle school tournaments throughout the year. The team began in 2011 and has won many awards and titles.

STUDENT CLUBS AND ORGANIZATIONS

Redlands Community College encourages all clubs and organizations to increase participation and student involvement by hosting campus activities. Any organization or club wishing to host an official college-sponsored event must have written permission from the sponsor and/or president of the organization at least one week prior to the event.

Aggie Club

The Redlands Aggie Club gives agricultural students an opportunity to gain skills and leadership, team building, and fundraising along with the chance to build a great industry network and lifelong friendships.

Art Club

The purpose of the Art Club is to promote a higher interest and knowledge of the fine arts. The club meets twice a month for presentations, show and tell, field trips, workshops, and much more. All students are welcome to join and attend activities.

Baptist Collegiate Ministries

Baptist Collegiate Ministries is an off-campus organization which provides opportunities for Christian nurture, fellowship and service. Membership is open to students of all faiths.

Fellowship of Christian Athletes

FCA is an organization open to all students, but the primary focus is to present to athletes and coaches and to all whom they influence, the challenge and adventure of receiving Jesus Christ as Lord, serving Him in their relationships and in the fellowship of the church.

Library Club

The Library Club is open to all students who enjoy reading and promoting the library, and are interested in participating in campus and community activities.

Mu Alpha Theta

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society with 105,000 student members in June 2014 in more than 2100 schools. They are dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students.

Native American Student Organization (NASO)

The Native American Student Organization stimulates academic, social, and cultural support for Native American students, while cultivating a sense of unity and togetherness. Members of NASO promote Native American culture and fellowship among all students at Redlands Community College. Membership is open to all Redlands students, and officer positions may be available for those who qualify.

Phi Theta Kappa

Phi Theta Kappa is the largest international honor society for American two-year colleges. Membership in PTK is conferred on those two-year college students who have established academic excellence, as judged by the college faculty. Initiates must have completed at least 12 hours of two-year college work, must be judged of good moral character, and must possess qualities of good citizenship. To be eligible for membership in the Alpha Beta Upsilon chapter, initiates must have met these requirements and

have obtained a 3.25 GPA for one semester. After becoming a member of PTK, it is necessary to maintain a 3.0 GPA in order to remain a member in good standing.

Phi Theta Kappa Alumni Gamma

Phi Theta Kappa Alumni Gamma of Oklahoma Alumni chapter is a community-based organization for members of PTK who wish to continue their participation in the society after leaving the two-year college. Any person who joined PTK while attending a two-year college is eligible for membership in this organization. Gamma chapter serves primarily as a support group for Alpha Beta Upsilon chapter, but also offers its members opportunities to participate in PTK activities at the local, regional, and international levels.

Photography Club

The Photography Club strives to inspire people to enjoy taking photographs and improve their camera skills.

SAGA – Sexuality & Gender Acceptance

SAGA provides an opportunity for fellowship, support and celebration of all sexuality and gender identities among students and gives them an opportunity to participate in projects throughout the college and community.

Student Nursing Association

The Redlands Community College Student Nursing Association is designed to advance the professionalism of nursing students by giving them the chance to meet each other and their instructors in a non-structured setting, as well as to meet students from around the state at conventions. Both category I and category II nursing students can join the group, which combines professional development with instruction and community service.

Sustainable Living Club

Redlands' Sustainable Living Club provides an opportunity for students to learn and share practices. The club also provides an avenue for creative college and community projects.

RECREATIONAL OPPORTUNITIES

Fitness Center

Full-time students may utilize free of charge the Fitness Center, which includes the wellness center, the racquetball court and the walking area in the gym. Wellness classes are available throughout the year at an additional cost.

Fitness workout equipment, treadmills and stationary bicycles are available. Students may use the Fitness Center during specified times with a valid student ID.

Times vary each semester. Anyone living in the Redlands Community College service area may purchase individual or family passes for this program from the Athletic Office. For current information call 405.422.1418.

Gymnasium

The gymnasium may be used for walking and stretching exercises from 6-9 a.m. and from 12-1 p.m., Monday through Friday.

Racquetball

Students may use the racquetball courts with a valid student ID. Hours are: 6 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 12 p.m. on Saturday.

Supervision of Children

Individuals too young to be admitted to Redlands Community College are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class or to any of the instructional laboratories.

The security officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process. Adult students who are responsible for disruptive children may be subject to disciplinary procedures.

Athletic Game Schedules

Athletic schedules are available at www.redlandsc.edu.

BOOKSTORE

The Bookstore, managed by Follett Higher Education Group, carries required textbooks and accompanying supplies. In addition, the Bookstore offers Redlands Community College clothing and gifts, class rings, and many other items.

The Bookstore is located in the Ray Porter Academic Complex and is open Monday-Friday, 8 a.m.-5 p.m. Summer hours are Monday-Thursday, 8 a.m.-5p.m. The Bookstore also has extended back-to-school rush hours and textbook rental. Please check with the Bookstore for these hours.

Refunds are given during the first two weeks of class during regular semesters. A receipt is required. The book must be in the condition in which it was purchased. The Bookstore buys back books every day. Check prices and order textbooks online 24 hours a day at www.efollett.com. Major credit cards are accepted. Financial aid can be used on Follett website.

The bookstore can be accessed online at www.redlandsc.edu.

EMPLOYMENT SERVICES

Employers may contact the college through Career Education requesting assistance in locating either part-time or full-time employees. Computerized job listing services are also available. A limited number of students are employed by the College as departmental assistants.

EARLY COLLEGE AWARENESS

Concurrent Enrollment

By enrolling in concurrent classes available through Redlands Community College, high school students can begin earning their college degree while still in high school. The general education classes will satisfy general education requirements at virtually every institution of higher education in Oklahoma as well as most other states. Students who wish to concurrently enroll should contact their high school counselor for enrollment instructions or call Admissions and Advising at 405.422.1417 for more information.

Upward Bound Program

Redlands Community College TRIO Upward Bound is an intensive, year-round, college preparatory program. Our mission is to assist low-income, first-generation, college bound, high school students in attaining the necessary skills to achieve college admission and completion of their baccalaureate degree.

Redlands Community College TRIO Upward Bound prepares students academically, culturally, and socially to succeed at the post-secondary level and provides fundamental support to participants in their preparation for college entrance. Upward Bound serves high school students from El Reno, Calumet, Geary, Hinton, Minco, and Union City.

The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

FOUNDATION AND ALUMNI

The Foundation

The Redlands Community College Foundation, Inc. was established in 1976 for the sole purpose of providing support for programs and activities which strengthen the quality of instruction and expand educational opportunities for students enrolled at the college.

The Redlands Community College Foundation, Inc. is governed by a Board of Directors and managed by an Executive Director. The Board of Directors is responsible for managing all contributions and assets of the Redlands Community College Foundation in a responsible manner in order to ensure maximum benefit for the college.

The Redlands Community College Foundation, Inc. is legally and fiscally separate from the College and is a 501(c)(3) charitable corporation organized under the laws of the state of Oklahoma. Contributions to the Redlands Community College Foundation may be tax deductible.

Alumni and Friends Association

The Redlands Community College Alumni & Friends Association was organized in 1986 to benefit the students, faculty, and former students of the college by participating in various community activities and events.

FOOD/DRINKS

Located in the Student Center, the “Cougar Corner” Grab & Go store offers a variety of food, drinks, and other items available Monday-Friday from 7:30 a.m. to 3 p.m. and Monday-Thursday from 7:30 a.m. to 3 p.m. during the summer.

MEDICAL EMERGENCIES

Accidents on campus requiring emergency assistance should be reported to Security.

TRAFFIC AND PARKING

REGULATIONS

The following traffic and parking regulations apply to any person operating a motor vehicle on campus:

- All vehicles must have a current College parking decal on display.
- Parking is allowed only in designated areas.
- No parking or driving is allowed on grass areas.
- Students shall not park in areas marked handicapped parking or loading and unloading zone without a special permit.
- Traffic flow directions published by the physical plant director must be followed.
- The speed limit in driveways on campus is 15 miles per hour.
- The speed limit in parking areas on campus is 10 miles an hour.

Fines may be assessed for violation of Redlands Community College traffic and parking regulations. Vehicles found in violation of the parking regulations may be immobilized. Such immobilized vehicle will be

released only upon payment of a \$5 fine for each violation. Repeated violations of traffic or parking regulations may lead to denial of the offender's right to bring a motor vehicle on campus.

In order to provide a safe and healthy working and learning environment, the use and consumption of alcohol, illegal drugs and tobacco in any form is prohibited in all buildings and vehicles of the College.

Security

Campus security is available 24 hours a day. If it is a life threatening situation, call 911 immediately. For security assistance, call 405.422.6200 at any time.

Student ID Cards

All students must obtain a student identification (ID) card. The student ID card will be used to print in the computer labs and for making copies in the Learning Resources Center. It can also be used for purchases in the Cougar Corner Store. The ID card must be used when picking up any funds being released at the college Business Office. If a student leaves Redlands and there are any funds remaining on their ID card, there is a \$25 fee to request a refund check on those funds. Your ID may also be used for free admission to athletic events and fitness for life center. The student ID card is available in Admissions and Advising as part of the enrollment procedure. Before being issued an ID card, you must sign in on the my.REDLANDScc portal and make a refund choice selection. The option you select here will determine what type of ID card is issued to you. If you have not already made this selection, you will be prompted to make the selection the first time you sign in on the my.REDLANDScc portal.

LEARNING RESOURCES CENTER

Hours: Monday-Thursday 8 a.m.-6 p.m.; Friday 8 a.m.-5 p.m. (Changes in hours will be posted in advance.)
During the summer, campus is closed on Fridays.

The A.R. Harrison Learning Resources Center (LRC) is located at the north end of the multimedia Lifelong Learning Center. The LRC provides access to print resources and electronic databases of articles, eBooks, reference materials, and streaming videos.

Access to many LRC tools can be found at www.redlandsc.edu/life-redlands/learning-resources-center. Access to electronic databases is provided remotely through the my.REDLANDScc portal. After signing in, click the "Student" tab and "Library Services" in the left-hand menu.

Books not held locally are available through interlibrary loan and the OK-Share program. Reserve materials, Internet access, and printer/copier are also available for student and faculty use in the LRC.

Information Commons

The Commons computer lab is open to students and faculty whenever the LRC is open and/or there are classes in session in the Multimedia Lifelong Learning building.

Students using computers on any Redlands campus must comply with the Network Acceptable Use Policy and Procedures in the following section.

ACCEPTABLE USE OF REDLANDS ENTERPRISE NETWORK POLICY

Statement of Policy

Redlands Community College has made significant investments in telecommunications technology to promote and support the exchange of information in furtherance of the mission and goals of the College. Use of these resources must be consistent with the mission, goals, and policies of the College and must be in compliance with applicable law. Every computer account, user account, e-mail mailbox, phone extension, and voicemail mailbox (collectively, "Account") issued by the College remains the property of the College.

Applicability of Policy

This policy applies to all use of the College telecommunications technology, including, but not limited to, servers, desktops, laptops, telephones, printers, switches, firewalls, and any other network, equipment, hardware device and software that could be utilized in any manner and for any purpose (collectively, the "Redlands Enterprise Network" [REN]) and Internet access through the REN for any purpose.

Authorized Users

The authorized users of the REN are those persons who are members of the College community or who have specific authorization to use the REN. For purposes of this policy, the students, employees, and staff, including contractors, of the College are considered to be the members of the College community. The person to whom the Account is issued is responsible for the Account and its use. This responsibility continues until the person is no longer a student, employee, or contractor of the College, at which time all rights regarding the Account are terminated. College Alumni are the exception to this policy. Alumni shall retain access to their College-issued e-mail mailbox, which requires a limited access Account. Using another person's Account or allowing someone

else to use an Account makes both parties subject to disciplinary action. Guidelines for keeping an Account secure are published in the Procedures section of the Policies and Procedures Manual.

Prohibited Use of Redlands Enterprise Network

The use of the REN is prohibited for:

- illegal purposes;
- transmitting threatening, obscene or harassing materials;
- interfering with or disrupting network users, services, or equipment (disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using the network to make unauthorized entry to any other computers accessible via the network);
- profit-making from the selling of services and/or the sale of network access;
- excessive private or personal business.

Specifically Prohibited Activities

The following activities are specifically prohibited:

- tampering with Redlands Community College-owned computer or communication hardware and/or software;
- defining and/or changing IP addresses on any machine;
- intercepting or attempting to intercept e-mail and file transfers;
- originating or attempting to originate mail from someone else;
- attempting to sign in to computers without an Account.

Account Data

Access to data within Accounts issued by Redlands Community College without written permission of the authorized Account user is prohibited. However, if probable cause exists to believe such data files or programs contain information relevant to a College business requirement or legal proceeding, a person other than the authorized Account user may examine such data files or programs. Permission for such access may be granted only by the College's President. Access to Accounts and/or data by the Information Technology Department for routine REN maintenance work is permitted.

Disclaimer of Liability

Redlands Community College is not responsible for, and shall not be held liable for, the actions of users of the REN, or for damages caused or suffered by such users.

Further, the College is not responsible for, and shall not be held liable for, any loss of data, for delays, non-deliveries, mis-deliveries, or for service interruptions. The College is not responsible for the accuracy or quality of information obtained through the use of the REN.

Suspension and Revocation of Privileges

Access to and use of the REN is a privilege. Inappropriate or unauthorized use will be grounds for suspension or revocation of REN access and use privileges. Any use or attempted use of the REN which is in violation of any applicable College policies or procedures shall be grounds for suspension or revocation of REN access and use privileges. Confirmed misuse of the REN may also result in liability for monetary damages and for expenses incurred by the College in connection with the misuse; expulsion from the College; termination of employment; and/or legal action. One who misuses the REN may be subject to civil lawsuits and prosecution for criminal offenses.

Standards and Conditions of Use

Use of the College Network must be in compliance with all applicable College policies and procedures. The standards and conditions of use are published in the Procedures section of the Policies and Procedures Manual.

ACCEPTABLE USE OF REDLANDS ENTERPRISE NETWORK PROCEDURE

Guidelines for Account Creation

- Faculty and Staff Accounts are created only after written notification from the Office of Human Resources. A manual process that includes creation of an Account using industry standard least user access privileges is performed. A unique username and password is then provided to the user's direct supervisor for delivery to the employee. The employee is informed that the original password should be changed upon first sign in.
- Student Accounts are created automatically through a standard process that includes exportation of user information from a student information system into an authentication system. Unique usernames and passwords are provided directly to the student by the Department of Enrollment Management.
- Contractor Accounts are created only after written notification by the College's CFO of a contractual requirement. The management of the Technology Department shall review the access requirements on an individual basis and provide an Account using

industry standard least user access privileges needed to fulfill the contract obligations.

- Support Accounts are created as needed and identified to the management of the Technology Department. The management of the Technology Department will review the access requirements on an individual basis and provide an Account using industry standard least user access privileges needed to fulfill the contract obligations.

Guidelines for Keeping Account Secure

- Account sign in information (username and password) should not be shared with anyone for any reason at any time.
- The password assigned when an Account is established shall be changed by the Account holder upon first sign in.
- Passwords must be a minimum of nine (9) characters, should include upper and lowercase letters, and should have at least one (1) number.
- Account users should not use items of common knowledge about themselves as passwords (such as birthdate, child's name, favorite pet, etc.).
- Any user who suspects that his or her Account security has been breached should contact the Technology Support Services at 405.422.1288 for remediation immediately.

Suspension and Revocation of Privileges

An authorized user's privilege of accessing and using the REN may be suspended or revoked by the College President or his or her designee.

Grounds for Suspension or Revocation of Privileges

- Inappropriate or unauthorized use or attempted use of the REN.
- Use or attempted use which is in violation of any applicable College policy or procedure, including Prohibited Use of Redlands Enterprise Network Policy, Specifically Prohibited Activities Policy, and the Standards and Conditions of Use Procedure.
- Loss of status as an authorized user as defined in the Authorized User Policy for any reason.

Procedure for Suspension or Revocation of Privileges

Any time the College President has reason to believe grounds for suspension or revocation of a user's privileges exist, the President, or his or her designee, is authorized to suspend the user's privileges, without prior notice. Any such suspension will be followed by notice of the suspension to the user and by a determination of whether the user's privileges should be revoked. If access and use privileges are revoked, the affected user will be notified.

If reinstatement of privileges is possible, the affected user will be notified of the conditions and requirements for reinstatement.

Standards and Conditions of Use

The following standards and conditions of use are applicable to all users of the REN, as defined in the Acceptable Use of Redlands Enterprise Network Policy.

- A. The REN shall not be used in violation of any College policy or procedure, any city, state, or federal law, or any contractual obligation of the College.
- B. Use of the REN shall be in compliance with the standards of the Oklahoma Higher Education OneNet Network.
- C. Software shall not be installed on, copied, or downloaded from the REN, without the express written consent of the Chief Technology Officer.
- D. Hardware shall not be connected to the REN without the express written consent of the Chief Technology Officer.
- E. Personal files and data shall not be saved or stored on the REN.
- F. Users shall not allow the display on REN computer screens of images, sounds, or messages that could create an atmosphere of discomfort, harassment or intolerance to others in the vicinity.
- G. Users shall not use the REN to engage in any conduct that is calculated to harass or to cause embarrassment, shame, or intimidation.
- H. Users shall not misuse or damage any component of the REN or take action calculated to cause any such damage.
- I. Unauthorized use or attempted unauthorized use of the REN is considered misuse of the REN and is grounds for suspension and/or revocation of a user's access and use privileges.
- J. Academic and research activities shall be given priority in the event of a conflict over use of the College's computer lab(s) resources. The priorities for use of the College's computer lab(s) resources are:
 - First: College students, organizations, and groups that have reserved exclusive use of the lab(s);
 - Second: College students who are enrolled in classes that require the use of specific software that is installed on a limited number of computers in the College's computer lab(s);
 - Third: Students and faculty who wish to access the lab(s) for educational uses;
 - Fourth: Persons who are not students or staff of the College, but have reserved use of the computer lab(s) to access data processing,

indexing, or textual information from the REN or the Internet.

- Fifth: Other general users of the College or the Community using the lab(s) for acceptable recreational use.
- K. Users shall not rely upon College staff that monitor or supervise the computer lab(s) to provide training in computer or Internet usage.
- L. Campus printers require the use of the Campus Card in order to print.
- M. Users who are disruptive will be asked to leave the computer lab(s) and, if necessary, will be removed by Security.
- N. Users whose conduct is in violation of any standard or condition of use contained in this procedure will be asked to leave the computer lab(s) immediately and, if necessary, will be removed by Security.
- O. Users are strongly discouraged from bringing children under twelve (12) years of age into the computer lab and any person under sixteen (16) years of age shall be accompanied by an adult while in the computer lab(s). Children are not authorized users of the REN. If a child is disruptive in the computer lab(s), the child and the adult accompanying the child will be asked to leave and, if necessary, will be removed by Security.

Technology Assistance

Please contact the Redlands Community College Technology Support Services at 405.422.1288 or Technology.Support@redlandsc.edu for help with access issues in regards to:

- IETV
- Online courses
- my.REDLANDScc
- Student e-mail

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Statement of Policy

The basic intent of the Drug-Free Policy is to insure that Redlands Community College will maintain a drug-free environment.

Compliance

Redlands Community College will comply in spirit, as well as in fact, to the Drug-Free Schools and Communities Act Amendments of 1989.

Policies to Prevent Abuse

Redlands Community College recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands an implementation of programs and services which facilitate that effort. The College is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The College program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on College property, or as part of any College-sponsored activities. In order to meet these responsibilities, College policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as policy, which strictly prohibits the illegal use, possession, manufacture, dispensing, and/or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any College-sponsored activities.
3. Considers a violation of this policy to be a major offense which can result in satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment, and suspension or expulsion from the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Recognizes that violations of applicable local, state, and federal laws may subject an incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state and federal sanctions may be obtained through the Admissions and Advising Office.
5. Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
6. Provides access, through referral, to counseling services for counseling and training programs which inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.

7. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his or her system.
8. Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653. This legislation is available for review in the Admissions and Advising Office).
9. Provides for annual distribution of this policy to all staff, faculty, and students.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The Admissions and Advising Office and the Business Office staff are responsible for disseminating information to students and employees about the dangers of drug and alcohol abuse and availability of counseling and rehabilitation programs. The appropriate Vice President is responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988, (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Public Law 93.380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Act of 1974 as amended) has reference to the release of student information. The law permits the release of directory information unless the student requests this information not be released.

Directory information as defined by Redlands Community College includes the student's name, major, classification, current mailing address, telephone number, Redlands email address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degrees and

awards received, photograph and the name of the institution attended immediately prior to admission to the College.

Students wishing to withhold directory information at any point during their time enrolled at Redlands must notify the Registrar's Office. The Registrar's Office must be notified in writing, via an in-person visit, fax or email from the student's own Redlands email account. The Registrar's Office is located in the Ray Porter Building on the Redlands Community College campus at 1300 S. Country Club Rd., El Reno, OK 73036. The fax number for the Registrar's Office is 405.422.1242 and the email address is records@redlandsc.edu. In the written notice, the student must give his/her name, address, telephone, student ID number, and a statement requesting a block on his/her directory information. The block will remain in effect until revoked by the student. If the student would like to allow others to access his/her information, the student must provide the same information listed above as well as the name of the person(s) who may have access and what information can be made available.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, vice president, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested

by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. Another exception which permits

disclosure without consent is disclosure to relevant College, law enforcement or other officials as related to a health or safety emergency. Disclosure without consent is permitted in specifically defined health and safety emergencies that may affect the student him/herself, other students, or employees and visitors to the College. Disclosure of confidential information to parents, if the student is enrolled in a college-level course, is not permitted regardless of the student age. Written consent from the student must be given to the College that specifies the type of information to be released, to whom the information may be released and the time period for which the written consent is valid. For more information about the disclosure guidelines in FERPA, please visit the FERPA website at

www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW. Washington, D.C. 20202-4605

ACADEMIC INFORMATION

ARTICULATION-TRANSFERRING CREDITS

A student who has completed the Associate in Arts or Associate in Science degree requirements at Redlands Community College may transfer into a Bachelor's degree program at any senior institution in the Oklahoma State System of Higher Education and be assured of completing a program of studies in an orderly fashion. These assurances are a part of the articulation policy of the Oklahoma State Regents for Higher Education. Copies of the entire Policy Statement on Articulation of Students Among Institutions in the Oklahoma State System of Higher Education are available for student viewing in the Admissions and Advising Office.

CLASSIFICATION OF STUDENTS

Freshman

0 - 30 semester hours earned

Sophomore

31 or more semester hours earned

Full-Time Student

A student enrolled in 12 credit hours or more during a regular semester or 6 credit hours or more during a summer session.

Less than Full-Time Student

9 - 11 credit hours are classified as three-quarter time

6 - 8 credit hours are classified as half time

5 or less credit hours are classified as less-than-half time

GRADING SYSTEM

Final grades are reported for each student for every course undertaken accordingly.

A semester hour is the unit of credit at Redlands Community College and is defined as the amount of credit given for one clock hour in class per week for 16 weeks (or the equivalent). Most classes meet three hours per week and, therefore, carry three semester hours of credit.

Grades used in calculating Grade Point Average (GPA) are calculated on a 4.0 basis as follows:

Grade	Definition	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

Other Symbols

I—An incomplete grade (*I*) may be used to indicate that additional work is necessary to complete a course at the discretion of the instructor. It is not a substitute for an *F*. To receive an "I" grade, the student must have satisfactorily completed 70% of the required coursework for the semester as defined by the instructor. The maximum time limit to satisfy the *I* will be one semester (Spring or Fall) from the date the *I* grade was issued, with the instructor having the option to reduce the time limit at their discretion. *I* grades not changed by the instructor within this time will be changed to the grade specified by the instructor upon issuing the *I* that is the score of all course work required in the current semester course syllabus. An incomplete form from the faculty member consisting of the requirements for removal of the *I* will be submitted to the Registrar with the final grades.

AU—Audit status is available for any person eligible for regular enrollment, with the consent of the Registrar. Audit status is used for a student not interested in obtaining a course grade, but who is enrolled simply to get course information. The deadline to change enrollment status from a credit to an audit will be the eighth week of a 16-week semester or the fourth week of an 8-week semester. If a student wishes to change to an audit after the deadline, he or she must have the instructor's permission. The student who is in audit status must adhere to the instructor's policies on course work and attendance.

W—A withdrawal grade of (*W*) is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for a *W* shall begin after the last day of the drop period and shall not exceed three-fourths of the duration of the class length. The *W* grade is GPA neutral.

AW—An administrative withdrawal (*AW*) may be initiated by the instructor to indicate a student has been involuntarily withdrawn by the institution. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

P/F—An institution may elect to use pass-fail as an option for students in specified courses. A pass grade is a *P* and indicates hours earned but does not contribute to the GPA. The fail grade is an *F* and is calculated into the GPA.

Grading Scale

Grade Definition	Grade per points semester hour
A* Excellent.....	4
B* Good.....	3
C* Average.....	2
D* Passing.....	1
F* Failure.....	0
I Incomplete.....	0
W Withdrawal/Passing.....	0
P Satisfactory Completion.....	0
AU Audit-No Credit.....	0
AW Administrative Withdrawal/ Non-Attendance.....	0

*Used in calculating GPA

Appeal of Grades

When a student believes that a final grade he or she received is inaccurate, a grade appeal may be initiated. The appeal will follow a specified procedure and must be initiated within one full semester after the grade was awarded. (A full semester is defined as a fall or spring semester).

- A. In general admission program classes, students wishing to appeal a grade must first discuss the grade with the instructor who assigned it.
- B. If a student desires further action, a written summation of the grade appeal should be submitted to the appropriate Department Head. After the written appeal is received, a meeting will be scheduled within one week by the Department Head. The student, the instructor, and the Department Head will be present in the meeting. Within 24 hours after the meeting, the Department Head will arrive at a decision and will submit this decision in writing to the instructor and to

the student. If the instructor of the course is also the Department Head, the Chief Academic Officer or their designee will be the next level of the grade appeal and shall assume the responsibilities of the Department Head.

- C. If the student or the instructor desires to appeal further, he or she should appeal to the Appeals Committee. Within one week after receiving the decision from the Department Head, the written appeal must be submitted to the administrator in charge of academic instruction who will, in turn, notify the Appeals Committee. The Committee will meet within one week after the administrator in charge of academic instruction receives the written appeal. The Appeals Committee, chaired by the Chairperson of the Standing Institutional Committee on Curriculum, will consist of one (1) faculty member appointed by the President of the College, one (1) faculty member appointed by the President of the Faculty Senate, one (1) counselor appointed by the administrator in charge of Admissions and Advising, one (1) faculty member appointed by the Department Head involved in Step B, and one (1) student appointed by the Student Activities Coordinator. At this point the student and/or the instructor may designate and identify one (1) other person to be present and participate in the Hearing. The name and official capacity of this person must be stated in the written appeal sent to the administrator in charge of academic Page 3 of 3 instruction. The student, the instructor, and the Department Head will also be present. The Appeals Committee will reach its decision by secret ballot reflecting a simple majority. The student and the instructor shall be notified in writing within 24 hours. The action of the Appeals Committee is binding. The student or instructor may appeal the decision to the Board of Regents of the College through the President of Redlands Community College.

Final Grades

Instructors are required to submit to the Registrar's Office a final semester grade for each student whose name appears on the official roll and grade sheet. The official records of student grades are permanently filed in the Records Office.

Grade Changes

A grade recorded in error may be changed only by the instructor within the following semester. All other requests for grade changes will be approved by the instructor and the appropriate Department Head.

Repeated Course Work

A student shall have the prerogative to repeat courses and have only the second grade earned if the grade is a D or an F, regardless of whether it is lower than the first grade, count in the calculation of the GPA (up to a maximum of four courses but not to exceed 18 hours). The second course with its grade will be listed in the semester earned. The Explanation of Grades section of the transcript will note only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs.

ACADEMIC LOAD

A student is considered full time when enrolled in 12 or more credit hours during a semester. However, a student who plans to complete a degree program in two years should remember degree requirements vary and the minimum number of credit hours for degree completion is 60. No student will be permitted to enroll in more than 20 semester hours during any traditional semester without permission of the Director of Admissions and Advising.

Course Descriptions

The number assigned to each course reflects specific information:

- The first digit denotes course level.
- Courses numbered 0001 to 0999 are zero-designation courses, which satisfy remediation requirements and do not count toward the completion of the student's college degree.
- Courses numbered 1000 to 1999 are primarily freshman level courses.
- Courses numbered 2000 to 2999 are primarily sophomore level courses.
- The second and third digits identify the course within the total offerings of the department.
- The fourth digit denotes the number of credit hours assigned to the course. Courses offered for a variable number of credit hours end with the numbers 1-4.

RETENTION STANDARDS

The following standards determine the retention of students at Redlands Community College. Failure to meet these standards will result in the student being placed on academic probation and, unless corrected, academic suspension.

0 - 30 semester hours attempted—1.70 retention GPA
when semester hours exceed 30—2.00 retention GPA

ACADEMIC PROBATION

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.0 of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester—fall or spring—has elapsed.

ACADEMIC SUSPENSION

A student placed on academic suspension will not be allowed to re-enroll for one full semester. Students who have been placed on academic suspension may be readmitted after the lapse of one full semester--not including summer. They will be readmitted on probation. If a student is suspended for a second time, the student cannot enroll at the College without attending another accredited school and acquiring a 2.0 GPA.

Students that are placed on academic suspension for the first time may appeal their suspension status by submitting a written request to the Chief Academic Officer.

ADDING AND DROPPING COURSES

All changes of enrollment must be initiated with a student's advisor and brought to the Registrar's Office. The addition of classes is allowed only during the first week of classes. See Academic Calendar for specific dates.

CLASS ATTENDANCE

Students are expected to attend classes in which they are enrolled. It is the responsibility of the student to consult with the instructor when they must be absent. Instructors have the option of determining whether an absence is excused or unexcused and can initiate the procedure for granting an administrative withdrawal (AW) for non-attendance.

HONORS

Redlands Community College currently offers academically talented students the opportunity to enhance their regular coursework with innovative research and writing projects through an individualized contract pending their professor's approval. This contract allows interested students to expand their understanding of the course material by pursuing an independent study of a subject in greater depth.

A student must earn a minimum grade of a *B* in the course and fully complete the additional agreed-upon research project to the professor's satisfaction in order to receive an Honors notation on his/her transcript. If a student does not complete the full parameters of the Honors contract, that student's grade in the overall course will not be affected. However, a student's failure to complete an Honors contract may result in fewer Honors contract opportunities.

If a student successfully completes 15 credit hours of Honors work while attending Redlands Community college, he/she will graduate "With Honors" and receive special recognition at Commencement.

For more information, contact the Honors Program office at 405.422.1220 or Honors.Program@redlandsc.edu.

ACADEMIC SERVICE LEARNING

Service Learning is an educational experience that enriches learning by engaging students in meaningful service to their schools and communities. It is an academic teaching method that helps students develop by taking the curriculum they learn in the classroom and using that knowledge in a real-world application setting. Students also participate in thoughtful, structured reflection, with a desired outcome of increased empathy and a heightened sense of civic responsibility.

Students at Redlands Community College may earn Service Learning course credit through an individualized Student/Faculty Agreement pending their professor's approval or by enrolling in Introduction to Service Learning, SOC1121-3.

For more information, contact the Service Learning office at 405.422.1220 or Service.Learning@redlandsc.edu.

PRIOR LEARNING ASSESSMENT

Prior learning assessment (*PLA*) is defined as learning that is attained outside the sponsorship of legally authorized and accredited post-secondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media, and participation in formal courses sponsored by associations, business, government, industry, the military, and unions.

A maximum of 50 percent of required hours towards a degree or certificate may be granted for *PLA* credit (including but not limited to Advanced Standing, CLEP, DSST, credit by examination, Advanced Placement credit, and credit for military training).

Students applying for prior learning assessment credit must be currently enrolled or eligible to re-enroll at Redlands Community College. Credits will be posted on the student's transcript after successfully completing 12 or more semester hours at Redlands Community College. The courses for which credit is awarded will be recorded with a *P* on the transcript with a notation signifying how the credit was earned. Credit may not be earned in a course when a course of more advanced standing has been completed.

Documentation in support of requests prior learning assessment credit should be submitted to the Registrar's Office. These documents will become a part of the student's official records and will be retained by the college. There is a per credit hour transcribing fee for all *PLA* credits.

TESTING AND CREDIT BY EXAMINATION

Students are offered the opportunity to earn a maximum of 32 semester hours of credit by examination, by Advanced Standing, the College Level Examination Program, the DANTES Standardized Subject Tests, or the Advanced Placement program. No tuition charges are assessed for credit by examination; however, the student must pay the designated examination fee.

Advanced Standing

No tuition charges are assessed for credit by examination. However, the student must pay the Advanced Standing examination fee or the CLEP examination fee, depending upon the exam being taken.

Forms for initiating the Advanced Standing Examination procedure may be obtained in the Testing Center in LRC 22-A.

College Level Examination Program

In order to register for the College Level Examination Program (*CLEP*), students must contact the Testing Center, LRC 22-A for a registration form.

Credit will be granted in a designated course if students achieve the score of 50 or above on a CLEP test.

In some instances, students may test out of two semesters of work based on CLEP scores. Contact the Testing Center for more information on specific score requirements.

Typically, students will be notified by mail within one week following the return of scores from CLEP whether they will or will not receive credit in courses for which

tests were taken. At that time credit for courses earned through CLEP tests will be posted on the student's transcript.

DANTES Standardized Subject Tests Examination

The DANTES Standardized Subject Tests (*DSST*) is a credit-by-examination program, similar to CLEP. By utilizing both the DSST and CLEP programs, students have access to a wide variety of credit-by-examination opportunities.

Registration for DSST is handled through the Testing Center, LRC 22-A.

Credit for courses earned through DSST tests will be posted on the student's transcript after the conclusion of the term during which the credit was earned—provided the student has completed 12 semester hours or more through regular enrollment in courses.

Advanced Placement Program

Redlands Community College grants credit for exams in the Advanced Placement (*AP*) program as administered by the College Entrance Examination Board in Princeton, New Jersey. The AP tests are taken by high school students in May of their junior or senior year of high school. Credit at Redlands Community College will be granted in a corresponding course for a score of three, four, or five on an examination.

Advanced Placement Plan or Articulation for Nursing Program

The Advanced Placement Plan allows LPNs, EMTs, and Paramedics to receive credit by examination for the first two semesters of nursing major course work in the program.

Evaluation of Military Service

Veterans with a minimum of six months of active military service may receive the following credits by submitting a copy of their separation papers—DD Form 214 or DD 215—to the Registrar's Office:

Fitness for Life—3 credits

Personal Health—2 credits

Veterans interested in receiving college credit for military training must submit completion certificates, JST transcript, CCAF transcript, evaluation forms, or other proof of completion to the Registrar. Evaluation is as recommended by the Guide of the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Copies of discharge and/or official service records must be submitted to the Registrar's Office for credit. Redlands

Community College may accept, modify, or reject military training credit, depending upon the evaluation.

Students utilizing VA educational benefits must submit all previous training records, post-secondary transcripts, and military transcripts to be evaluated for prior credit, whether or not prior credit is granted, before a student can be certified.

Transfer of Credit from other Accredited Colleges and Universities

Semester credit hours earned at another college may be applied toward a degree or certificate program at Redlands Community College. The credit must have been earned from colleges and universities accredited by the HLC or other regional associations.

The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to Redlands Community College. Credit will be evaluated from each individual college transcript. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time.

Applicability of evaluated courses to a particular program at the College is made by the academic division of the specific curriculum in accordance with the recommendation for transfer from the Office of the Registrar.

TRANSCRIPTS

The Registrar's Office will send student transcripts upon the student's request to any college or agency named.

The Family Educational Rights and Privacy Act require the confidential nature of student records be preserved. Transcripts of college work will be released only if the student has signed a written statement requesting such information be released. See the Student Privacy Right.

Before grades and transcripts are released, all financial obligations to the College must be satisfied.

GRADUATION REQUIREMENTS

Application for Graduation

Spring and summer graduation candidates should apply for graduation no later than the last Friday in March. Applications will be accepted after this date but these applicants will not be eligible for consideration for academic awards for that graduating class. Fall graduation candidates should submit application for graduation no later than second Friday in November. This application will initiate action toward a complete transcript evaluation to determine eligibility for graduation.

All required records, such as high school transcripts, ACT scores, and college transfer transcripts, must be on file to graduate from Redlands Community College.

Degree Awards

Graduation with an associate's degree from Redlands Community College requires a student to have completed the program requirements with a retention graduation GPA of 2.0. While a student may earn a GPA of 2.0 which includes one or more grades of *D*, it is well to remember grades below *C* may not fulfill graduation requirements in some programs.

For the associate's degree, a student must complete 15 hours in residency at the College. Correspondence classes and credit by examination may not be used toward the resident credit hour requirement. No more than one-half of the work required for any degree or certificate may be taken by correspondence and credit by examination.

Summer graduation candidates may participate in the spring graduation ceremonies if they need nine hours or less to complete graduation requirements. The required hours needed to complete graduation requirements must be taken during the summer term. Graduation candidates that need more than nine hours to finish degree requirements will need to apply as a December graduate.

The diploma will be presented following the successful completion of the required course work and the clearing of all obligations at the institution.

Additional Degrees

An additional degree for a different program may be earned by accumulating an additional 15 credit hours in residence at Redlands Community College above those submitted for the first degree. A minimum GPA of 2.0 must be attained on the 15 appropriate additional hours submitted. The specific degree and program requirements for the second degree must be successfully completed.

Advanced standing credits may not be used for the additional degree hours.

Program Degree Procedures

Degree seeking students should follow the course requirement pattern for the academic area program selected as outlined in the catalog in effect at the time of entry. The program requirements remain in effect as long as continued, uninterrupted enrollment is maintained, with the exception of summer terms. A readmitted student must follow a program plan specified by the current academic year catalog.

A student needing assistance in planning a program of study should request the assistance of personnel in the Admissions and Advising Office. Any substitution of course requirements listed for the associate's degree must be approved by the Registrar's Office. A student has the option of meeting new degree requirements adopted since the date of enrollment.

Commencement Procedure

At least one semester before they plan to complete their degree requirements, students should begin the commencement procedure as follows:

- All final, OFFICIAL transcripts from all schools attended and ACT scores must be on file before an official program plan can be prepared.
- A final check of the program and an application plan for graduation should take place in the Registrar's Office before the time of enrollment for the last semester of attendance.
- Once grades are recorded for the final semester of enrollment, a final review will take place and students will be contacted as to their status.

Degrees are conferred three times yearly; at the close of the fall, spring, and summer terms. Commencement ceremonies are held at the conclusion of the spring semester only. Summer graduation candidates participate in the preceding spring ceremony. Students are strongly encouraged to participate in the commencement ceremony. The graduation date indicated on the Redlands Community College transcript will be the last official day of the semester at the close of the fall, spring, or summer terms.

HONORS AND AWARDS

Honor Rolls

A President's Honor Roll, published at the close of each regular term, includes the names of students who have completed 12 or more hours and have a GPA of not less than 3.8, with no grade less than a *B*—excluding 0-level courses. A Vice President's Honor Roll is published similarly and includes the names of students who have completed 12 or more hours of work and have a GPA of 3.50 to 3.79, with no grade less than *C*—excluding 0-level courses.

Commencement Honors

Students who have completed at least 60 semester hours prior to commencement are eligible for consideration for the following honors:

- Summa Cum Laude 3.75 - 4.00 cumulative GPA
- Magna Cum Laude 3.50 - 3.74 cumulative GPA
- Cum Laude 3.25 - 3.49 cumulative GPA

President's Academic Award

The graduating sophomore completing all degree work by the end of the spring semester of graduation and having the highest cumulative GPA will be recognized as the recipient of the President's Academic Award. This award will be awarded only one time to an individual. If a student has received the award while earning a first degree, the President's Academic Award cannot be awarded to the same earning a second degree.

DEGREES, PROGRAMS AND CERTIFICATES

Redlands Community College offers Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as Certificates of Mastery in the areas listed in Section II—Programs of Study of this catalog.

The Associate in Arts degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.

The Associate in Science degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.

The Associate in Applied Science degree is a two-year program which gives students a minimum general education background and a specialization in a selected technical program.

The Certificate of Mastery may be a one, two, or three semester program with concentration within a prescribed field of study. The objectives of these programs may be to prepare the student for immediate job entry, to help the student upgrade skills within an existing job, to aid in the preparation for a change in careers, or to provide opportunities for personal satisfaction.

Transferring General Education Courses

It may be necessary for students to take additional courses in general education to meet minimum professional certification requirements, as defined by the state of Oklahoma, i.e. health and physical education, geography,

Oklahoma history, etc., for teacher education certification. The completion of these requirements does not preclude requirements of senior institutions of particular grade for points for admission to professional departments or fields.

Note: State requirements for professional programs may change; therefore, pre-professional degree requirements outlined in this catalog may change. Always check with Admissions and Advising to make sure your program has not changed as a result of new state requirements.

ASSOCIATE IN ART AND ASSOCIATE IN SCIENCE DEGREES

Requirements for graduation include the completion of a minimum of 60 semester hours of academic work with at least a 2.0 GPA, 15 semester hours of which must be in residence at Redlands Community College. General education requirements must comprise 37 of the minimum 60 semester hours.

General Education Requirements for the A.A. and A.S. Degree.....37 Hours

A portion of the 60 semester credit hours required for the A.A. and A.S. degrees must include a general education core of a minimum of 37 semester credit hours which shall include the following:

- English.....6 hours
 - ENGL 1113 English Composition I
 - ENGL 1213 English Composition II
- Social Studies6 hours
 - HIST 1483 United States History to 1877 *or*
 - HIST 1493 United States History, 1877 to Present
 - POLS1113 United States Government
- Science.....7-8 hours

Includes one 3- or 4-hour course in Life Science and one 3- or 4-hour course in Physical Science (One must be a lab science).
- Humanities.....6 hours

Choose from the following courses:

 - ART 1113 Art Appreciation I
 - ART 1123 Art Appreciation II
 - ART 2443 Art in Movie Making
 - ENGL 2413 Introduction to Literature
 - ENGL 2423 Introduction to Fiction
 - ENGL 2433 American Literature I
 - ENGL 2443 American Literature II
 - ENGL 2453 Introduction to Poetry
 - HUM 2001-3 Humanities Seminar
 - HUM 2113 General Humanities I
 - HUM 2173 Beliefs and Believers
 - HUM 2223 General Humanities II

- HUM 2243 Film as Literature
- HUM 2613 Leadership Development
- MUS 1343 Music Appreciation
- PHIL 1113 Introduction to Philosophy
- Mathematics..... 3 hours

Must be a 1000 or 2000 level course.

Selected General Ed Requirements..... 6-8 hours

At least one course from the following areas: Psychology, social sciences, foreign languages, fine arts (art, music, drama). Additional liberal arts and sciences courses as needed to meet the minimum total of 37 credit hours required in this policy.

Institutional Requirements..... 1 hour

The Oklahoma State Regents for Higher Education requires students to demonstrate computer proficiency defined as competency in the use of a variety of software and networking applications. This competency requirement is met by successful completion of the course sections taught at Redlands Community College (live, hybrid, and online). Every course section has an online Learning Management System (LMS) component where students demonstrate computer proficiency through validation of computer-related academic work. The COL 1111 College Success course, a requirement of all degree plans, has an introductory component to computer use within the LMS. Subsequent course sections will have online submission of assignments, online testing and quizzes, online syllabus, discussion boards, online class activities, emailing, and online grade access.

Program Requirements..... 23+ hours

The remaining minimum of 23 semester credit hours of academic work shall be applicable to the student's major objective, including any prerequisite courses necessary for his or her anticipated upper-division program.

ASSOCIATE IN APPLIED SCIENCE DEGREES

The requirements for graduation shall include the completion of a minimum of 60 semester hours with a minimum 2.0 GPA, 15 semester hours of which must be completed in residence at Redlands Community College.

General Education Requirements for the A.A.S. Degree 18 Hours

A portion of the 60 semester credit hours must include a general education core of a minimum of 18 semester credit hours which shall include the following:

- Communications 6 hours
 - ENGL 1113 English Composition I
 - ENGL 1213 English Composition II *or*

ENGL 2033 Technical Writing and Professional Report Writing

Refer to specific degrees.

Social Studies6 hours

- HIST 1483 United States History to 1877 *or*
- HIST 1493 United States History, 1877 to Present
- POLS1113 United States Government

Selected General Ed. Requirements6 hours

Electives may be selected electives, approved, or free electives from the following areas: science, mathematics, human relations, management, behavioral science, economics, and communication. Refer to specific degrees.

Technical-Occupational Specialty Courses ...27+ hours

Courses which are in the major area of emphasis for the student, i.e., equine courses for the equine major. Refer to specific degrees.

Support and Related Courses.....0-15 hours

Courses which are not a part of the technical-occupational specialty, but which support the specialty, i.e., Human Anatomy and Physiology for nursing. Refer to specific degrees.

Electives.....0-4 hours

In addition to the required general education courses, a minimum of 60 credit hours is required for the completion on the Associate in Applied Science degree. A student must take the required courses designated within the program in addition to the required general education courses. Electives can be taken to total 60 credit hours if the program allows. Refer to specific degrees.

CERTIFICATE OF MASTERY PROGRAMS

A number of programs are available to students who want intensive training in a specialized area, but do not want to enter a two-year curriculum. The time required to complete a certificate program is one, two, or three semesters, depending upon the number of specialized courses required. For certificate of mastery programs, fifty percent of the hours must be completed in residence at Redlands Community College.

Requirements for the awarding of a certificate in a like degree program must be completed and applied for before the degree program requirements are completed.

SECTION II-PROGRAMS OF STUDY

The following programs and degrees offered are listed alphabetically in this section. Degrees are listed as Associate in Science (A.S.), Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), and Certificate of Mastery.

ALPHBETICAL LIST:

- | | |
|---|---|
| Agriculture (A.S.) (six option areas) | Business Administration |
| Agribusiness | General Studies |
| Agricultural Communications | Enterprise Development (Certificate of Mastery) |
| Agriculture Education | Equine Science Assisted Therapy (A.A.S.) |
| Agroecology | Equine Therapeutic Instructor Training (Certificate of Mastery) |
| Animal Science | Family Studies and Child Development (A.A.) |
| General Agriculture | General Studies (A.A.) |
| Artificial Insemination in Livestock (Certificate of Mastery) | Human/Social Services Assistant (Certificate of Mastery) |
| Athletic Trainer (Certificate of Mastery) | Nursing (A.A.S.) |
| Athletic/Personal Trainer (A.S.) (two option areas) | Personal Trainer (Certificate of Mastery) |
| Athletic Trainer | Pre-Education Elementary (A.A.) |
| Personal Trainer | Pre-Professional Sciences (A.S.) |
| Business Administration (A.A.) | Psychology (A.A.) |
| Business Administration Technology (A.A.S.) | School Age Children (Certificate of Mastery) |
| Child Development (A.A.S.) | Sustainable Agriculture (A.A.S.) |
| Child Development (Certificate of Mastery) | Sustainable Agroecosystem Technology (A.A.S.) |
| Criminal Justice (A.A.) | Sustainable Food Systems Technology (Certificate of Mastery) |
| Criminal Justice (A.A.S.) (two option areas) | Viticulture (Certificate of Mastery) |
| Corrections | |
| General Studies in Criminal Justice | |
| Criminal Justice-Corrections (Certificate of Mastery) | |
| Criminal Justice-Law Enforcement (Certificate of Mastery) | |
| Enology (Certificate of Mastery) | |
| Enterprise Development (A.A.) (two option areas) | |

LISTED BY DEGREE:

ASSOCIATE IN SCIENCE

Agriculture (six option areas)
 Agribusiness
 Agricultural Communications
 Agriculture Education
 Agroecology
 Animal Science
 General Agriculture

Athletic/Personal Trainer (two option areas)
 Athletic Trainer
 Personal Trainer

Pre-Professional Sciences

ASSOCIATE IN ARTS

Business Administration

Criminal Justice

Enterprise Development (two option areas)
 Business Administration
 General Studies

Family Studies and Child Development

General Studies

Pre-Education Elementary

Psychology

ASSOCIATE IN APPLIED SCIENCE

Business Administration Technology

Child Development

Criminal Justice (two option areas)
 Corrections
 General Studies in Criminal Justice

Equine Science Assisted Therapy

Nursing

Sustainable Agriculture

Sustainable Agroecosystem Technology

CAREER CERTIFICATE PROGRAMS

Certificates of Mastery

 Artificial Insemination in Livestock

 Athletic Trainer

 Child Development

 Criminal Justice-Corrections

 Criminal Justice-Law Enforcement

 Enology

 Enterprise Development

 Equine Therapeutic Instructor Training

 Human/Social Services Assistant

 Personal Trainer

 School Age Children

 Sustainable Food Systems Technology

 Viticulture

AGRICULTURE Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of six (6) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agroecology, Animal Science, or General Agriculture.

General Education Requirements..... 37 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877-Present
		POLS 1113	U.S. Government
Life Science	4	BISC 1114	Biology with Lab
Physical Science	5	CHEM 1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 58.	
Mathematics	6	MATH 1513	College Algebra
		MATH 1613	Trigonometry or
		MATH 2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH 1113	Fundamentals of Speech
Institutional Requirements	1	COL 1111	College Success

Program Requirements..... 25 hours

Program Core Requirement 10 hours

Area	Min. Hours	Courses	
Agricultural Sciences	6	AGRI 2193	Agriculture Internship
		AGEC 1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN 1124	Introduction to Soil Science or
		AGRN 1214	Introduction to Plant Science

Program Option Requirements..... 15 hours

Select one option from:

- Agribusiness
- Agricultural Communications
- Agriculture Education
- Agroecology
- Animal Science
- General Agriculture

AGRICULTURE OPTION AREAS (6)
Associate in Science

Agribusiness Option Requirements 15 hours

Area	Min. Hours	Courses	
Agriculture Sciences	3	AGEC 2143	Principles of Agricultural Marketing or
		AGEC 2113	Farm & Ranch Management
Accounting	6	ACCT 2173	Financial Accounting
		ACCT 2183	Managerial Accounting
Economics	3	ECON 2193	Principles of Macroeconomics
Mathematics	3	MATH 2103	Business Calculus

Agricultural Communications Option Requirements..... 15 hours

Area	Min. Hours	Courses	
Agriculture Sciences	9	AGRI 2103	Communication in Agriculture
		AGRI 2303	Agriculture Leadership
		AGRI 2302	Livestock Photography in Agriculture
		AGRI 2301	Service Learning in Agriculture
Accounting	3	ACCT 2173	Financial Accounting
Marketing	3	AGEC 2143	Principles of Ag Marketing

Agriculture Education Option Requirements..... 15 hours

Area	Min. Hours	Courses	
Agriculture Sciences	12	AGRI 2301	Service Learning in Agriculture
		AGRI 2303	Agriculture Leadership
		AGRN 1124	Introduction to Soil Science* or
		AGRN 1214	Introduction to Plant Science*
		ANSI 1124	Introduction to Animal Science
Education	3	PSY 1113	Elements of Psychology or
		AGRI 2143	Introduction to Agriculture Education

*If asterisked courses have been taken in program core requirements, they cannot be counted toward Agriculture Education Option Requirements.

Agroecology Option Requirements 15 hours

Area	Min. Hours	Courses	
Agriculture	3	AGSU 1013	Introduction to Agroecology and Sustainable Practices
Sustainability	4	AGSU 1024	Aquaponics
	2	AGSU 1032	Alternative Sustainable Enterprises
	3	AGSU 2043	Greenhouse Management
	3	AGSU 2223	Applied Sustainability Capstone

Animal Science Option Requirements..... 15 hours

Area	Min. Hours	Courses	
Animal Science	12	AGRN 2333	Range and Pasture Management
		ANSI 1124	Introduction to Animal Science
		ANSI 1213	Livestock Production
		ANSI 2112	Livestock Evaluation & Selection
		ANSI 2123	Livestock Feeding
		ANSI 2142	Artificial Insemination
		ANSI 2143	Anatomy and Physiology of Reproduction
		ANSI 2163	Beef Production
Accounting	3	ACCT 2173	Financial Accounting

AGRICULTURE OPTION AREAS (6)

Associate in Science

General Agriculture Option Requirements 15 hours

Area	Min. Hours	Courses	
Agriculture Sciences	15	ACCT 2173	Financial Accounting
		AGEC 2113	Farm and Ranch Management
		AGEC 2143	Principles of Agricultural Marketing
		AGRI 2103	Communication in Agriculture
		AGRI 2303	Agriculture Leadership
		AGRI 2301	Service Learning in Agriculture
		AGRN 2333	Range and Pasture Management
		ANSI 1124	Introduction to Animal Science
		ANSI 1213	Livestock Production
		ANSI 2112	Livestock Eval. & Selection
		ANSI 2123	Livestock Feeding
		ANSI 2142	Artificial Insemination
		ANSI 2143	Anatomy/Physiology of Reproduction
		ANSI 2163	Beef Production

ARTIFICIAL INSEMINATION IN LIVESTOCK Certificate of Mastery

General Requirements: Total Hours: 19 • Minimum GPA: 2.0

Program Description: The certificate is designed to prepare students for work in the area of artificial insemination in livestock.

Specialized Program Requirements 19 hours

Area	Min. Hours	Courses	
General Education	7	ENGL 1113	English Composition I
		BISC 1114	Biology w/ Lab
Program Requirements	12	ANSI 1124	Intro to Animal Science
		ANSI 2143	Anatomy and Physiology of Reproduction
		ANSI 2142	Artificial Insemination
		AGRI 2193	Agriculture Internship

ATHLETIC TRAINER Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: The certificate is designed to prepare students for work in the area of athletic training.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	3	ENGL 1113	English Composition I
Program Requirements	15	HPER 1243	Introduction to Athletic Training
		HPER 1601	Athletic/Personal Training Practicum I
		HPER 2343	Care & Prevention of Athletic Injuries
		HPER 2593	Protective Techniques in Athletic Training
		HPER 2601	Athletic Training Level II
		HPER 2651	Athletic Training Level III
		AHS 2013	Nutrition

ATHLETIC/PERSONAL TRAINER Associate in Science

General Requirements: Total Hours: 61-62 Minimum GPA: 2.0

Program Description: The Athletic/Personal Trainer program is designed for students who are interested in entering the fields of corporate wellness, health/fitness clubs, fitness education programs, and personal fitness training. After completing the Personal Trainer Option of this Degree, students will be ready to take one of the many fitness certification exams and begin working in the fitness field of their choice.

General Education Requirements..... 38 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History 1877 to Present
		POLS 1113	U.S. Government
Life Science	4	ZOOL 2134	Anatomy with Lab
Physical Science	5	CHEM 1315	General Chemistry I with Lab
Mathematics	3	MATH 1513	College Algebra
Humanities	6	See humanities course options list on page 58.	
Selected General	7	PSY 1113	Elements of Psychology
Ed Requirements		ZOOL 2144	Physiology with Lab
Institutional Requirement	1	COL 1111	College Success

Program Requirements..... 23-24 hours

Select one option from: (Requirements for each option listed below.)

Athletic Trainer

Personal Trainer

Athletic Trainer Option..... 23-24 hours

Area	Min. Hours	Courses	
Health/Physical Education	20-21	HPER 1302	Introduction to Physical Education
		HPER 1322	Personal Health or
		HPER 1553	Lifetime Fitness and Management
		HPER 1252	Orientation to Exercise Science
		HPER 1601	Athletic/Personal Training Practicum I
		HPER 1243	Introduction to Athletic Training
		HPER 2312	First Aid
		HPER 2343	Care and Prevention of Athletic Injuries
		HPER 2601	Athletic Training Level 2
		HPER 2593	Protective Techniques in Athletic Training
		HPER 2651	Athletic Training Level 3
Allied Health Science	3	AHS 2013	Nutrition

(continued next page)

ATHLETIC/PERSONAL TRAINER
Associate in Science

Personal Trainer Option..... 23-24 hours

Area	Min. Hours	Courses	
Health/Physical Education	20-21	HPER 1302	Introduction to Physical Education
		HPER 1322	Personal Health or
		HPER 1553	Lifetime Fitness and Management
		HPER 1252	Orientation to Exercise Science
		HPER 1601	Athletic/Personal Training Practicum I
		HPER 2103	Exercise Testing and Prescription
		HPER 2312	First Aid
		HPER 2343	Care and Prevention of Athletic Injuries
		HPER 2611	Personal Training Practicum II
		HPER 2623	Personal Training Certification Course
		HPER 2661	Personal Training Practicum III
Allied Health	3	AHS 2013	Nutrition

BUSINESS ADMINISTRATION Associate in Art

General Requirements: Total Hours: 62 • Minimum GPA: 2.0

Program Description: The Associate in Arts degree is designed to prepare students for further study in Business.

General Education Requirements..... 38 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I ENGL 1213 English Composition II SPCH 1113 Fundamentals of Speech
Social Science	6	HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History 1877 to Present POLS 1113 U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)
Humanities	6	Choose from humanities course options list on Page 58.
Math	3	MATH 1513 College Algebra
Selected General Ed Requirements	7	PSY 1113 Elements of Psychology or SOC 1113 Introduction to Sociology SPCH 2133 Interpersonal Communications COL 1111 College Success

Program Core Requirements..... 24 hours

Area	Min. Hours	Courses
Accounting	6	ACCT 2173 Financial Accounting ACCT 2183 Managerial Accounting
Business	3	BUS 2513 Business Statistics
Economics	6	ECON 2193 Principles of Macroeconomics ECON 2203 Principles of Microeconomics
Math	3	MATH 2103 Business Calculus**
Computer Science	3	CMSC 1223 Business Applications Software*
Business Electives	3	BUS 1353 Business Ethics BUS 2093 Business Communications BUS 2163 Business Law MGMT 2033 Principles of Management MGMT 2103 Occupational/Technical Internship MGMT 2143 Business Leadership MRKT 2323 Principles of Marketing

Institutional Requirements

*CMSC 1223 fulfills Institutional Computer Literacy Requirement.

**Prerequisite is MATH 1513 College Algebra.

***Please note: MATH 2103 offered spring semester only.

BUSINESS ADMINISTRATION TECHNOLOGY Associate in Applied Science

General Requirements: Total Hours: 61 • Minimum GPA: 2.0

Program Description: The Associate in Applied Science degree in Business Administration Technology is designed to prepare students for entry into careers in various areas of Business Administration.

General Education Requirements..... 19 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
Selected General Ed Requirements	6	BISC, BOT, CHEM, HUM, MUS, ART, PSY, SOC, GEG, PHSC, GEOL, ASTR	
Institutional Requirement	1	COL 1111	College Success

Program Core Requirements..... 42 hours

Area	Min. Hours	Courses	
Math	3	MATH 1303	General Quantitative Reasoning or
		MATH 1513	College Algebra
Speech	3	SPCH 1113	Fundamentals of Speech or
		SPCH 2133	Interpersonal Communications
Computer Science	3	CMSC 1223	Business Applications Software or
		Fulfillment of computer literacy requirement through options listed on Page 59.	
Business/Management/Marketing	15	BUS 1103	Introduction to Business
		BUS 1353	Business Ethics
		BUS 2093	Business Communications
		MGMT 2033	Principles of Management
		MRKT 2323	Principles of Marketing
Economics	9	ECON 1353	Personal Finance
		ECON 2193	Principles of Macroeconomics
		ECON 2203	Principles of Microeconomics
Accounting	6	ACCT 2173	Financial Accounting
		ACCT 2183	Managerial Accounting
Electives	3	BUS 2163	Business Law or
		MGMT 2103	Occupational/Technical Internship or
		MGMT 2143	Business Leadership

CHILD DEVELOPMENT Associate in Applied Science

General Requirements: Total Hours: 61 • Minimum GPA: 2.0

Program Description: The Associate in Applied Science in Child Development consists of curriculum to prepare child development professionals. The program prepares students for a job in child development centers or in an educational setting for young children.

General Education Requirements..... 18 hours

Area	Min. Hours	Courses
Communications	6	ENGL 1113 English Composition I ENGL 1213 English Composition II
Social Science	6	HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History, 1877 to Present POLS 1113 U.S. Government
Selected General Ed Requirements	6	BISC, BOT, CHEM, MATH, MUS, ART, PSY, SOC, SPCH, CMSC, GEG, PHSC

Technical-Occupational Specialty Courses..... 31 hours

Child Development Education	31	CD 2101 Portfolio Development in Early Childhood Education CD 2053 Child Growth and Development CD 2063 Behavior and Guidance of Young Children CD 2023 Nutrition, Health and Safety for Children CD 2043 Parent and Community Relations CD 2073 Music, Movement and Creative Arts CD 2103 Education and Services for Children with Special Needs CD 2173 Cognitive Skills for Children CD 2183 Language and Social Skills for Children CD 2203 Early Childhood Education Program Planning and Eval. CD 2223 Professionalism in Early Childhood Education
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Support and Related Courses 9 hours

Area	Min. Hours	Courses
Sociology	3	SOC 2183 Sociology of the Family
Child Development	3	CD 2233 Assessment and Eval of Child Growth and Development
Management	3	MGMT 2103 Occupational/Technical Internship (CD)

Institutional Requirements 3 hours

Must fulfill computer literacy requirement. See page 59 for options.

CHILD DEVELOPMENT Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: The Certificate of Mastery in Child Development allows students to obtain specialized training that can lead to the educational requirements for a CDA credential or to fulfill the requirements for the Department of Human Services professional development. Certificate completers are able to meet the specific needs of children and work with parents and other adults to nurture children’s physical, social, emotional, and intellectual growth in a child development framework.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
Communications	3	ENGL 1113	English Composition I
Child Development	15	CD 2023	Nutrition, Health and Safety for Children
		CD 2043	Parent and Community Relations
		CD 2053	Child Growth and Development
		CD 2063	Behavior and Guidance of Young Children
		CD 2073	Music, Movement and Creative Arts
		CD 2103	Education and Services for Children with Special
		CD 2173	Cognitive Skills for Children
		CD 2183	Language and Social Skills for Children
		CD 2203	Early Childhood Education Program Planning and Eval.
		CD 2223	Professionalism in Child Development Needs
		CD 2233	Assessment and Eval. of Child Growth and Development

CRIMINAL JUSTICE Associate in Arts

General Requirements: Total Hours: 62 • Minimum GPA: 2.0

Program Description: The Criminal Justice program is designed for students who intend to transfer to a Baccalaureate program in criminal justice. The freshman and sophomore level courses introduce the student to Criminal Justice and provide him or her with the general education core requirements. Those enrolled in the Associate in Arts Criminal Justice program are encouraged to work closely with their advisors and with the admissions department at the 4-year institution where they wish to transfer in designing their course of study.

General Education Requirements..... 37 hours

Area	Min. Hours	Courses
Communications	6	ENGL 1113 English Composition I ENGL 1213 English Composition II
Social Science	6	HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History 1877 to Present POLS 1113 U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)
Humanities	6	Choose from humanities course options list on Page 58.
Math	3	MATH 1303 General Quantitative Reasoning MATH 1513 College Algebra
Psychology/Sociology	6	PSY 1113 Elements of Psychology SOC 1113 Introduction to Sociology
Selected General Ed Requirements	3	PSY, SOC, ART, HIST, PHIL, POLS, SPAN, or SPCH

Program Core Requirements..... 24 hours

Area	Min. Hours	Courses
Criminal Justice	9	CJ 1113 Introduction to Criminal Justice CJ 2313 Criminal Law CJ 2443 Criminal Law and Procedures CJ 2333 Police Organization and Management
Social Science	9	Any other CJ courses except CJ 2451, CJ 2461, CJ 2471 or CJ 2363
	3	SOC 2133 Crime and Delinquency SOC 2173 Problems in Sociology SOC 2183 Sociology of the Family
Physical Education	3	HPER 1553 Lifetime Fitness and Management

Institutional Requirements..... 1 hour

Institutional Requirement 1	COL 1111	College Success
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CRIMINAL JUSTICE Associate in Applied Science

General Requirements: Total Hours: 62 • Minimum GPA: 2.0

Program Description: This Criminal Justice Program allows students to gain knowledge which will enhance their opportunity to become employed in a criminal justice career with a specialty in one of the following areas: Corrections or General Studies in Criminal Justice.

General Education Requirements..... 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II or
		ENGL 2033	Technical Writing and Reporting
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
Selected General Ed Requirements	6	PSY 1113	Elements of Psychology
		SOC 1113	Introduction to Sociology

Technical-Occupational Specialty and Support Courses 44 hours

Students must take the 13-credit hour core technical-occupational course sequence and select one 31-credit hour option area from: (Requirements for each option are listed below.)

- Corrections
- General Studies in Criminal Justice

Core Technical-Occupational Courses (required for all option areas)..... 13 hours

Area	Min. Hours	Courses	
Criminal Justice	9	CJ 1113	Introduction to Criminal Justice
		CJ 2313	Criminal Law
		CJ 2443	Criminal Law and Procedure
Fitness	3	HPER 1553	Lifetime Fitness and Management
Institutional Requirement	1	COL 1111	College Success

Technical-Occupational Specialty Option Area Courses..... 31 hours

Corrections Option: This Associate in Applied Science program option is for the student who desires a career in Corrections.

Area	Min. Hours	Courses	
Criminal Justice	12	CJ 1253	American Corrections System
		CJ 2353	Administration of Correctional Institutions
		CJ 2433	Community and Cultural Diversity
		CJ 2453	Probation and Parole
Criminal Justice Electives	9-12	CJ	Any other CJ course not previously selected
Sociology	3-6	SOC	Any other SOC course not previously selected
Support Courses	3	EMT 1113	First Responder
Support Electives	1	Courses from student's area of interest	

*Need Program Advisor Approval

General Studies in Criminal Justice Option: This Associate in Applied Science program option is constructed for the student desiring a career in a generic criminal justice field.

Area	Min. Hours	Courses	
Criminal Justice	21	CJ	Any CJ course not previously selected
Sociology	6	SOC	Any SOC course not previously selected
Support Electives	4	Courses from student's area of interest	

CRIMINAL JUSTICE-CORRECTIONS Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: This certificate is designed to lead to a career as a corrections professional.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	6	ENGL 1113	English Composition I
		SOC 1113	Introduction to Sociology
Program Requirements	12	CJ 1113	Introduction to Criminal Justice
		CJ 1253	American Corrections System
		CJ 2353	Administration of Correctional Institutions
		CJ 2453	Probation, Parole, & Community Corrections

CRIMINAL JUSTICE-LAW ENFORCEMENT Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: This certificate is designed to lead to careers in law enforcement, corrections, juvenile justice, and homeland security.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	6	ENGL 1113	English Composition I
		SOC 1113	Introduction to Sociology
Program Requirements	12	CJ 1113	Introduction to Criminal Justice
		CJ 1223	Introduction to Law Enforcement
		CJ 1253	American Corrections System
		CJ 2433	Community & Cultural Diversity

ENOLOGY Certificate of Mastery

General Requirements: Total Hours: 15 • Minimum GPA: 2.0

Program Description: This program is designed as a technical certificate to prepare students for direct entry into the wine industry or for currently employed individuals in the wine industry to upgrade and update their skills and knowledge. These courses are offered through the Viticulture Enology Science and Technology Alliance (VESTA) partnership between accredited higher educational institutions, vineyards and wineries across America. These partners share a 21st century vision for education in grape growing and wine making.

Specialized Program Requirements 15 hours

Area	Min. Hours	Courses	
Enology	15	ENO 1103	Introduction to Wine Microorganisms
		ENO 1463	Introduction to Enology
		ENO 2103	Enology Practicum
		ENO 2263	Sensory Evaluation
		ENO 2462	Intermediate Enology
		ENO 2683	Analysis of Must and Wine

ENTERPRISE DEVELOPMENT Associate in Art

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: This program is designed for working adults who have already earned at least 18 hours of college credit and want to finish an Associate’s degree. Other requirements include student must have a minimum 2.0 GPA from previous college credits, have completed any required remedial courses with a “C” grade or better, and the final 18 semester hours must be earned at an Oklahoma two-year college accredited by NCAHLC.

General Education Requirements..... 37 hours

Area	Min. Hours	Courses	
Communications	9	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
		SPCH 1113	Fundamentals of Speech
Political Sciences	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
Mathematics	3	MATH 1473	Math for Critical Thinking
		MATH 1513	College Algebra
		MATH 2193	Elementary Statistics
Life Sciences*	3-4	BISC 1113	Biological Concepts
		BISC 1114	Biology with Lab
		BOT 1114	Botany with Lab
		MICR 2134	Intro to Microbiology with Lab
		ZOOL 2134	Anatomy with Lab
		ZOOL 2144	Physiology with Lab
Physical Sciences*	3-4	CHEM 1215	Chemistry I with Lab
		CHEM 1315	General Chemistry I with Lab
		GEOL 1053	Earth Science
		GEOL 1054	Physical Geology with Lab
		PHSC 1114	Physical Science with Lab
		PHYS 1115	Physics I with Lab
Humanities	6	See Humanities course options on page 58.	
Social Sciences, Technology, And Language	6	PSY 1113	Elements of Psychology
		SOC 1113	Introduction to Sociology
		CMSC 1223	Business Application Software
		SPA 1053	Conversational Spanish I

*One course from either life science or physical science must include a Lab.

Program Requirements..... 23 hours

Select one option from: (Requirements for each option listed below.)

- Business Administration
- General Studies

Business Administration Option 23 hours

Area	Min. Hours	Courses	
Accounting I (Financial)	3	ACCT 2173	Financial Accounting
Accounting II (Managerial)	3	ACCT 2183	Managerial Accounting
Macroeconomics	3	ECON 2193	Principles of Macroeconomics
Microeconomics	3	ECON 2203	Principles of Microeconomics
Marketing	3	MRKT 2323	Principles of Marketing
Business Statistics	3	BUS 2513	Business Statistics
Business Internship	3	MGMT 2103	Occupational/Technical Internship
Capstone Seminar	2	MGMT 2002	Career Education Seminar

General Studies Option 23 hours

Courses determined by student’s field of interest from college offerings.

ENTERPRISE DEVELOPMENT Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: This certificate is designed to familiarize the student with the business world. This certificate can prepare students for either employment or further education in business.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	3	ENGL 1113	English Composition I
Program	3	BUS 1103	Introduction to Business or
Requirements		MGMT 2033	Principles of Management or
		MRKT 2323	Principles of Marketing or
	3	ECON 1353	Personal Finance
	3	ECON 2193	Principles of Macroeconomics or
		ECON 2203	Principles of Microeconomics
	3	BUS 2163	Business Law or
		AMT 2433	Legal Terminology
	3	CMSC 1223	Business Applications Software

EQUINE SCIENCE ASSISTED THERAPY Associate of Applied Science

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: This program of study prepares students for a career in the field of equine science and assisted therapy. Students have the opportunity to gain competencies in the following employment areas: barn management, basic care and grooming, equine nutrition and health, and Equine Therapeutic Riding Instruction.

General Education Requirements..... 19 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
Life Science	4	BISC 1114	Biology with Lab
Mathematics	3	MATH 1513	College Algebra or
		MATH 1303	General Quantitative Reasoning

Support and Related Courses 14 hours

Area	Min. Hours	Courses	
Psychology	3	PSY 1113	Elements of Psychology
Sociology	3	SOC 2183	Sociology of the Family
Agriculture and Animal Science	8	COL 1111	College Success
		ANSI 1124	Introduction to Animal Science
		AGRI 2113	Computers in Agriculture

Technical-Occupational Specialty Courses..... 27 hours

Area	Min. Hours	Courses	
Equine Care and Management	3	EQSC 1013	Introduction to Equine Assisted Activities and Therapy
	3	EQSC 1143	Equine Selection and Evaluation
	3	EQSC 2223	Equine Nutrition and Health
	3	EQSC 1133	Equine Handling and Care
	3	EQSC 1153	Equine Equipment and Facility Management
	3	EQSC 1213	Horsemanship
	3	EQSC 2213	Principles of Therapeutic Riding Instruction
	4	EQSC 2304	PATH Internship
Health/Physical Education	2	HPER 2312	First Aid

Note: Completion of this A.A.S. degree allows students to apply for the PATH International Certification.

EQUINE THERAPEUTIC INSTRUCTOR TRAINING Certificate of Mastery

General Requirements: Total Hours: 19 • Minimum GPA: 2.0

Program Description: This program of study prepares students for a career in the field of equine assisted therapy. Completion of this certificate allows students to apply for the PATH International Certification.

Specialized Program Requirements			19 hours
Area	Min. Hours	Courses	
Communications	3	ENGL 1113	English Composition I
Program Requirements	3	EQSC 1013	Introduction to Equine Assisted Activities and Therapy
	3	EQSC 1143	Equine Selection and Evaluation
	3	EQSC 1213	Horsemanship
	3	EQSC 2213	Principles of Therapeutic Riding Instruction
	4	EQSC 2304	PATH Internship

Note: Students must acquire CPR Certification upon completion of certificate.

FAMILY STUDIES AND CHILD DEVELOPMENT
Associate in Arts

General Requirements: Total Hours-62 • Minimum GPA-2.0

Program Description: Associate in Arts in Family Studies and Child Development is a preparatory degree to allow students to pursue a degree in the area of family studies and/or child development. The degree provides a background for students to learn about families and family relationships.

General Education Requirements..... 37 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I
		ENGL 1213 English Composition II
		SPCH 1113 Fundamentals of Speech or
		SPCH 2133 Interpersonal Communication
Social Science	6	HIST 1483 U.S. History to 1877 or
		HIST 1493 U.S. History, 1877 to Present
		POLS 1113 U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)
Humanities	6	See Humanities course options list on page 58.
Mathematics	3	MATH 1513 College Algebra or
		MATH 1303 General Quantitative Reasoning
Selected General Ed Requirements	6	PSY 1113 Elements of Psychology
		SOC 1113 Introduction to Sociology

Program Requirements..... 22 hours

Area	Min. Hours	Courses	
Child Dev/Sociology	12	CD 2053 Child Growth and Development	
		CD 2043 Parent and Community Relations	
		CD 2063 Behavior and Guidance of Young Child	
		CD 2023 Nutrition, Health and Safety	
		CD 2173 Cognitive Skills of the Child	
		CD 2073 Music, Movement and Creative Arts	
		CD 2103 Education and Services for Children w/Special Needs	
		CD 2183 Language and Social Skills	
		CD 2223 Professionalism in CD	
		CD 2233 Assessment and Evaluation of Child	
		3	CD 2203 Program Planning and Evaluation or
			ECM 2123 Center Financial Planning and Management
		7	CD 2101 Portfolio Development
			SOC 2183 Sociology of the Family
	MGMT 2103 Occupational Technical Internship		

Institutional Requirements..... 3 hours

Computer Science	3	CMSC 1223 Business Applications Software* or Successful completion of the Computer Literacy Assessment. See page 60 for options
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* Fulfills computer literacy requirement.

GENERAL STUDIES Associate in Arts

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: The General Studies program provides students with a broad exposure to various academic disciplines during their first two years of post-secondary education. It offers students considerable latitude in curriculum choices but restricts selections to university-parallel transfer courses offered by Redlands Community College. The Associate in Arts General Studies degree incorporates essential training in written, oral, and numerical communications while helping students develop an appreciation of the arts and sciences. Skills developed in the program will support whatever career students may pursue.

General Education Requirements..... 37 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I ENGL 1213 English Composition II SPCH 1113 Fundamentals of Speech
Social Science	6	HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History, 1877 to Present POLS 1113 U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)
Humanities	6	See humanities course options list on page 58.
Mathematics	3	MATH 1303 General Quantitative Reasoning MATH 1513 College Algebra
Selected General	3	PSY, SOC and
Ed Requirements	3	ANTH, ART, GEG, HIST, MUS, PHIL, POLS, SPA, SPCH

Program Requirements..... 22 hours

Area	Min. Hours	Courses
Electives	22	Courses to be selected from the student's field of interest.

Institutional Requirements..... 1 hour

Institutional Requirement	1	COL 1111 College Success
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HUMAN/SOCIAL SERVICES ASSISTANT Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: This certificate is designed to lead to careers in human services organizations and agencies including: family support provider, direct care specialist, and youth guidance specialist.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	3	ENGL 1113	English Composition I
Program Requirements	15	PSY 1113	Elements of Psychology
		PSY 2163	Developmental Psychology
		SOC 1113	Introduction to Sociology
		SOC 2133	Crime and Delinquency
		SOC 2183	Sociology of the Family

NURSING

Associate in Applied Science

General Requirements: Total Hours: 64-65 • Minimum GPA: 2.5 for admission and 2.0 for graduation

Program Description: The Nursing Program at Redlands Community College is a two-year Associate in Applied Science Degree. A graduate of this program is eligible to write to the National Council Licensure Exam (NCLEX) for licensure as a Registered Nurse.

General Education Requirements..... 20-21 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
Selected General Ed Requirements	3	PSY 1113	Elements of Psychology
Physical Science	4-5*	CHEM 1314	General Chemistry with Lab or
		CHEM 1315	General Chemistry I with Lab
Institutional Requirement	1	COL 1111	College Success

Technical-Occupational Specialty Courses..... 32 hours

Area	Min. Hours	Courses	
Nursing	32**	NURS 1116	Nursing I
		NURS 1128	Nursing II
		NURS 2238	Nursing III
		NURS 2348	Nursing IV
		NURS 2342	Nursing Capstone

Support and Related Courses 12 hours

Area	Min. Hours	Courses	
Life Science	12	MICR 2134	Introduction to Microbiology with Lab
		ZOOL 2134	Anatomy with Lab
		ZOOL 2144	Physiology with Lab

*4 hour Chemistry with Lab approval required. See Nursing Advisor.

**A student is not eligible to enroll in nursing courses until he or she is accepted into the program.

NOTE: Nursing courses are divided into theory, laboratory, and clinical components. A satisfactory standard of performance must be maintained in all components of each nursing course. If a student has unsatisfactory performance in theory, laboratory, or clinical, a passing grade will not be assigned to any component.

Additional requirements are listed in the Nursing Student Handbook.

PERSONAL TRAINER Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: The certificate is designed to prepare students for work in the area of personal training.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	3	ENGL 1113	English Composition I
Program Requirements	15	HPER 1252	Orientation to Exercise Science
		HPER 1302	Introduction to Physical Education
		HPER 1601	Athletic/Personal Training Practicum I
		HPER 2103	Exercise Testing & Prescription
		HPER 2312	First Aid
		HPER 2611	Personal Training Level II
		HPER 2661	Personal Training Level III
		AHS 2013	Nutrition

PRE-EDUCATION ELEMENTARY
Associate in Arts

General Requirements: Total Hours-63 • Minimum GPA-2.0 (Must have a 2.5 GPA to be admitted to teacher education programs at four year institutions.)

Program Requirements: The Pre-Education program consists of a curriculum preparing students who plan to teach in the elementary education field. With an Associate’s degree in Pre-Education, students are prepared to continue further education toward an elementary education degree.

General Education Requirements..... 38 hours

Area	Min. Hours	Courses	
Communications	9	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
		SPCH 1113	Fundamentals of Speech
Social Science	9	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History 1877 to Present
		POLS 1113	U.S. Government
		PSY 1113	Elements of Psychology
Life Science	4	BISC 1114	Biology with Lab
Physical Science	4	GEOL 1054	Physical Geology w/ Lab
Humanities	6	ART 1113	Art Appreciation I
		HUM 2113	Humanities I
		MUS 1343	Music Appreciation
		PHIL 1113	Philosophy
		MATH 1023	Structural Concepts in Arithmetic I
Math	6	MATH 1303	General Quantitative Reasoning

Program Core Requirements..... 24 hours

Area	Min. Hours	Courses	
Communications	3	ENGL 2413	Introduction to Literature
Mathematics	6	MATH 1123	Structural Concepts in Arithmetic II
		MATH 1513	College Algebra
		MATH 2193	Elementary Statistics
Social Studies	6	GEG 2253	World Regional Geography
		HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History 1877 to Present
		PSY 2163	Developmental Psychology
		SOC 1113	Intro to Sociology
Science	4	ASTR 1614	Astronomy w/ Lab
Language	5	BOT 1114	Botany w/ Lab
		SPA 1115	Beginning Spanish I

Institutional Requirements..... 1 hour

Institutional Requirement 1		COL 1111	College Success
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PRE-PROFESSIONAL SCIENCES
Associate in Science

General Requirements: Total Hours: 60-61 • Minimum GPA: 2.0

Program Description: This Associate in Science degree program is designed to meet the needs of students to continue studies at a four-year university or professional college in the biological, physical, and health related sciences; education or mathematics. Biological sciences fields include agriculture, botany, zoology, ecology, microbiology, forestry, physiology, and environmental science. Physical sciences fields include geology, astronomy, meteorology, physics, and chemistry. Professional health fields include nursing, dentistry, optometry, medicine, veterinary medicine, and physical and occupational therapy.

General Education Requirements..... 37-38 hours

Area	Min. Hours	Courses
Communications	6	ENGL 1113 English Composition I
		ENGL 1213 English Composition II
Social Science	6	HIST 1483 U.S. History to 1877 or
		HIST 1493 U.S. History, 1877 to Present
		POLS 1113 U.S. Government
Life Science	4-5	BISC 1115 Principles of Biology with Lab
		ZOOL 2134 Anatomy with Lab
		ZOOL 1125 Zoology with Lab
Physical Science	5	CHEM 1315 General Chemistry I with Lab
		PHYS 1115 Physics I with Lab
Humanities	6	See humanities course options listing on page 58.
Mathematics	6	MATH 1513 College Algebra
		MATH 1613 Trigonometry or
		MATH 2193 Elementary Statistics
Selected General Ed Requirements	3	ANTH, ART, GEG, HIST, HUM, MUS, PHIL, POLS, PSY, SOC, SPA, SPCH
Institutional Requirements 1		COL 1111 College Success

Program Requirement..... 23 hours

Area	Min. Hours	Courses
Science/Math	15-23	BISC 1115 Principles of Biology w/ Lab
		BOT, MICR, ZOOL
		ASTR, CHEM, GEOL, PHSC, PHYS
		MATH 1613 Trigonometry
		MATH 2193 Elementary Statistics
		MATH 2714 Calculus I
		MATH 2734 Calculus II
		MATH 2754 Calculus III
Electives	0-8	NASC
		AHS 1123 Medical Terminology
		AHS 2013 Nutrition
		AHS 2113 Pharmacology
		AGSU 1013 Introduction to Agroecology and Sustainable Practices
		AGSU 1024 Aquaponics
		AGSU 1032 Alternative Sustainable Enterprises
		AGSU 2022 Vermiculture Technology
		PSY 2163 Developmental Psychology

PSYCHOLOGY

Associate in Arts

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: The Associate in Arts in Psychology consists of a curriculum which provides learning experiences in early and contemporary theories of behavior such as: how individuals think, behave, and make decisions, relate to others, adjust to, and/or cope with stress, appreciate and value differences in individuals and groups, and understand themselves and others. Upon successful completion of the Associate's degree in Psychology, a student will be able to seek an entry level position in a human services agency and/or continue his or her education at a four-year institution.

General Education Requirements..... 38 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I ENGL 1213 English Composition II SPCH 1113 Fundamentals of Speech
Social Science	6	HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History, 1877 to Present POLS 1113 U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)
Humanities	6	See humanities course options list on page 58.
Mathematics	3	MATH 1513 College Algebra or MATH 1303 General Quantitative Reasoning
Selected General Ed Requirements	7	ART, CJ, ENGL, GEG, HIST, HPER, MATH, MUS, PHIL, POLS, SOC, SPA, SPCH

Program Requirements..... 21 hours

Area	Min. Hours	Courses
Psychology	6	PSY 1113 Elements of Psychology PSY 2163 Developmental Psychology
Sociology	6	SOC 1113 Introduction to Sociology (required) SOC 2183 Sociology of the Family
Selected Program Requirements	9	CJ 2053 Organized Crime & Gangs CJ 2063 Understanding Violence & Victimization CJ 2073 Drugs & Society CJ 2083 Serial Killers PSY 2033 Adolescent Psychology PSY 2043 Social Psychology SOC 2133 Crime and Delinquency SOC 2173 Problems in Sociology

Institutional Requirements..... 1 hour

Institutional Requirement 1	COL 1111	College Success
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SCHOOL AGE CHILDREN Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: This certificate is designed to familiarize the student with children in the school ages. This certificate can prepare students for either employment or further education in child care areas.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	3	ENGL 1113	English Composition I
Program	15	CD 2173	Cognitive Skills for Children
Requirements		CD 2103	Education and Services for Children with Special Needs
		CD 2063	Behavior and Guidance of Young Children
		CD 2183	Language and Social Skills for Children
		SOC 2183	Sociology of the Family

SUSTAINABLE AGRICULTURE Associate in Applied Science

General Requirements: Total Hours: 61 • Minimum GPA: 2.0

Program Description: This program is designed to provide a foundation in the science, mathematics, technology and business skills needed for a productive career in the grape and wine industry. Students completing this degree may utilize the high-quality courses of VESTA in conjunction with general education courses. The Viticulture Enology Science and Technology Alliance (VESTA) is a partnership between accredited higher educational institutions, vineyards, and wineries across America. These partners share a 21st century vision for education in grape growing and wine making.

General Education Requirements..... 22 hours

Area	Min. Hours	Courses	
English	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II or
		ENGL 2033	Technical Writing and Reporting
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
		BISC 1114	Biology with Lab
Math	3	MATH 1513	College Algebra
Selected General Ed Requirements	3	SPCH 1113	Fundamentals of Speech or
		SPCH 2313	Business and Professional Speech

Program Support Requirements..... 12 hours

Area	Min. Hours	Courses	
Physical Science	5	CHEM 1315	General Chemistry I with Lab
Business	3	BUS 2513	Business Statistics or higher
Agriculture	4	AGEC 2113	Farm and Ranch Management or
		AGEC 2143	Agriculture Marketing or higher
		COL 1111	College Success

Technical-Occupational Specialty and Support Courses..... 27 hours

Area	Courses	
Enology	ENO 1103	Introduction to Wine Microorganisms
	ENO 1463	Introduction to Enology
	ENO 2103	Enology Practicum
	ENO 2462	Intermediate Enology
	ENO 2663	Sensory Evaluation
	ENO 2683	Analysis of Must and Wine
Viticulture	VIN 1113	Intro to Viticulture
	VIN 2103	Viticulture Practicum
	VIN 2112	Integrated Pest Management
	VIN 2122	Winter Viticulture Technology
	VIN 2142	Spring Viticulture
	VIN 2702	Marketing for the Small Winery
	VIN 2722	Winery Tasting Room Management
VIN 2763	Advanced Tasting Room Management	

SUSTAINABLE AGROECOSYSTEM TECHNOLOGY

Associate in Applied Science

General Requirements: Total Hours: 61 • Minimum GPA: 2.0

Program Description: The Associate in Applied Science in Sustainable Agroecosystem Technology is designed to prepare students through practical hands-on training and experience for sustainable agricultural-based practices for entry into career options associated with farming, gardening, community organizations, agricultural businesses, or to continue their education in sustainable food production and agricultural professions.

General Education Requirements..... 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
Selected General Ed Requirements	6	BISC, BOT, CHEM, HUM, MUS, ART, PSY, SOC, GEG, PHSC, GEOL, ASTR	

Program Support Requirements..... 17 hours

Area	Min. Hours	Courses	
Business	3	BUS 1103	Introduction to Business
Communications	3	AGRI 2103	Communication in Agriculture or
		BUS 2093	Business Communications
Institutional Requirement	1	COL 1111	College Success
Math	3	MATH 1303	General Quantitative Reasoning or
		MATH 1513	College Algebra
Science	4	BISC 1114	Biology w/ Lab
Agriculture Marketing	3	AGEC 2143	Principles of Agriculture Marketing

Program Technical Specialty..... 26 hours

Agriculture Sustainability	19	AGSU 1013	Introduction to Agroecology and Sustainable Practices
		AGSU 1024	Aquaponics
		AGSU 1032	Alternative Sustainable Enterprises
		AGSU 2043	Greenhouse Management
		AGSU 2223	Applied Sustainability Capstone
		AGSU 2042	Container Gardening
		AGSU 2022	Vermiculture Technology
Economics	3	AGEC 1373	Introduction to Agriculture Economics
Agriculture	4	AGRN 1124	Introduction to Soil Science

SUSTAINABLE FOOD SYSTEMS TECHNOLOGY Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: The certificate is designed to prepare students for work and career opportunities in the area of sustainable food production and alternative agricultural practices with an emphasis on the use of technology to achieve a reliable and safe food source.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses	
General Education	7	ENGL 1113	English Composition I
		BISC 1114	Biology w/ Lab
Program	3	AGSU 1013	Introduction to Agroecology and Sustainable Practices
Requirements	4	AGSU 1024	Aquaponics
	4	AGSU 1032	Alternative Sustainable Enterprises or
		AGSU 2042	Container Gardening or
		AGSU 2022	Vermiculture Technology

VITICULTURE Certificate of Mastery

General Requirements: Total Hours: 15 • Minimum GPA: 2.0

Program Description: This program is designed as a technical certificate to prepare students for direct entry into the vineyard industry or for currently employed individuals in the vineyard industry to upgrade and update their skills and knowledge. These courses are offered through the Viticulture Enology Science and Technology Alliance (VESTA) partnership between accredited higher educational institutions, vineyards, and wineries across America. These partners share a 21st century vision for education in grape growing and wine making.

Specialized Program Requirements 15 hours

Area	Min. Hours	Courses	
Viticulture	15	VIN 1113	Intro to Viticulture
		VIN 2103	Viticulture Practicum
		VIN 2112	Integrated Pest Management
		VIN 2122	Winter Viticulture Technology
		VIN 2142	Spring Viticulture
		VIN 2702	Marketing for the Small Winery
		VIN 2722	Winery Tasting Room Management
		VIN 2763	Advanced Tasting Room Management

SECTION III-COURSE DESCRIPTIONS

Courses and their descriptions are listed alphabetically on the following pages. The number assigned to each course reflects specific information. The first digit denotes course level. Courses numbered 0001 to 0999 are zero-designation courses, which satisfy remediation requirements and do not count toward the completion of the student's college degree. Courses numbered 1000 to 1999 are primarily freshman-level courses. Courses numbered 2000 to 2999 are primarily sophomore-level courses. The second and third digits identify the course within the total offerings of the department. The fourth digit denotes the number of credit hours assigned to the course. Courses offered for a variable number of credit hours end with the numbers 1-4.

Accounting (ACCT)	Equine Science (EQSC)
Agriculture (AGRI)	Geography (GEG)
Agricultural Economics (AGEC)	Geology (GEOL)
Agriculture Sustainability (AGSU)	Health, Physical Education & Recreation (HPER)
Agronomy (AGRN)	History (HIST)
Allied Health Science (AHS)	Humanities (HUM)
Animal Science (ANSI)	Management (MGMT)
Anthropology (ANTH)	Marketing (MRKT)
Art (ART)	Mathematics (MATH)
Astronomy (ASTR)	Microbiology (MICR)
Biological Science (BISC)	Music (MUS)
Botany (BOT)	Natural Science (NASC)
Business (BUS)	Nursing (NURS)
Chemistry (CHEM)	Philosophy (PHIL)
Child Development (CD)	Physical Science (PHSC)
College Success (COL)	Physics (PHYS)
Communications (COM)	Political Science (POLS)
Computer Science (CMSC)	Psychology (PSY)
Criminal Justice (CJ)	Sociology (SOC)
Early Childhood Center Management (ECM)	Spanish (SPA)
Economics (ECON)	Speech (SPCH)
Emergency Medical Technology (EMT)	Viticulture (VIN)
English (ENGL)	Zoology (ZOO)
Enology (ENO)	

ACCOUNTING

ACCT 2173 FINANCIAL ACCOUNTING

Prerequisite: MATH 1303 General Quantitative Reasoning

This course covers the basic principles of financial accounting processes and accrual accounting concepts. Content includes journalizing, adjustments, inventories, depreciation, current and long term assets and liabilities and owner's equity including stocks. (Spring, Fall)

ACCT 2183 MANAGERIAL ACCOUNTING

Prerequisite: ACCT 2173 Financial Accounting

This course covers basic concepts, objectives and interpretations of accounting information needed by firm managers for planning, controlling and decision making. Cost concepts and systems, budgeting, segment reporting methods, performance measures, use of cost data in decision making and financial statement analysis are emphasized. (Spring, Fall)

AGRICULTURE

AGRI 2001-3 AGRICULTURE SEMINAR

This course is a study of selected topics in agriculture.

AGRI 2103 COMMUNICATION IN AGRICULTURE

Prerequisite: ENGL 1113 English Composition I

This course focuses on the fundamentals of agriculture news writing and other communication methods. The students will be informed of careers in agricultural communications and the importance of the media in agriculture and related fields. (Fall)

AGRI 2143 INTRODUCTION TO AGRICULTURE EDUCATION

This course is an exploration into the world of teaching agricultural education with a primary focus on the agricultural education programs. Required components will enable students to explore their roles as educators by including hands on experience with SAE projects (Supervised Agricultural Experiences), classroom observations, pedagogical methods, leadership and building community relationships. (Fall)

AGRI 2193 AGRICULTURE INTERNSHIP

This course is designed to enhance students' classroom experience in agricultural related areas. The internship will provide the students opportunities to gain further insight into the multi-faceted agriculture industry. (Spring, Fall)

AGRI 2223 EXPLORATIONS IN AGRICULTURAL RESEARCH

This course is designed as a research foundations experience which will offer students the opportunity to be involved in introductory agricultural research experiences. Explorations in agricultural research will enable students to see the relevance of course work in a "real life" learning laboratory. This course will encourage students to use the skills learned in the introductory animal science, agriculture computers, and anatomy and physiology classes in the exploration of agricultural research. (Spring)

AGRI 2301 SERVICE LEARNING IN AGRICULTURE

This course integrates community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. This course involves students in community service activities to enhance their academic and personal development. (Spring, Fall)

AGRI 2302 LIVESTOCK PHOTOGRAPHY IN AGRICULTURE

This course provides an opportunity for the student to learn how to set up livestock for photos, catalog and sale design, landscape agriculture, getting to know the camera, settings on camera, rules of photography, photo contest entries, exposure, balance and attractiveness of photos. Bracketing, High Density Resolutions and artsy photography will also be learned. The student will get information on how to manage and adjust photos on a computer using Picassa, Photoshop and Photomatix. (Spring)

AGRI 2303 AGRICULTURE LEADERSHIP

The course will enable students to explore their roles as leaders in a changing agriculture industry. The emphasis will be on enabling students to explore their personal values system as it applies to leadership. Specific topics include: vision, values, balance, self-awareness and the leadership context. (Spring)

AGRICULTURAL ECONOMICS

AGEC 1373 INTRODUCTION TO AGRICULTURE ECONOMICS

This course presents basic economic theory of production, marketing and consumption of agricultural products and the role and structure of agriculture in the American economy. (Spring, Fall)

AGEC 2113 FARM AND RANCH MANAGEMENT

This course covers the application of principles and practices of farm and ranch management in order to improve or enhance the profitability of the enterprise. (Spring)

AGEC 2143 PRINCIPLES OF AGRICULTURE MARKETING

This course covers the types of marketing practices and alternatives to these marketing practices. Emphasis will be on the application of principles of marketing for consideration when marketing agriculture products and how to identify markets and market strengths and weaknesses in order to enhance the selling price of those products. (Spring)

AGRICULTURE SUSTAINABILITY**AGSU 1013 INTRODUCTION TO AGROECOLOGY AND SUSTAINABLE PRACTICES**

This course provides an introduction to the principles, history, and practices associated with sustainability and agroecology. Students will be exposed to topics including sustainable agriculture principles and outlook, soil fertility, tillage/no-till, composting, cover crops, crop rotation, and vermiculture / composting. (Fall)

AGSU 1024 AQUAPONICS

Prerequisite: AGSU1013 Introduction to Agroecology and Sustainable Practices

This course covers aquaculture and hydroponics as they combine to form an aquaponics approach, including sustainable aquatics feed production, seeding approaches, micronutrient supplementation, stocking density, plant selection, and the basic physical and biological principles governing sustainable farm and agribusiness operations. System types presented include Deep Water Culture, Media-based Beds, Nutrient Film Technology and Vertical. Greenhouse-based, warehouse (LED light), and outdoor applications will be addressed. 3 hours lecture; 1 hour lab credit; 3 hours lecture; 1 hour lab credit. (Spring)

AGSU 1032 ALTERNATIVE SUSTAINABLE ENTERPRISES

This course provides a more in-depth examination of sustainable practices /enterprises including vermiculture, composting, recycling, vertical gardening, container gardening, edible landscapes, square foot / raised bed methodologies, water reclamation, and alternative energy sources. 2 hours lecture. (Spring)

AGSU 2012 EDIBLE LANDSCAPE

This course prepares students to design, install, maintain, and harvest intentional food crops and ornamental plants with a nutritional value which have been integrated into a landscape design. Identification of edibles, planting, pruning, and propagation will be addressed. (Spring)

AGSU 2022 VERMICULTURE TECHNOLOGY

This course prepares students to engage in both vermiculture and vermicomposting. Topics of study and application include the selection, care, breeding, and harvesting of worms, as well as advantages/disadvantages of multiple vermicompost methods. In addition, students will be prepared to use both worms and vermicompost in traditional and alternative agricultural applications. (Spring)

AGSU 2032 APICULTURE

This course prepares students in the basics of keeping honey bees, including bee biology, care of bees throughout the year, and management of colonies for maximum bee health and honey production and collection. (Summer)

AGSU 2042 CONTAINER GARDENING

This course prepares students to design and manage gardening / food production system limited space or urban areas. Plant selection (herbs, flowers, vegetables), water and fertilization needs, and container selection will be included, as well as other limited space growing options such as raised beds and square-foot options. (Fall)

AGSU 2043 GREENHOUSE MANAGEMENT

Prerequisite AGSU1013 Introduction to Agroecology and Sustainable Practices

This course covers greenhouse facilities planning and equipment selection and operation, along with economic / business applications associated with greenhouse operations. Topics include types of greenhouses, location factors, materials, glazing selection, calculation of and provision of heating and cooling requirements, lighting, benches, and energy conservation. 3 hours lecture credit.

AGSU 2223 APPLIED SUSTAINABILITY CAPSTONE

Prerequisites: Must successfully have completed a minimum of 2 AGSU courses (one of which must have included a lab) to enroll in this course.

This course provides an opportunity to explore areas of applied sustainability through the development of a research or advanced learning project culminating in a written report and capstone presentation. (Spring)

AGRONOMY

AGRN 1124 INTRODUCTION TO SOIL SCIENCE

This course explores the principal physical, chemical, and biological properties of soil related to plant growth. Students will be instructed on the methods of soil testing and fertilizer usage. This course also explores the formation and classification of soils and rural and urban land use. 3 hours lecture credit, 1 hour lab credit. (Spring)

AGRN 1214 INTRODUCTION TO PLANT SCIENCE

This course covers the concepts and principles of plant growth including crop land, rangeland, and pasture land. It explores the importance of plant resources to the producer, modern management and production practices, and maintenance of natural resources. 3 hours lecture credit; 1 hour lab credit. (Fall)

AGRN 2333 RANGE AND PASTURE MANAGEMENT

This course covers the application of range and pasture management principles to maintain plant and animal growth. Emphasis will be on identification of major range and pasture plants, determination of stocking rates, and identification of means and practices for maintaining and enhancing plant growth in an economical and cost effective manner. (Fall)

ALLIED HEALTH SCIENCE

AHS 1123 MEDICAL TERMINOLOGY

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations and symbols are included in the content. Programmed learning resources, individual and group presentations, seminars and independent study are utilized to build study skills in constructing/analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are also introduced as related terms are presented. (Spring, Summer, Fall)

AHS 2001-4 TOPICS IN ALLIED HEALTH SCIENCE

This course provides selected learning opportunities in specific areas of health sciences.

AHS 2013 NUTRITION

This course examines the basic composition of nutrients and accessory factors required for adequate human nutrition. It includes the application of nutritional principles to the planning of normal and special dietary regime. (Spring, Summer, Fall)

AHS 2113 PHARMACOLOGY

This course is an in-depth study of pharmacologic principles, including pharmacodynamics, pharmacokinetics, specific drug groups and considerations in administration. Trends and issues in pharmacologic perspectives also are discussed. The course will benefit those going into health careers such as EMT, nursing, medicine and pharmacy. (Spring, Summer, Fall)

ANIMAL SCIENCE

ANSI 1124 INTRODUCTION TO ANIMAL SCIENCE

This course examines the various areas and types of production in animal agriculture. It provides an introduction to nutrition, genetics, reproduction, breeds within species, and an overview of the current status of animal agriculture in the United States. 3 hours lecture credit; 1 hour lab credit. (Spring, Fall)

ANSI 1213 LIVESTOCK PRODUCTION

This course covers the application of the basic principles of livestock production. Emphasis will be on livestock breeds, characteristics and selection, balancing rations, and feeding recommendations. (Spring)

ANSI 2001-3 ANIMAL SCIENCE SEMINAR

This course is a study of selected topics in Animal Science.

ANSI 2112 LIVESTOCK EVALUATION AND SELECTION

Prerequisite: Must be on the Livestock Judging Team to enroll in this course.

This course covers the use of performance records, pedigree information and visual appraisal in the evaluation of cattle, swine, and sheep. Students have the opportunity to judge livestock classes and give oral reasons. (Spring, Fall)

ANSI 2123 LIVESTOCK FEEDING

This course covers the principles of animal nutrition with emphasis on nutrients and their functions for various classes of livestock feeding. Students are taught how to formulate rations for domestic livestock and to use the results of the rations to improve rate of gain and control production costs. (Spring)

ANSI 2142 ARTIFICIAL INSEMINATION

This course is a study and practice of artificial insemination of beef cattle including heat detection, semen care and storage, semen deposition, synchronization, sanitation, and sire selection. (Spring)

ANSI 2143 ANATOMY AND PHYSIOLOGY OF REPRODUCTION

This course provides the opportunity to examine the reproductive systems of livestock as such systems produce new offspring. Emphasis will be on identifying the heat cycle, collecting and storing semen and semen deposition, applying the methods of synchronization to alter the heat cycle and demonstrating proficiency with cattle artificial insemination. (Spring, Fall)

ANSI 2163 BEEF PRODUCTION

This course provides an introduction to the beef cattle industry. Students will study topics including cattle reproduction, anatomy and physiology, management, marketing, and pasture management. Upon completion students should be able to demonstrate a basic understanding of beef cattle production practices and the economic impact of the beef cattle industry in Oklahoma. (Fall)

ANTHROPOLOGY**ANTH 2013 ANTHROPOLOGY**

This course is an introduction to the study of the origin and development of human culture. Particular topics include race, society, customs, and beliefs.

ART**ART 1013 BASIC ART I: 2D DESIGN**

This is an introductory course in the two dimensional use of the principles and elements of art and design. Emphasis is placed on the organizational command of the 2D picture plane and issues of illusion. Format of this class will be a combination of studio practice, lecture, demonstration, critique, and quizzes. Students will explore a variety of art mediums including: Drawing, Painting, Mixed Media, and Printmaking. In class exercises, process work, research, and written reflections challenge students to explore the basics of two-dimensional design. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of the semester. (Spring, Fall)

ART 1023 BASIC ART II: 3D DESIGN

Prerequisite: ART 1013 Basic Art I: 2D Design

This is an introductory course in the Three Dimensional use of the principles and elements of art and design. Students will work using both the additive and subtractive process, exploring media through representational, abstract and expressive works. Technique as well as composition will be explored through the use of both the elements and principals working in three dimensions. Color theory will be explored and discussed in depth as well as the historical context of these methods. Studio experiences, research, and written reflections will challenge students to explore these processes. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring, Fall)

ART 1073 COLOR AND DESIGN

This course is a study of color theories, perceptions, and the practical application of color principles to a variety of design problems. Students will learn color mixing and color application through a series of projects using color harmonies and visual/psychological color effects. Students will explore the uses of color while using the principles of design in the creation of original works of art. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring)

ART 1113 ART APPRECIATION I

This course is a study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment making in evaluation of art from different times and places is stressed. The course will cover arts, artists and their cultures, from the Prehistoric man through the Early Renaissance. (Spring, Fall)

ART 1123 ART APPRECIATION II

This course is a study of the arts, artists and their cultures from the Early Renaissance to the present. (Spring, Fall)

ART 2001-3 ART SEMINAR

This course is a study of selected topics in art.

ART 2063 INTRODUCTION TO DIGITAL PHOTOGRAPHY

Digital photography has changed the way photographers, both beginners and professionals, think. This class will give the student basics on what type of camera, computer, and software they may want or need to achieve the digital darkroom. They will learn how to capture an image and what to do with that image. Time will be spent on how to move the image from the camera to the computer, along with making corrections for exposure and color. One of the most convenient things about digital photography is

how easy it is to share your photos with others. The class will cover printing, e-mailing, and how to prepare your photo to use on a website. (Spring, Fall)

ART 2093 PAINTING I

This course is an introduction to the materials and technical aspects of painting with oil or acrylic media. Students will work from direct observation and reference material, exploring use of media through representational and expressive paintings. The process of painting, as well as composition (balance, unity, emphasis, and manipulation of space) will be explored through the use of color, value, line, texture, opacity, and shape. Students will learn color mixing and glazing techniques, and experiment with various brushwork and knife techniques. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring, Fall)

ART 2103 PAINTING II

Prerequisites: ART 2093 Painting I

This is an advanced course focusing on the materials and technical aspects of painting with oil or acrylic media. Students will work from direct observation and reference material as well as exploring the use of media through more experimental techniques. Students will experiment with the formal and expressive potential of surface and objective and subjective color as well as the psychological effects of color. Students will learn how to stretch and prepare canvas and work toward finding their own voice and artistic style while creating original art works that show an extremely high level of craftsmanship and presentation. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring, Fall)

ART 2113 DRAWING II

Prerequisites: ART 2283 Drawing I

This is an advanced drawing course, which builds off the student's existing drawing skills and knowledge of the medium. The course will emphasize creative exploration and discovery of students' own aesthetic language, while continuing to introduce and explore a variety of tools and techniques. Emphasis will be placed on the further growth of all aesthetic qualities as they relate to a more complicated visual means of expression. (Spring)

ART 2123 NATIVE AMERICAN PAINTING

This course introduces the student to the symbolism, heritage and painting techniques involved in Native American art.

ART 2163 INTERMEDIATE DIGITAL PHOTOGRAPHY

This course complements ART 2063, Introduction to Digital Photography, with students progressing in the areas of more advanced computer software skills and photography techniques. Upon completion, the students will possess a greater knowledge of color management and file formats, including JPEG, TIFF, and Photoshop files. (Spring, Fall)

ART 2213 SCULPTURE

Prerequisites: ART 1013 Basic Art I: 2D Design or approval of the instructor

Sculpture is the creative approach to sculptural building techniques and form exploration using a variety of media. This course will focus on idea development, using both traditional and nontraditional three-dimensional materials. It will emphasize conceptual reasoning and consideration of material choice, craft, form, space, site, presentation, and context. It will provide a forum for the discussion and exploration of sculptural practices, and the possibilities made available by such an expansive field. (Fall)

ART 2233 POTTERY I

This is an introductory course in the basics of ceramics. Students enrolled in this course need no previous knowledge of art. The course is structured to provide instruction and basic techniques of clay construction and design. Methods of pottery include a variety of hand building techniques and an introduction to wheel throwing. Through this course, students will develop a basic terminology of ceramics as well as being introduced to the glazing and firing process. (Spring, Fall)

ART 2243 PAINTING III

Prerequisite: ART 2103 Painting II

This course covers advanced exploration of materials and technical aspects of painting. Students may use their choice of oil or acrylic painting media for this class. Students will explore the historical concepts of painting and contrast them to contemporary methods. Students will have the opportunity to concentrate on developing their individual concepts and means of personal expression while creating a substantial body of work. (Spring, Fall)

ART 2263 POTTERY II

Prerequisite: ART 2233 Pottery I

Pottery II is a course in advanced pottery, building off of previous knowledge and experience with clay. This course continues to develop the students' skills in a variety of techniques including hand building and wheel throwing. Students will continue their experience and

gain further knowledge in glazing and firing processes, as well as building their ceramics vocabulary. Students will also be given an opportunity to explore their own ideas and personal style in the creation of a body of work. (Spring, Fall)

ART 2283 DRAWING I

The impulse to draw is instinctive and the act of drawing is a vital tool in the creative process of making art. This course is an introduction to drawing and emphasis will be on representational and expressive drawing through direct observation. The process of drawing, as well as composition, light and shade, figure-ground relationship, proportion, perspective, and line quality will be explored in a variety of media. The student will develop a working knowledge of linear perspective and gain experience in using other various means for creating an illusion of spatial depth within a drawing. (Spring)

ART 2443 ART IN MOVIE MAKING

Storytelling using the visual mediums of film and video is a collaborative process, utilizing dozens of creative individuals. This course is an examination of the significant roles that artists play in the film, video and social media related industries. (Spring, Fall)

ASTRONOMY

ASTR 1614 ASTRONOMY WITH LAB

Prerequisites: none

This course is designed to examine the history and principles of astronomy. Topics related to the solar system, stars, galaxies and universe are covered. Includes a hands-on practical experience in areas including optics, optical telescopes, modeling of our solar system, use of a telescope, and nighttime observation of constellations. This course will satisfy physical science requirements for graduation. 3 hours lecture credit, 1 hour lab credit.

BIOLOGICAL SCIENCE

BISC 1113 BIOLOGICAL CONCEPTS

Prerequisites: none

This course is designed to provide fundamental information concerning life and life processes with an introduction to the integration between structure and function. Introduction of principles at the major levels of biological organization is included. This course will satisfy the lecture-only life science requirement for graduation and is not intended for health or science majors. 3 hours lecture credit. (Spring)

BISC 1114 BIOLOGY WITH LAB

Prerequisites: none

This course includes fundamental information concerning life and life processes with an introduction to the integration of structure and function. Application of principles at the major levels of biological organization is included in both lecture and laboratory. 3 hours lecture credit, 1 hour lab credit. (Spring, Summer, Fall)

BISC 1115 PRINCIPLES OF BIOLOGY WITH LAB

Prerequisites: none

This course includes an introduction to the integration between structure and function among all levels of biological organization. Application of principles utilizing the scientific method for studying cell structure/function, evolution, genetics, anatomy, physiology, and ecology are emphasized. The investigative laboratory introduces important techniques and methodologies used to develop critical thinking and problem solving skills with additional comprehensive instrumentation, observation, and evaluation utilizing "hypothesis-based" inquiry. This course is intended for Pre-Professional Science majors-Life Science option. 3 hours lecture credit, 2 hours lab credit. (Spring, Fall)

BOTANY

BOT 1114 BOTANY WITH LAB

Prerequisites: none

This course is a study of morphology, anatomy, and physiology of plants with emphasis in phylogenetic relationships. Plant ecology, variation heredity and economic importance are included. 3 hours lecture, 1 hour lab credit.

BUSINESS

BUS 1103 INTRODUCTION TO BUSINESS

This course is an overview of modern business and an introduction to various functions of business such as economics, management, marketing, finance, business law, and government involvement. (Fall)

BUS 1353 BUSINESS ETHICS

This course introduces students to traditional concepts of ethical behavior, as they apply to the challenges of conducting business in the modern marketplace. The student will be encouraged to develop an understanding of ethics that is both legally and philosophically defensible by examination of notable moral failures in the business environment. Special emphasis will be given to the definition of ethical terms, recognition of the potential costs and benefits of ethical business behavior, and the

application of this knowledge to actual business scenarios. (Spring, Fall)

BUS 2001-4 BUSINESS SEMINAR

This course presents studies in selected topics in business.

BUS 2093 BUSINESS COMMUNICATIONS

ENGL 1113 English Composition I and ENGL 1213 English Composition II and SPCH 1113 Fundamentals of Speech are recommended or approval of the instructor.

This course is a study and analysis of business and industrial communication problems, an analysis into communication theory and instruction and practice in effective communications, including the memorandum, letters, various business reports, proposals, and professional oral presentations. (Fall)

BUS 2163 BUSINESS LAW

This is an introductory course covering the principles of law as applied to contracts, warranties, commercial paper, agencies, types of business organizations, sales, property, bailment's, bankruptcy, and government regulations. (Spring)

BUS 2513 BUSINESS STATISTICS

Prerequisite: MATH 1513 College Algebra

This course focuses on techniques for descriptive and inferential measures with emphasis on business applications. Topics covered include scientific decision making, data summary techniques, frequency distributions, probability, sampling, and hypothesis testing. (Fall)

CHEMISTRY

CHEM 1215 CHEMISTRY I WITH LAB

Prerequisite: MATH 0123 Intermediate Algebra or required score on placement exam.

This course covers the fundamental facts, laws, principles, theories, and concepts of chemistry necessary for further work in science related subjects. There is a strong emphasis on the essential features of atomic structure, nomenclature, periodic properties, chemical bonding, molecular geometries of organic and inorganic compounds, stoichiometry, the reactions and properties of solutions, gas laws, and thermochemistry. 4 hours lecture; 1 hour lab credit.

CHEM 1315 GENERAL CHEMISTRY I WITH LAB

Prerequisite: MATH 1483 Functions and Modeling or MATH 1513 College Algebra

This course includes the fundamental principles of this discipline such as the philosophy of chemistry, atomic theory and structure, types of compounds and chemical

nomenclature, states of matter, solutions and ionization, chemical reactions and stoichiometry, molecular bonding and structure, electron distribution and atomic spectra, nature of gases, acids and bases, and thermochemistry. Laboratory activities will correspond with the topics in lecture and will serve to reinforce these concepts through hands-on learning. This course is designed for students with strong math and science ability who typically progress to CHEM 1415: General Chemistry II with Lab. 4 hours lecture; 1 hour lab credit. (Spring, Summer, Fall)

CHEM 1415 GENERAL CHEMISTRY II WITH LAB

Prerequisite: CHEM 1315 General Chemistry I with Lab (or equivalent)

A continuation of CHEM 1315 General Chemistry I with Lab to include a study of chemical kinetics, chemical equilibria, solubility products, redox reactions, electrochemistry, chemical thermodynamics, nuclear chemistry, metallic/transitional elements, qualitative analysis, organic chemistry / biochemistry and nuclear chemistry. Emphasis will be placed on chemical analysis utilizing instrumental methods. Laboratory activities will correspond with the topics in lecture and will serve to reinforce these concepts through hands-on learning. 3 hours lecture; 2 hours lab credit. (Spring)

CHEM 2115 ORGANIC CHEMISTRY I WITH LAB

Prerequisites: CHEM 1315 Chemistry I with Lab (or equivalent)

This course provides students with a study of carbon and its compounds (inclusive of major functional groups except those taught in Organic Chemistry II). The study will place emphasis on organic molecular structures and nomenclature, synthesis and other reactions, stereochemistry and reaction mechanisms and an introduction to instrumental methods of analysis. Laboratory activities will include selected experiments involving the properties, preparation, analysis, and separation of organic compounds. Emphasis will be placed on traditional "wet" methods and an introduction to instrumental methods of analysis such as nuclear magnetic resonance (nmr) and infrared spectroscopy. Lecture (3 semester credits) and laboratory (2 semester credits) are combined.

CHEM 2125 ORGANIC CHEMISTRY II WITH LAB

Prerequisite: CHEM 1415 Chemistry II with Lab (or equivalent)

This course provides students with a continued study of organic compounds (primarily biochemistry and those functional groups not covered in Organic Chemistry I). The study will place emphasis on molecular structures and nomenclature, synthesis and other reactions,

stereochemistry and reaction mechanisms and an introduction to instrumental methods of analyzing these compounds (e.g. electrophoresis, nmr, and infrared spectroscopy). Experiments and excursions will be included to provide students with “hands-on” activities to include calibration of instruments, chemical analysis, and graph interpretation. 3 hours lecture; 2 hours lab credit.

CHILD DEVELOPMENT

CD 2001-4 CHILD DEVELOPMENT SEMINAR

This course includes special topic courses offered as the need arises in the areas of child development, early childhood education, and parenting education. Mini-courses or workshops also are included.

CD 2023 NUTRITION, HEALTH AND SAFETY FOR CHILDREN

This course covers how to establish and maintain physically and psychologically safe and healthy learning environments for children. Emphasis is on understanding the developmental consequences of stress and trauma, protective factors and resilience, the development of mental health and the importance of supportive relationships. Also covered are basic nutrition and health and safety management practices for young children, including specific procedures for infants and toddlers and procedures regarding childhood illness and communicable diseases. Discussion will include ways to recognize signs of emotional distress, child abuse and neglect in young children and the responsibility and procedures for reporting known or suspected abuse or neglect to appropriate authorities. Analysis of the USDA Dietary Guidelines and the application of those guidelines to planning meals and snacks for children are also covered. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

CD 2043 PARENT AND COMMUNITY RELATIONS

This course is designed to prepare early childhood professionals who have the ability to establish and maintain positive collaborative relationships with families, who can respect parents’ choices and goals for children and communicate effectively with parents about curriculum and children’s progress and who can involve families in assessing and planning for individual children, including children with disabilities, developmental delays or special abilities and support parents in making decisions related to their child’s development and parenting. The content includes how professionals can become aware of educational resources available in the community. Participation in and planning of family and

community activities that relate to the early childhood profession is also a part of the course. Also listed as SOC 2043. (Summer, Fall)

CD 2053 CHILD GROWTH AND DEVELOPMENT

This course emphasizes the knowledge necessary to understand factors that influence the development of young children and the sequence and interdependency of physical, social, emotional, cognitive and language development in children from birth to age eight. Covered also is the development and interdependency of all developmental areas to meet the needs of the group and individual while respecting each child’s unique rates of development. The course combines classroom instruction, hands-on activities and observation of children in group care to develop competence in working with young children. Also listed as SOC 2153. (Fall)

CD 2063 BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN

This course emphasizes the knowledge necessary to provide positive child guidance strategies which help children learn to make responsible decisions regarding their own behavior and contributes to the development of self-control, self-motivation and self-respect. This course also outlines common causes of inappropriate classroom behavior. Also covered will be the roles families play and how routines, classroom arrangement and the activities provided have a direct effect on a child’s behavior. The course combines classroom instruction, hands-on activities and observation of children in group care to develop competence in working with young children. Also listed as SOC 2163. (Spring, Summer, Fall)

CD 2073 MUSIC, MOVEMENT AND CREATIVE ARTS

This course emphasizes the acquisition of the knowledge of and ability to develop and implement meaningful, integrated learning experiences, using the central concepts and tools of inquiry in music, movement, creative arts and perceptual motor development. Understanding and appreciating the role of the arts in the development of young children and providing children with meaningful experiences in the arts is also covered. The course combines classroom instruction, hands-on activities and observations of children in group care to develop competence in the design and implementation of curriculum and instructional strategies related to music, movement and creative arts. (Spring, Fall)

CD 2101—PORTFOLIO DEVELOPMENT IN CHILD DEVELOPMENT

In this course, the student begins compiling a professional portfolio. The portfolio will be developed around the state standards for early childhood education and the standards of the National Association for Education of Young Children. The portfolio will continue to be developed throughout the degree program. (Spring)

CD 2103 EDUCATION AND SERVICES FOR CHILDREN WITH SPECIAL NEEDS

This course is designed to provide an understanding of conditions which affect children's development and learning, including risk factors, developmental variations and developmental patterns of specific disabilities. Content covers how to create and modify environments and experiences to meet the individual needs of children with disabilities, developmental delays and special abilities. The course also includes opportunities to evaluate and demonstrate appropriate use of technology with young children, including assistive technologies. Knowledge of state and federal legislation related to providing services for children with disabilities and their families is also emphasized. The course combines classroom instruction, hands-on activities and observation of children with special needs. (Fall)

CD 2173 COGNITIVE SKILLS FOR CHILDREN

This course explores theories of cognitive development and learning styles. Discussion will center on how to integrate curriculum and instructional strategies to encourage children's critical thinking, problem solving, performance and technological skills. The course combines classroom instruction, hands-on activities and observations of children in group care and it provides opportunities to apply theories of cognitive development and learning styles to the design, development, implementation and modification of differing instructional approaches based upon children's individual cognitive development and learning styles. (Summer, Fall)

CD 2183 LANGUAGE AND SOCIAL SKILLS FOR CHILDREN

This course explores methods of skill development in encouraging children's language and social development. Emphasis will be on 1) developing an understanding of emergent literacy theories and practices, 2) learning how to encourage classroom environments that foster positive dispositions toward literacy and 3) learning the processes and strategies for fostering young children's writing skills, reading skills and second language acquisition skills. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

CD 2203 PROGRAM PLANNING AND EVALUATION IN CHILD DEVELOPMENT

This course provides the opportunity to plan, implement and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. Content will cover how to create, evaluate and select developmentally appropriate materials, equipment and environments that support children's learning. The course will also focus on the design, implementation and evaluation of programs that address the importance of a multicultural approach to early childhood education. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

CD 2223 PROFESSIONALISM IN CHILD DEVELOPMENT

This course prepares students to become early childhood professionals who reflect on their practices, articulate a philosophy and rationale for decisions and continually self-assess and evaluate the effects of their choices and actions on others. Content will explore the early childhood profession and its multiple historical, philosophical and social foundations, including how these foundations influence current thought and practice. Opportunities will be provided to demonstrate a knowledge of and commitment to the profession's code of ethical conduct and the importance of seeking out opportunities to grow professionally by locating and using appropriate professional literature, organizations, resources and experiences to inform and improve their practice. (Fall)

CD 2233 ASSESSMENT & EVALUATION OF CHILD GROWTH & DEVELOPMENT

This course covers the use of informal and formal assessment strategies to plan an individual curriculum and teaching practices based on each child's growth and development. Emphasis will be on how to observe, record and assess young children's development and learning and how to engage children in self-assessment for the purpose of planning appropriate programs, environments and interactions and adapting for individual differences. Also covered will be how to develop and use authentic, performance-based assessments of children's growth and development to assist in planning and to communicate with children and parents. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

COLLEGE SUCCESS

COL 1111 COLLEGE SUCCESS

College Success is a recommended course for all incoming freshman and required for most degrees. It supplies students with information about campus services and activities, possible career options, and successful college behaviors. The course also provides the student with ongoing contact with a campus representative to offer support and problem-solving assistance.

COMMUNICATIONS

COM 1113 INTRODUCTION TO COMMUNICATIONS

This course is concerned with the improvement of skills in four areas of communication—listening, speaking, reading and writing. Interpersonal and small group communication is also stressed.

COM 1213 AMERICAN SIGN LANGUAGE I

This is a beginning course designed to develop the receptive and expressive manual communication skills used primarily by American-born persons who are deaf. Emphasis is on acquiring elementary conversational skills through targeted grammar, syntax and vocabulary. The importance of nonverbal factors is incorporated through the use of gestures, pantomime, body language and eye training. 2 semester credit hours lecture; 1 semester credit hour

COM 2001-3 COMMUNICATIONS SEMINAR

This course is a study of selected topics in communications and other aspects of the communicative arts.

COM 2113 AMERICAN SIGN LANGUAGE II

Prerequisite: COM 1213 American Sign Language I This course is a continuation of American Sign Language I, with an emphasis on acquiring greater elementary conversational skills through an increase of targeted grammar, syntax and vocabulary. Expanded emphasis is on expressive skills to begin the development of sign language fluency. Completion of COM 1213 American Sign Language I and COM 2113 American Sign Language II should prepare pre-education majors to meet the State foreign language requirement. 2 semester credit hours lecture; 1 semester credit hour lab.

COMPUTER SCIENCE

CMSC 1223 BUSINESS APPLICATIONS SOFTWARE

This is an introductory, hands-on course providing computer and software experience using the current version of the Microsoft Windows operating system, Internet Explorer and Microsoft Office Professional software which includes MS Word (word processing), MS Excel (spreadsheets), MS PowerPoint (presentations) and MS Access (databases). This course fulfills the Redlands Community College computer literacy requirement. (Spring, Summer, Fall)

CMSC 2001-4 COMPUTER SCIENCE SEMINAR

This course is a study of selected topics in computer science.

CRIMINAL JUSTICE

CJ 1113 INTRODUCTION TO CRIMINAL JUSTICE

This course is an overview of the agencies and processes involved in the administration of justice to those accused and convicted of violating the criminal law. Agency problems and due process issues related to law enforcement, prosecution, adjudication, sentencing and confinement of offenders are discussed. (Spring, Fall)

CJ 1223 INTRODUCTION TO LAW ENFORCEMENT

This course is a description and analysis of law enforcement history and current practice. The complex role of American police agents at all levels of government, models of police service, critical issues affecting law enforcement practice and the progress toward professionalism are emphasized. (Spring)

CJ 1243 TRAFFIC INVESTIGATION AND ENFORCEMENT

Prerequisite: CJ 2313 Criminal Law or CJ 2443 Criminal Law and Procedure

Recommendation: Completion of CJ 1223 Introduction to Law Enforcement is helpful.

This course is an in-depth description of police responsibility in traffic control, organization of traffic duties and accident investigation and reports. The course includes a discussion of safety precaution and procedures and an introduction to procedures for reports including DUI reporting. (Fall)

CJ 1253 AMERICAN CORRECTIONS SYSTEM

This course is a description and analysis of the history of correctional thought and practice, the agencies and personnel responsible for carrying out criminal sentences and the rights and restrictions which apply to criminal offenders. (Fall)

CJ 1313 PATROL PROCEDURES

Prerequisite: CJ 2313 Criminal Law or CJ 2443 Criminal Law and Procedure

This course is an in-depth description of police responsibility in patrol functions and concepts, routine patrol duties, citizen contacts and response to police calls. The course includes an in-depth discussion of misdemeanor and felony traffic stops, patrol techniques, mechanics of arrest, officer survival and other patrol occurrences. (Summer)

CJ 2001-4 CRIMINAL JUSTICE SEMINAR

This course presents studies in selected topics of criminal justice.

CJ 2043 REPORT WRITING

Prerequisite: ENGL 1113 English comp I; CJ 2343 criminal investigation

This course focuses on the skills necessary for job-related and academic writing skills in law enforcement and criminal justice. Emphasis is placed upon writing narrative reports for incidents and fatality and non-fatality traffic accidents, search warrant affidavits and returns, memos, letters, short reports, proposals, resumes and research papers. Writing assignments will be based upon work-related scenarios relevant to law enforcement. (Spring)

CJ 2053 ORGANIZED CRIME AND GANGS

Understanding Organized Crime provides a comprehensive introduction to the subject of organized crime. This course covers the complex and controversial issues associated with organized crime. Topics covered include the various definitions of organized crime, why it continues to exist, how it has evolved throughout history and different types of organized crime factions. Students will learn about organized crime and how law-enforcement practitioners today are counteracting these prevailing criminal organizations. (Spring)

CJ 2063 UNDERSTANDING VIOLENCE AND VICTIMIZATION

Understanding Violence and Victimization, explores selected types of violence and examines the causes and responses to such victimization. It addresses topics such as domestic violence, stranger violence, workplace

violence, school violence, criminal justice violence and the violence of terrorism. (Fall)

CJ 2073 DRUGS AND SOCIETY

This course offers an interdisciplinary, comprehensive survey of all aspects of the drug and alcohol abuse issue, including the impact of drugs on our society; their history and the pharmacological impact of drugs on the body; drug policy implications; the criminal justice system response; the effects, treatment and prevention of abuse; theories of use; the drug business; and drug law enforcement. (Fall)

CJ 2083 SERIAL KILLERS

This course provides the students with a model of the crime scene actions of serial murderers based on information available. The course also gives an overview of the related scientific knowledge, introduces methods to classify the serial predator and presents a classification model of serial murderers and their crime scene behaviors based on empirical and repeatable studies, the course will discuss advances in the areas of police investigations, etiology and treatment possible. (Fall)

CJ 2093 INTRODUCTION TO TERRORISM

Introduction to Terrorism will provide students with a working knowledge of people, ideas, organizations and current issues in the field. This course covers the historical and contemporary issues relating to terrorism. (Spring)

CJ 2101-4 PRACTICUM IN CRIMINAL JUSTICE

This course provides an opportunity to gain practical experience in a criminal justice setting. (Spring)

CJ 2201-4 SPECIFIC PROBLEMS IN CRIMINAL JUSTICE

This course presents selected studies of current social problems in criminal justice.

CJ 2313 CRIMINAL LAW

This course is a study of the nature of criminal law, its philosophical and historical development, the definition and elements of major offenses in the criminal codes of all levels of government and the penalties which attach to those convicted of committing crimes. Oklahoma statutes are used as illustrations. (Fall)

CJ 2333 POLICE ORGANIZATION AND MANAGEMENT

This course is a description of the principles of organization, leadership and management as applied to law enforcement agencies and personnel at all levels of government. The role of agency executives and major

issues affecting personnel administration are discussed. (Spring)

CJ 2343 CRIMINAL INVESTIGATION

Prerequisites: CJ 2313 Criminal Law or CJ 2443 Criminal Law and Procedures.

This course is an examination of investigative fundamentals and principles which apply to crime scene processing, case building and preparation and case presentation in court. Emphasis is given to case investigation models, developing leads, theory building, conceptual approaches to the investigative mandate and information processing and reporting. (Spring)

CJ 2353 THE ADMINISTRATION OF CORRECTIONAL INSTITUTIONS

This course is a study of the organization, management and leadership of institutions which confine offenders. The course includes discussion of short-term detention facilities, jails, prisons, personnel issues, staff-inmate relations and the future directions of institutional design and administration. (Spring)

CJ 2363 ENVIRONMENTAL SECURITY PROCEDURES

This course is designed to assist in gaining an in-depth knowledge of Environmental Security Procedures in a prison setting. Environmental Security Procedures is essential for the health, safety and welfare of the inmate, the correctional officer and the general public. This course includes the five types of emergencies that can occur in a correctional facility, the reasons for the “games” inmates play and how to effectively transport an inmate outside the security of the facility.

CJ 2433 COMMUNITY AND CULTURAL DIVERSITY

This course is an examination of the conflict, both historical and current, which prevents criminal justice agencies and various communities from forming lasting partnerships directed toward the control of crime and peaceful relations. New approaches to criminal justice, interpersonal relations and the role of the media in dramatizing racial and ethical differences are discussed. (Spring)

CJ 2443 CRIMINAL LAW AND PROCEDURE

This course is a study of the rules and case laws which define the legal methods for conducting arrests and searches, using force, conducting trials, introducing evidence, assigning legal counsel and supervising offenders in the community and institutions. (Spring)

CJ 2451 CUSTODY AND CONTROL

Corequisite: CJ 2461 Defensive Driving and CJ 2471 Firearms

Prerequisite: Approval of the Instructor

This course instructs students in the necessary attitudes, knowledge and psychomotor skills in the area of weaponless (open hand) subject control, intermediate range weapons use and self-defense techniques. The course also instructs students in how to negate or minimize the use of excessive and unnecessary deadly force to meet legal review. It covers the need and use of verbal commands in the law enforcement environment.

CJ 2453 PROBATION, PAROLE AND COMMUNITY TREATMENT

This course is an examination of the most common and the new methods of supervising offenders in the community. The structure, management and personnel of probation, parole, and other correctional services, as well as innovative approaches to working with offenders such as house arrest, electronic monitoring, and intensive supervision, are discussed. (Fall)

CJ 2461 DEFENSIVE DRIVING

Corequisite: CJ 2451 Custody and Control and CJ 2471 Firearms

Prerequisite: Approval of the Instructor

This course is an overview of the legal aspects of law enforcement driving. Instruction in the skills of desirable law enforcement driving behavior is covered both in theory and application.

CJ 2471 FIREARMS

Corequisite: CJ 2451 Custody and Control and CJ 2461 Defensive Driving

Prerequisite: Approval of the Instructor

This course provides knowledge and understanding of the procedures for safety and legal handling of firearms. It also emphasizes the mechanical functions and basic maintenance procedures of service revolvers. Instruction in the basics of marksmanship, with emphasis placed on the mental process involved in various shoot/don't shoot situations, is covered both in theory and application.

**EARLY CHILDHOOD CENTER
MANAGEMENT**

ECM 2123 EARLY CHILDHOOD CENTER FINANCIAL PLANNING & MANAGEMENT

This course is designed to provide practical experience in designing and managing a financial plan and budget, as well as guidelines and tools for complying with or amending a budget. Content covered will include

examination of budget categories, analysis of the expenditure and income sides of the budget, exploration of basic budgetary terms and tools, examination of the benefits of a financial plan and analysis of personal financial planning and management skills and habits and how these skills and habits could impact the manner in which the professional would manage an early childhood center. Also included will be the development of an early childhood center business plan. (Spring)

ECM 2133 EARLY CHILDHOOD CENTER PERSONNEL DEVELOPMENT AND MANAGEMENT

This course is designed to study the principles, procedures and organizational techniques currently utilized by business in the development and management of personnel. It includes a study of current developments within the general field of personnel development and management, including employment practices, employee assessment and evaluation, orientation, training programs, related federal and state legislation, regulations and orders, workforce diversity, employee and employer/management relations and compensation management.

ECONOMICS

ECON 1353 PERSONAL FINANCE

This course is a study of economic and personal goals including personal budgeting, credit buying, borrowing money, banking facilities, the nature of investments, life insurance, casualty insurance, medical insurance, home ownership, stocks and bonds and retirement plans. (Spring, Fall)

ECON 2001-4 SEMINAR IN ECONOMICS

This course is a study of selected topics in economics.

ECON 2193 PRINCIPLES OF MACROECONOMICS

This is a fundamental course in economic principles as they relate to supply, demand and the market system. Emphasis is given to national economic issues such as national income, economic growth and development, economic fluctuations, fiscal policy and monetary policy. Global economics subjects include balance of payments and the foreign exchange market. (Spring, Fall)

ECON 2203 PRINCIPLES OF MICROECONOMICS

This is a fundamental course in economic principles as they relate to supply, demand and the market system. Concepts covering consumer choice, distribution of income and resource markets are presented. Emphasis is given to production, cost and pricing relationships of the

basic market structures. Global economic subjects include trade policies and trade agreements. (Spring, Summer, Fall)

EMERGENCY MEDICAL TECHNOLOGY

EMT 1118 EMT BASIC (EMT)

Pre-requisites: The student be 18 years of age by no more than 90 days after the specified ending date of the course. This is the second level within the National (EMS) Education Standards, and this course is designed to provide the basic techniques of emergency prehospital care, preparing the student for State licensure by examination as an EMT. The course covers all emergency medical techniques that conform to the National Scope of Practice for EMT in the State of Oklahoma, in accordance with the National EMS Education Standards. The course is also the primary prerequisite to be eligible for the Advanced EMT (AEMT) course and the Paramedic Program. It consists of a minimum of 212 hours of classroom and lab instruction and 48 clinical hours in a supervised clinical setting. (Spring, Summer, Fall)

EMT 1129 ADVANCED EMT (AEMT)

Pre-requisites: EMT 1118 Emergency Medical Technician.

This course is designed for those who have successfully completed EMT. It is the third level within the National EMS Education Standards. The course includes a minimum of 256 hours of classroom and lab instruction and 140 supervised clinical hours in a variety of EMS and hospital settings. Content covers advanced airway management with direct laryngoscopy endotracheal intubation, indirect intubation with blind insertion devices/tubes, and oxygen therapy. The student will also learn the use and administration intravenous therapy and fluid therapy as well as the administration of some pharmacologic therapy. These advanced procedures and therapies supplement and enhance the knowledge and skills previously learned as an EMT. (Spring, Summer, Fall)

ENGLISH

ENGL 0013 FUNDAMENTALS OF READING AND WRITING

This course is offered to give students an opportunity to improve their basic reading and writing skills through a curriculum of vocabulary and comprehension and rules of grammar and organization. Assignments will focus on application of reading and writing skills for the college

classroom as well as practical life environments. *Students must earn a letter grade of a "C" or higher to continue the English course sequence.*

ENGL 0023 COLLEGE READING AND WRITING

Co-Requisite: ENGL 1113 English Composition I

This course assists students in developing reading and writing strategies that will benefit them for success in future college classes in their chosen academic programs. Emphasis will be placed on the importance of developing listening, reading, and writing skills. Students will focus on the foundational building blocks of reading and writing to enhance their success in the co-requisite English Composition I experience.

ENGL 1101 LIBRARY AND INTERNET RESEARCH SKILLS

Using a combination of class discussion and focused small-group activities, students will gain experience and confidence in their ability to research a topic and find appropriate resources. This course will focus not only on library research, but also Internet research, since that is where the majority of people get their information today. (Spring, Fall)

ENGL 1113 ENGLISH COMPOSITION I

This course focuses on the skills necessary to compose written communication that is logical, appropriate and effective. Emphasis is on careful organization and the development of the multi-paragraph expository essay. Students in this course will write a research paper using the Modern Language Association (MLA) style manual. (Spring, Summer, Fall)

ENGL 1213 ENGLISH COMPOSITION II

Prerequisite: ENGL 1113 English Composition I

This course is a continuation of English Composition I. Students will reinforce and extend their abilities to write correctly and effectively. Emphasis will be placed on research writing using rhetorical strategies and stylistic techniques. Students will gain practice in research, logic, argumentation and documentation through writing multiple research papers. MLA will be the preferred documentation style for composition papers, but other documentation styles will be discussed. (Spring, Summer, Fall)

ENGL 2001-3 ENGLISH SEMINAR

This course is a study of selected topics in English.

ENGL 2033 TECHNICAL WRITING AND PROFESSIONAL REPORT WRITING

Prerequisite: ENGL 1113 English Composition I

This course offers practice in organizing and structuring ideas in a professional style for such business correspondence as letters, memorandums, job applications, resumes and proposals. Emphasis will be placed on writing technical and professional reports which are clear, concise and accurate. Experience in designing and incorporating figures, graphs, tables and charts in reports will be included.

ENGL 2413 INTRODUCTION TO LITERATURE

Prerequisite: ENGL 1113 English Composition I

This course reviews the major types of literature: short stories, poetry, drama, essays and biographies. Representative selections are read, discussed and analyzed with consideration for themes, mood, style, tone, language and other related characteristics. It introduces literary criticism and a study of authors in relation to their writings. (Fall)

ENGL 2423 INTRODUCTION TO FICTION

Prerequisite: ENGL 1113 English Composition I

This course develops a basis for the interpretation, evaluation and appreciation of fiction, particularly the novel and short story. Representative sections are read, discussed and analyzed, with consideration for themes, mood, characterization, style, tone, language and other related characteristics. It introduces literary criticism.

ENGL 2433 AMERICAN LITERATURE I

Prerequisite: ENGL 1113 English Composition I

This course is designed to develop and enhance skills in literary interpretation. Reading selections include short stories, poetry, drama, biographies and essays.

ENGL 2443 AMERICAN LITERATURE II

Prerequisite: ENGL 1113 English Composition I

This course is designed to increase the ability to discern literary techniques in the various genres and to use this knowledge as a basis for interpreting literature. Reading selections include examples from each of the five genres.

ENGL 2453 INTRODUCTION TO POETRY

Prerequisite: ENGL 1113 English Composition I

This course is a study of poetry as literary art with emphasis on understanding, recognizing and appreciating poetic techniques and forms and the rhetoric of verse. Representative works are read, discussed and analyzed with emphasis on theme, structure and language. (Summer)

ENOLOGY

ENO 1103 INTRODUCTION TO WINE MICROORGANISMS

This course is an introduction to the variety of microorganisms frequently encountered in the wine making process both beneficial and harmful. Topics include identification, physiology, morphology, and biochemistry of various wine microorganisms. (Spring, Fall)

ENO 1463 INTRODUCTION TO ENOLOGY

This is a course based on the fundamentals of the science and technology of winemaking. Introduction to Enology targets the home winemaker and those interested in exploring winemaking as a career, either as a cellar worker or as a new winery owner. During this course, students will build a basic understanding of winemaking, including making wine from a kit. This course is part of VESTA's viticulture and enology program with emphasis on the practical aspects of winemaking. (Spring, Fall)

ENO 2101-2104 ENOLOGY PRACTICUM

The Winery Practicum is designed to give students the opportunity to work in an established vineyard and interact with a qualified mentor. (Spring, Fall)

ENO 2123 ANALYSIS OF MUST AND WINE

Prerequisites: ENO 1113 Introduction to Enology and ENO 2112 Intermediate Enology

Principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands-on experiences at participating wineries. (Spring, Fall)

ENO 2462 INTERMEDIATE ENOLOGY

Prerequisite: ENO 1463 or permission

This course in the science and technology of winemaking is intended for the experienced intermediate winemaker, the winery employee interested in career development, or the advanced home winemaker that is seeking new challenges. Basic organic chemistry, microbiology, and some mathematics familiarity are recommended. (Fall)

ENO 2663 SENSORY EVALUATION

Prerequisite: ENO 1463 or permission

This is a course intended for those individuals who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in

reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who by the nature of their profession need to discern flavors and establish tasting benchmarks. Students will utilize sensory kits and workshops to further their sensory evaluation skills and techniques. Students must be 21. (Spring, Fall)

EQUINE SCIENCE

EQSC 1013 INTRODUCTION TO EQUINE ASSISTED ACTIVITIES AND THERAPY

This course is an overview of and orientation to EAAT (equine-assisted activities and therapy) and serves as an introduction to therapy horse characteristics, basic concepts of instructor criteria and the characteristics of therapy participants. 3 hours credit (Fall Only)

EQSC 1133 EQUINE HANDLING AND CARE

Course familiarizes students with different aspects of equine management through a practical and hands-on approach. Topics include selection, fit and care of English and Western tack, bits, grooming, clipping, wound care, safe bandaging techniques, equine behavior and equine transportation. Students will have hands-on experience. 2 hours lecture credit; 1 hour lab credit. (Fall)

EQSC 1143 EQUINE SELECTION AND EVALUATION

This course covers topics related to the evaluation and selection of horses for use in therapeutic and non-therapeutic programs. (Spring)

EQSC 1153 EQUINE EQUIPMENT AND FACILITIES MANAGEMENT

Operation of equine equipment and maintenance of equine facilities, to include tack, trailers, buildings and fences. Development of the essential skills and technical information needed to manage and supervise equine facilities and equipment. 2 hours lecture credit; 1 hour lab credit. (Spring)

EQSC 1213 HORSEMANSHIP

This course presents the fundamentals of basic riding skills – Western and English – and the adjustment of equipment. 1 hour lecture credit; 2 hours lab credit. (Fall)

EQSC 2213 PRINCIPLES OF THERAPEUTIC RIDING INSTRUCTION

Principles and theory of teaching therapeutic riding, including special considerations of teaching in a therapeutic environment and methods of instruction for individuals with a variety of disabilities. To include

observing, assisting and practice-teaching. 1 hour lecture credit; 2 hours lab credit. (Spring)

EQSC 2223 EQUINE NUTRITION AND HEALTH

This course covers the basics of equine nutrition and principles of feeding. The students will apply guidelines for feeding horses based on use. Students will be able to identify diseases and parasites affecting horses and apply preventative measures. Students will develop and maintain health records. Students will have hands-on experience and take on feeding and health care responsibilities. (Fall)

EQSC 2304 EQUINE INTERNSHIP

This course is designed to enhance students' classroom experience. The internship will provide opportunities to gain further insight of a riding program or a therapeutic riding center and is designed to prepare students for instructor certification. 4 hours credit (Spring Only)

GEOGRAPHY

GEG 2243 HUMAN GEOGRAPHY

This is a basic course covering the human race's relationship to its environment. The course explores areas such as cultural comparisons of resource utilization, differences in levels of economic development and environmental influences on cultural development. (Fall)

GEG 2253 WORLD REGIONAL GEOGRAPHY

This is a basic course covering the relationship of the human to the environment. This course explores areas such as cultural comparisons of resource utilization, differences in levels of economic development and physical and environmental influences on cultural development. (Spring)

GEOLOGY

GEOL 1053 EARTH SCIENCE

This is a survey course of geology, which includes the study of geologic forces in the earth such as volcanism, earthquakes, plate tectonics, mountain building, gravitation, weathering, erosion, sedimentation, groundwater, glaciation, ocean events and fossilization. The course presents the composition of the earth's interior with concentration on the crust and techniques of reading the geologic history from Precambrian eras to present through the story told by the three basic types of rocks, how they form and where they are found in relation to one another. This course will satisfy the lecture-only physical science requirement for graduation and is not intended for

health or science majors. 3 hours lecture credit. (Spring, Summer, Fall)

GEOL 1054 PHYSICAL GEOLOGY WITH LAB

This is a beginning course in geology, which includes the study of topographic maps, rocks and minerals, geological process and agents, landforms, weathering, running water, ground water, glaciers, gravity and volcanism. The course includes a hands-on study of the properties of minerals and rocks, how to read maps-topographic and geologic and some interpretation of geologic formation. This course will satisfy the physical science requirement for graduation. 3 hours lecture credit, 1 hour lab credit. (Spring, Fall)

HEALTH, PHYSICAL EDUCATION, & RECREATION

HPER 1191 SPORTS PARTICIPATION

This course offers competition in basketball, baseball and volleyball. It may be repeated for a maximum of four credit hours in each sport. Each enrollment will specify the sport in which the student is engaged. (Spring, Fall)

HPER 1201 SUPER CIRCUIT

Super Circuit is a self-paced course designed for each student to learn to use weight machines in an aerobic manner. Implementation of the use of weight machines with aerobic stations presents an opportunity to gain optimal level of physical fitness. (Spring, Fall)

HPER 1241 BODY BUILDING FOR WOMEN

Body Building means more than just lifting weights. It means knowing how to shape and contour the body along with staying physically fit. This course is designed for female students to have individual programs for their optimal level of fitness. (Fall)

HPER 1243 INTRODUCTION TO ATHLETIC TRAINING

This course is an introduction to methods of prevention and immediate care of athletic injuries. It covers basic information concerning the health and well-being of athletes. (Spring)

HPER 1252 ORIENTATION TO EXERCISE SCIENCE

An orientation to exercise science will be given by exploring the various sub-disciplines of motor behavior, biomechanics, exercise physiology, exercise psychology, pedagogy, and sport. It will also offer a look at career opportunities in the field of exercise science, along with philosophy, goals, and issues of health and physical activity in our society. (Fall)

HPER 1302 INTRODUCTION TO PHYSICAL EDUCATION

This course is designed as an introduction to the profession of physical education. It includes a brief history, the philosophy and modern trends of physical education, teacher qualifications, vocational opportunities, expected competencies and skills testing. (Spring, Fall)

HPER 1312 FOUNDATIONS OF RECREATION

This course is designed to develop knowledge, understanding and skills in the basic outdoor recreation activities in the community setting.

HPER 1322 PERSONAL HEALTH

This course is a study of the principles from natural, biological, social and behavioral sciences as they may be applied to healthful living. It emphasizes knowledge, attitudes and practices related to self-direction of healthy behavior. (Spring, Summer, Fall)

HPER 1512 THEORY OF BASKETBALL

This course is designed to teach the fundamental skills, techniques and concepts of the game for the athlete or prospective coach. (Fall)

HPER 1532 THEORY OF BASEBALL

This course is designed to teach the fundamental skills, techniques and concepts of the game for the athlete or prospective coach. (Fall)

HPER 1553 LIFETIME FITNESS AND MANAGEMENT

This course is designed to assist in developing and enhancing health and physical fitness. Fitness activity and wellness will be studied in order to assist in the development of regular exercise, stress management and proper nutrition. This course meets the institutional physical education requirement. (Spring, Fall)

HPER 1601 ATHLETIC/PERSONAL TRAINING PRACTICUM I

This practicum provides student athletic and personal trainers basic knowledge dealing with ranges of motion, planes of the body and terminology needed to effectively work in a training room setting. (Spring, Fall)

HPER 2001-4 PHYSICAL EDUCATION SEMINAR

This course is a study of special subjects or problems in physical education. (Fall)

HPER 2103 EXERCISE TESTING AND PRESCRIPTION

This course covers knowledge of anatomy and physiology as it relates to exercise testing and prescription of

exercise. Students will learn to administer and interpret screening methodologies as a prerequisite to exercise testing and prescription of exercise. Students will learn to interpret the results of testing and prescribe the appropriate exercise. The course will also exercise protocols for special needs individuals. (Spring)

HPER 2302 COACHING ATHLETICS

This is a course of study in the coaching of the major sports to emphasize this phase of physical education. Methods of coaching are studied through lectures, demonstrations, practice and assigned readings. (Spring)

HPER 2312 FIRST AID

This is a knowledge-based course designed to instruct a student in the emergency care of injuries and sudden illness. Students will be introduced to basic human anatomy and physiology as related to injuries in order to understand how body systems react to injury. Various first aid treatment options will be presented to help students understand why certain treatments are better than others. Prospective coaches, athletic trainers and personal trainers will be presented with knowledge that will help prepare them for periodic skills-based certification coursework. (Spring)

HPER 2343 CARE AND PREVENTION OF ATHLETIC INJURIES

This course will give a general knowledge toward injury prevention and immediate care for the most common sports injuries. Basic foundations are also provided in more specific areas of rehabilitation. (Fall)

HPER 2593 PROTECTIVE TECHNIQUES IN ATHLETIC TRAINING

This course is designed for the student pursuing a career as an Athletic Trainer, for a coach whose school does not have access to athletic training services or for an individual pursuing a career in sport medicine. This course will allow students to develop a basic understanding of the principles of supportive taping and wrapping and custom pad development for the prevention of athletic injuries. (Spring)

HPER 2601 ATHLETIC TRAINING LEVEL 2

Prerequisite: HPER 1243 Introduction to Athletic Injuries or HPER 1601 Athletic/Personal Training Practicum I
This practicum provides student athletic trainers an understanding of the proper management of serious injuries. Students will get hands-on application of experience on the proper use of ambulatory aid, care for cervical spine injuries and proper neurological assessment of concussions. (Spring, Fall)

HPER 2611 PERSONAL TRAINING PRACTICUM II
 Prerequisite: HPER 2103 Exercise Testing and Prescription and HPER 1601 Athletic/Personal Training Practicum I

This practicum provides student personal trainers with a clinical setting on the RCC campus. Students will get hands-on application experience in health appraisals and assessments, development and implementation of cardiovascular and strength training programs, reassessment tests including cardio-respiratory fitness, body composition, muscular fitness, flexibility and lower back function. (Fall)

HPER 2623 PERSONAL TRAINER CERTIFICATION COURSE

Prerequisites: ZOOL 2134 Anatomy with Lab; ZOOL 2144 Physiology with Lab; HPER 2103 Exercise Testing and Prescription; and AHS2013 Nutrition

The course is designed to bridge the gap between clinical exercise science related course work and the practical application skills of personal training. Learn how to properly screen and evaluate clients for safe participation in an exercise program, design and implement exercise prescriptions for multiple populations and goal attainment and apply the principles of exercise in a personal training environment. A Personal Training Certification is available through the National Council for Strength and Fitness upon successful completion of the course. (Spring, Fall)

HPER 2651 ATHLETIC TRAINING LEVEL 3

Prerequisite: HPER 2343 Care and Prevention of Athletic Injuries and HPER 2601 Athletic Training Level 2

This practicum provides student athletic trainers with a clinical setting on the RCC campus. Students will get hands-on application experience to aid in the prevention of athletic injuries, to recognize and care for those that occur, to refer to the appropriate medical specialist and work for complete recovery through rehabilitation, so that RCC athletes may return to full participation as safely and quickly as possible. The practicum takes place over a semester period. During the semester the student will work in the RCC athletic training room and with the athletic teams. (Spring, Fall)

HPER 2661 PERSONAL TRAINING PRACTICUM III

Prerequisite: HPER 2343 Care and Prevention of Athletic Injuries and HPER 2611 Personal Training Practicum II

This practicum provides student personal trainers with a clinical setting in collaboration with selected facilities and programs in the area. Students will be placed under the

supervision of qualified professionals in the fitness field to observe and expand their practical and professional knowledge. This invaluable field experience provides exposure to a variety of areas that use personal trainers. Learning opportunities may include working with a Physical Therapist, Commercial Gym Personal Trainer, Corporate Gym Personal Trainer, Hospital Wellness Program, Public School Recreation Department or Private Personal Trainers. (Spring, Fall)

HISTORY

HIST 1483 UNITED STATES HISTORY TO 1877

This course is a general survey of U.S. history from its pre-colonial origins to the end of the Reconstruction Era, with emphasis upon national political, diplomatic, economic, constitutional, social and intellectual developments. (Spring, Fall)

HIST 1493 UNITED STATES HISTORY, 1877 TO PRESENT

This course is a general survey of U.S. history from the end of the Reconstruction Era to the present day with emphasis upon national political, diplomatic, economic, constitutional, social and intellectual developments. (Spring, Summer, Fall)

HIST 2001-3 HISTORY SEMINAR

Prerequisite: Approval of the instructor. This course presents studies in selected topics in history which develop capabilities in historical analysis and creative expression.

HIST 2123 WESTERN CIVILIZATION, ORIGINS TO 1500

This course is an introductory survey of the history of Europe and the Middle East from ancient civilizations to the Renaissance. The course examines the social, cultural, intellectual, religious, political, and economic developments in civilization prior to 1500. (Fall)

HIST 2133 WESTERN CIVILIZATION, 1500 TO PRESENT

This course is an introductory survey of the history of Europe, the Middle East, and the Americas from the Reformation to the present. The course examines the social, cultural, intellectual, religious, political, and economic developments since 1500. (Spring)

HUMANITIES

HUM 2001-3 HUMANITIES SEMINAR

This course is a study of selected topics in humanities.

HUM 2113 GENERAL HUMANITIES I

Prerequisite: ENGL 1113 English Composition I

This course is a study of significant ideas, discoveries and creative achievements of humanity in the areas of art, music, literature, science, philosophy, religion, industry, technology, ethics, government and law from pre-history through the Renaissance. (Spring, Fall)

HUM 2173 BELIEFS AND BELIEVERS

This course takes a comprehensive look at the nature and function of the religions and secular beliefs that comprise the major world views, including Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, Islam and other belief systems that are outside the scope of mainstream religious institutions. (Spring)

HUM 2223 GENERAL HUMANITIES II

Prerequisite: ENGL 1113 English Composition I

This course is a study of significant ideas, discoveries and creative achievements of humanity in the areas of art, music, literature, science, philosophy, religion, industry, technology, ethics, government and law from the Renaissance through the present. (Spring)

HUM 2233 HUMANITIES THROUGH THE ARTS

This course provides a survey of the humanities through art, music, literature and other artistic forms which illustrate the relationships among the arts and the major concerns of humankind. This course covers Classical Greece to the present.

HUM 2243 FILM AS LITERATURE

Film Studies is designed to introduce the students to the aesthetics of film, including how a film is created, how an entire film functions, how to analyze a film critically and how film art has changed throughout history. Students will learn the basics of film form and technique and will apply these principles to films screened in class. (Spring, Fall)

MANAGEMENT

MGMT 2001-4 CAREER EDUCATION SEMINAR

This course is a study of selected topics related to experiential education and career awareness.

MGMT 2033 PRINCIPLES OF MANAGEMENT

This course is designed to present the basic principles of management such as planning, decision making, organizing, staffing, communicating, motivating, leading and controlling. Concepts of management apply to both profit and non-profit organizations. (Spring)

MGMT 2103 OCCUPATIONAL/TECHNICAL INTERNSHIP

This course is a directed internship experience in an organization at a level requiring specific duties and responsibilities related to the student's program of study. It is designed to integrate on-campus classroom study with practical hands-on work experience in the student's major field of study. A student must meet all of the requirements for internship participation including completion of at least 25 credit hours of course work before enrollment with a 2.0 GPA or higher. During the semester of internship, the student is required to provide evidence of an hour log, objectives, and a portfolio outlining internship/work experience. (Spring)

MGMT 2143 BUSINESS LEADERSHIP

This course is designed to integrate on-campus classroom study with practical hands-on business leadership and professional development opportunities. The student will establish leadership goals in the areas of business leadership, professional development, ethical and diversity responsibilities, problem-solving and community service. The student is required to provide evidence of these goals and their accomplishment by assembling a Business Leadership portfolio. The student will be required to participate in activities in four leadership environments: business, civic/community, educational and social. (Fall)

MARKETING

MRKT 2323 PRINCIPLES OF MARKETING

This course is designed to cover a systems approach to marketing in both profit and non-profit organizations. Topics include planning and forecasting, market segmentation, social responsibility, consumerism, evaluation of consumer behavior and marketing strategies related to introduction and prolonging of product life cycles, classification of consumer and industrial goods and services, pricing, promotion and distribution channels. (Fall)

MATHEMATICS

MATH 0011 BASIC MATH REVIEW

This course presents fundamental operations on integers, common fractions, decimals, and percents and their applications.

MATH 0153 MATH PREP I

Prerequisite: score on placement exam indicating a need for developmental mathematics.

Math Prep is a sequence of courses for TRIO Student Support Services' students which is mastery-based and is designed to prepare students for College Algebra. The first level of topics for math prep includes: Fundamental operations on integers, decimals, fractions, and percentages; geometry, data analysis, and application problems. A second level of topics includes: real numbers, order of operations, algebraic expressions, linear equations, inequalities, graphing, polynomials, and factoring. The third level of topics include: rational expressions and equations, systems of equations, quadratic equations and graphs, radical expressions and equations, and an introduction to functions. The minimum requirement for successful course completion of Math Prep I is level one topics. This course is individualized and does provide opportunity for students to complete more than one level of topics during a semester course. Course instruction is supplemented with a web-based learning system. ***You must be an AIMS student in order to enroll in this class.*** (Spring, Summer, Fall)

MATH 0163 MATH PREP II

Prerequisite: Successful completion of Math Prep I

Math Prep is a sequence of courses for TRIO Student Support Services' students which is mastery-based and is designed to prepare students for College Algebra. Math Prep II focuses on level two and level three topics. Level two topics includes: real numbers, order of operations, algebraic expressions, linear equations, inequalities, graphing, polynomials, and factoring. The third level of topics include: rational expressions and equations, systems of equations, quadratic equations and graphs, radical expressions and equations, and an introduction to functions. The minimum requirement for successful course completion of Math Prep II is level two topics. This course is individualized and does provide opportunity for students to complete more than one level of topics during a semester course. Course instruction is supplemented with a web-based learning system. ***You must be an AIMS student in order to enroll in this class.*** (Spring, Summer, Fall)

MATH 0173 MATH PREP III

Successful completion of Math Prep II

Math Prep is a sequence of courses for TRIO Student Support Services' students which is mastery-based and is designed to prepare students for College Algebra. Math Prep III focuses on the level three topics: rational expressions and equations, systems of equations, quadratic equations and graphs, radical expressions and equations, and an introduction to functions. The minimum requirement for successful course completion of Math Prep III is level three topics. This course is individualized, and course instruction is supplemented with a web-based learning system. ***You must be an AIMS student in order to enroll in this class.*** (Spring, Summer, Fall)

MATH 0234 FOUNDATIONS OF MATHEMATICAL REASONING

This course surveys a variety of mathematical topics needed to prepare students for college-level statistics, quantitative reasoning or STEM path algebraic reasoning course. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. Any student with an ACT math score < 19 is required to take the math placement exam.

MATH 0512 COLLEGE ALGEBRA REVIEW

Prerequisite: MATH 0234 Foundations of Mathematical Reasoning with a grade of "C" or higher, or appropriate course placement score.

Co-requisite: MATH 1513 College Algebra

This course covers the same topics as traditional College Algebra, but in an expanded time format. This allows for increased guided learning activities and learner/instructor interaction. This expanded format version is designed and required to be taken in conjunction with College Algebra (MATH 1513) to receive full academic credit. (Spring, Fall)

MATH 1023 STRUCTURAL CONCEPTS IN ARITHMETIC I

This course presents an introduction to problem solving and number theory as they relate to numeration systems, rational numbers, elementary algebra, functions and the use of current technologies. Does not apply toward a major or minor in mathematics. Does not substitute for MATH 1303 or MATH 1513. (Spring, Summer)

MATH 1123 STRUCTURAL CONCEPTS IN ARITHMETIC II

Prerequisites: MATH 1023 or departmental permission
 This course presents the structure of the real number system, functions, statistics, probability and elementary geometric concepts with emphasis on informal geometry. Additionally, use of technology as a teaching tool is introduced. Does not apply toward a major or minor in mathematics. (Spring, Summer)

MATH 1303 GENERAL QUANTITATIVE REASONING

Pre-requisite of 3 years of high school mathematics OR a required score on placement exam OR equivalent.
 This course poses problems that involve quantitative relationships in real-world data by means of numerical, symbolic, and visual representations. Includes an introduction to basic logical reasoning, basic statistics and probability, interpretation of numerical data, graph reading, hypothesis testing and simple regression. No previous knowledge of these tools is assumed. Does not apply toward a major in nursing, business, agriculture, science, or mathematics. (Spring, Summer, Fall)

MATH 1473 MATHEMATICS FOR CRITICAL THINKING

Prerequisite: MATH 0123, or required score on placement exam, or an ACT Math sub score of 19.
 A study of the mathematics needed for the critical appraisal of graphs and tables, use of simple mathematical models, and an introduction to elementary statistics.

MATH 1483 FUNCTIONS AND MODELING

Prerequisite: ACT Math sub score of 19 or appropriate course placement score
 This course is designed for students in agricultural, business, life/health science, or social science majors, but not certain STEM majors. This course involves the study of equations and functions (linear, polynomial, rational, exponential, logarithmic) from various perspectives (symbolic, verbal, numerical, graphical); digital techniques for graphing functions.

MATH 1513 COLLEGE ALGEBRA

Prerequisite: ACT Math sub score of 19 or appropriate course placement score
 This course is designed to require the student to:

- Solve system of equations: this includes but is not limited to polynomial, logarithmic, exponential, rational, radical and absolute value.
- Perform operations on functions: identify the properties and characteristics of functions. This includes but is not limited to domain and range, one-to-one,

inverse, increasing and decreasing, and asymptotic behavior.

- Identify and construct graphs and apply their transformations. Graphs include but are not limited to basics graphs, polynomial, rational and piecewise.
- Apply algebraic concepts to real world problems. (Spring, Summer, Fall)

MATH 1613 TRIGONOMETRY

Prerequisite or Co-requisite: MATH 1513 College Algebra or required score on placement examination.
 This course will require the student to evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, identify and graph polar curves. (Spring, Summer, Fall)

MATH 2001-3 MATHEMATICS SEMINAR

This course presents selected topics in mathematics, studying areas not covered by the standard curricula.

MATH 2193 ELEMENTARY STATISTICS

Prerequisite: ACT score of 19 or appropriate score on placement examination or MATH 0234 Foundations of Mathematical Reasoning
 This course will require the student to solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance. (Spring, Summer, Fall)

MATH 2103 BUSINESS CALCULUS

Prerequisite: MATH 1513 College Algebra or required score on placement examination, either within the last year.
 This course is an introductory course in differential and integral calculus to analyze and solve theoretical and applied problems from business, economics, life sciences, and social sciences. (Spring)

MATH 2714 CALCULUS I

Prerequisite: MATH 1613 Trigonometry or required score on placement examination within the last year.
 This course will require the student to compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and solve applied problems that include rates of change, optimization, area and total change in a function. (Spring)

MATH 2734 CALCULUS II

Prerequisite: MATH 2714 Calculus I or required score on placement examination within the last year.

This course will require the student to use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, length of arc, surface area; investigate the convergence of improper integrals; perform basic operations on vectors and analyze functions of three variables and their contour plots. (Fall)

MATH 2754 CALCULUS III

Prerequisite: MATH 2734 Calculus II or required score on placement examination within the last year.

This course will require the student to use infinite series, Taylor polynomials and compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flow of vector fields. (Spring)

MICROBIOLOGY

MICR 2134 INTRODUCTION TO MICROBIOLOGY WITH LAB

Prerequisite: Introductory General Chemistry Course and 3 credit hours of life science.

Introductory course based on the guidelines of the American Society for Microbiology. The core concept of microbial diversity is integrated to include microbial cell biology, microbial genetics and the interactions and impact of microorganisms on humans and on the environment. Laboratory exercises are aimed at reinforcing lecture topics, basic microbiological techniques as well as basic identification and safety techniques. 3 credit hours of lecture and 1 credit hour of laboratory. (Spring, Summer, Fall)

MICR 2135 MICROBIOLOGY WITH LAB

Prerequisite: Introductory General Chemistry Course and 3 credit hours of life science.

Introductory majors course based on the guidelines of the American Society for Microbiology. The core concept of microbial diversity is integrated to include microbial cell biology, microbial genetics and the interactions and impact of microorganisms on humans and on the environment. The basic laboratory reinforces lecture topics, basic microbiology techniques as well as basic identification and safety techniques. In addition, the extended laboratory introduces basic techniques of molecular biology such as DNA purification, agarose and polyacrylamide gel electrophoresis, protein purification,

bacterial transformation, in vitro enzyme assays, bacterial bioremediation and antibody detection using the ELISA techniques. 3 credit hours of lecture and 2 credit hours of laboratory. (Spring)

MUSIC

MUS 1123 FUNDAMENTALS OF MUSIC

This course offers hands-on experience in music methods. Emphasized are the five elements of music: rhythm, melody, harmony, form and expression. (Spring)

MUS 1134 MUSIC THEORY I

This course is a review of the rudiments of tonal music: scales, key signature, intervals and triads. It incorporates four-part music writing, music analysis, composition and associated skills. Also included is the development of basic aural skills related to sight-reading with rhythmic, melodic and harmonic dictation. (Fall)

MUS 1234 MUSIC THEORY II

Prerequisite: MUS 1134 Music Theory I

This course is a continuation of the integrated approach to music theory covering traditional diatonic practice with an expanded study of harmonic progression and part writing, music analysis, ear-training, dictation and sight-singing. (Spring)

MUS 1343 MUSIC APPRECIATION

This course is a survey of music from Baroque through the mid-twentieth century, with an introduction of music terminology and the music of antiquity (Middle Ages and Renaissance). Emphasis will be placed on how music relates as an aesthetic experience to life, culture and social activity. (Fall)

MUS 2001-3 MUSIC SEMINAR

This course is a study of selected topics in music.

MUS 2041 CLASS PIANO I

This course offers group instruction in fundamentals of the keyboard through basic note reading, rhythm, scales and beginning music reading. (Fall)

MUS 2051 CLASS PIANO II

Prerequisite: MUS 2041 Class Piano I

This course offers group instruction in fundamentals of the keyboard with a continuation of music reading and an introduction to traditional piano literature. (Spring)

MUS 2111-2 PRIVATE INSTRUCTION IN MUSIC

This course will be specified by each enrollment as to the type of private instruction. Students interested in private music lessons should contact a music instructor for additional information. (Spring, Fall)

MUS 2151 CHORAL UNION

This course is a singing organization which offers the study and performance of standard compositions from the classical and popular repertory and is open to all college students. It requires three hours of rehearsal a week. It may be repeated for credit. (Spring, Fall)

NATURAL SCIENCE**NASC 0123 NATURAL SCIENCE CONCEPTS**

This is a course designed to meet prerequisites to science courses for those students lacking two units of lab science in high school or acceptable ACT scores. 2 semester credit hours lecture; 1 semester credit hour lab.

NASC 1013-EXPERIENTIAL APPLIED SCIENTIFIC RESEARCH

Prerequisite: Successful completion of one (1) year of research and instruction at BlueSTEM AgriLearning Center and USDA Grazinglands Research Laboratory
This course is designed for students to apply USDA scientific protocols to research conducted at USDA Grazinglands Research Laboratory under the supervision of BlueSTEM AgriLearning Center Staff. Students will be expected to work under the direction of USDA scientists, BlueSTEM educators, and designated education facilitators and instructors. Requirements of this course include research logs, completion of interim assignments related to the research, oral and written communication, ability to follow government research protocols, and presentations at local, regional, state, or national junior science symposium(s). (Fall, Spring)

NASC 1023 ADVANCED EXPERIENTIAL APPLIED SCIENTIFIC RESEARCH

Prerequisite: NASC 1013-Experiential Applied Scientific Research

This course is designed for students to continue the application of USDA scientific protocols to research conducted at USDA Grazinglands Research Laboratory under the supervision of BlueSTEM AgriLearning Center Staff. Students will be expected to work under the direction of USDA scientists, BlueSTEM educators, and designated education facilitators and instructors. Requirements of this course include research logs, completion of interim assignments related to the research, oral and written communication, ability to follow government research protocols, and presentations at local, regional, state, or national junior science symposium(s). (Spring, Fall)

NASC 2001-3 NATURAL SCIENCE SEMINAR

This course is an introduction to many of the various courses offered in science. Areas include biology, zoology, botany, chemistry, physics, geology and other related sciences.

NASC 2012 INTRODUCTION TO APPLIED RESEARCH IN SCIENCE

This course will introduce students to applying the scientific method to basic science research. The research will consist of traditional laboratory work and/or field research. The research will include a variety of scientific disciplines that span both the physical and life sciences. The course will require students to identify a research question, develop a hypothesis, plan and execute experiments, collect and analyze data and develop conclusions. The student will organize the scientific research into a formal oral presentation and/or poster presentation. (Fall, Spring)

NASC 2014 METHODOLOGY OF APPLIED RESEARCH IN NATURAL SCIENCES

This course is designed as an interdisciplinary approach to scientific research. Each student will be responsible for individual research projects which include the research, experimental plan and design and collection and analysis of field data. A required scientific report will utilize the scientific method offering experience of cross-curricula dimensions including statistical evaluation of research data. Areas of emphasis will include hydrology, agriculture, biology, chemistry, microbiology and technology. (Fall, Spring)

NASC 2214 METHODS OF SCIENTIFIC RESEARCH AND WRITING

This course is designed for the students to apply and complete the scientific method to their research from the previous semesters. The requirements complete the steps of scientific research by teaching the student communication through writing. The course is designed as a "mock publication" to be completed with an oral presentation. Enrollment is contingent on permission of instructor. (Fall)

NURSING**NURS 1116 NURSING I**

Co-requisites: ENGL 1113 English Composition I; PSY 1113 Elements of Psychology; and ZOOL 2134 Anatomy with Lab

Students will be introduced to nursing process utilized to shape critical thinking skills necessary to discern course of action in a knowledgeable yet caring manner. Focus

is on concepts related to professional behaviors, therapeutic communication, caring behaviors, health care safety, teaching/learning, collaboration, dosage calculation, pharmacology and understanding of nursing concepts. Each learner will be expected to accept accountability for personal learning and demonstration of safe nursing care. Coursework includes individual learning and assessment, group learning experiences, laboratory skill demonstration, laboratory simulation, and clinical rotation. (Fall)

NURS 1128 NURSING II

Students will develop additional nursing knowledge, pharmacological understanding, and skills to meet needs of patients ranging from normal maternal-child processes through geriatric populations. Focus is on concepts building nursing knowledge, skills, and safe clinical reasoning highlighting caring behaviors necessary to meet the needs of individuals and family groups. Each learner will be expected to demonstrate understanding of personal accountability following safety standards, professionalism, and caring behaviors. Coursework includes individual learning and assessment, group learning experiences, laboratory skill demonstration, laboratory simulation, and clinical rotation. (Spring)

NURS 2103 ROLE TRANSITION

Prerequisite: Acceptable score on the standardized entrance exam and admission to program. This 3 credit hour course is designed to facilitate the transition into the Associate Degree Program for the LPN, EMT or those with experience in the health care field. The course will focus on the nursing process, skills review, exam success and critical thinking. These areas are vital for successful completion of the nursing program. This course is designed to allow students to demonstrate proficiency in the attainment of course objectives and outcomes found in the course entered (NURS 1224, NURS 1234 or NURS 2131)

NURS 2238 NURSING III

Students will utilize nursing knowledge, pharmacological understanding, and skills to safely care for vulnerable populations across the lifespan ranging from high risk maternal-child populations through geriatrics in critical care settings. Students will build upon nursing knowledge, pharmacological understanding, and skills acquired in previous nursing courses to safely care for multiple patients in acute and complex care settings. Focus is on concepts building nursing knowledge, skills, and safe clinical reasoning

highlighting caring behaviors necessary to meet the needs of individuals and family groups. Each learner will be expected to act with an increasing level of personal accountability for compliance with safety standards, professionalism, and caring behaviors. Coursework includes individual learning and assessment, group learning experiences, laboratory simulation, and clinical rotation. (Fall)

NURS 2248 NURSING IV

Students will build upon nursing knowledge, pharmacological understanding, and skills acquired in previous nursing courses to safely care for multiple patients in mental health settings and safely manage responsibilities for groups of patients. Focus is on concepts related to community-based care environments, vulnerable populations, and those with mental health concerns. Focus is on concepts supporting a collaborative approach used to safely manage responsibilities for groups of patients in a caring manner within a technologically rich healthcare environment. Coursework includes individual learning and assessment, group learning experiences, laboratory simulation, and clinical rotation. (Spring)

NURS 2342 NURSING CAPSTONE

Prerequisite: NURS 2238 Nursing III; POLS 1113 U.S. Government; ZOOL 2114 Physiology with Lab
Co-requisite: NURS 2248 Nursing IV; HIST 1493 U.S. History 1877 to Present
Students will individualize a personal preparation plan for licensure preparation. Additional focus is on the concepts of health care organizations, economics, policy, ethics and law.

PHILOSOPHY

PHIL 1113 INTRODUCTION TO PHILOSOPHY

This course is a study of the human race and the universe through an emphasis on selections from some of the representative philosophers of the past and present. (Fall)

PHYSICAL SCIENCE

PHSC 1114 PHYSICAL SCIENCE WITH LAB

This is a lecture-demonstration with laboratory course. This course presents concepts from the areas of astronomy, chemistry, physics and earth sciences. 3 hours lecture credit, 1 hour lab credit.

PHYSICS

PHYS 1115 PHYSICS I WITH LAB

Prerequisites: Math 1513 College Algebra or required score on placement exam

This is a study of mechanics, relativity, heat, thermodynamics and harmonic motion. Hands-on approaches are used in the laboratory to reinforce the material covered in lecture portion of the class. 4 hours lecture credit, 1 hour lab credit. (Fall)

PHYS 1215 PHYSICS II WITH LAB

Prerequisites: PHYS 1115 Physics with Lab

This is a more detailed look into the experimental side of physics. The course includes an in-depth study of electricity, magnetism, light and modern physics. Experiments will emphasize electrical and magnetic phenomena, optical properties and certain modern physics phenomena. The lab requires a lab notebook be kept and a project be performed at the end of the semester. 3 hours lecture credit, 2 hour lab credit. (Spring)

PHYS 2515 ENGINEERING PHYSICS I WITH LAB

Pre-requisite/Corequisite: MATH 2714 Calculus I

This course is a calculus based hands-on approach to mechanics, kinematics, force, energy, relativity, heat, thermodynamics, and harmonic motion. Projects will include robotics, radio spectrometry and Python programming. 4 hours lecture credit; 1 hour lab credit

PHYS 2525 ENGINEERING PHYSICS II WITH LAB

Pre-requisite/Corequisite Recommended MATH 2734 Calculus II and MATH 2754 Calculus III OR Permission of Instructor

This course is a more detailed calculus based hands-on approach to waves, electromagnetism, optics, relativity, and quantum physics. Projects will include circuit building, robotics, radio spectrometry and Python programming. 3 hours lecture credit; 2 hour lab credit

POLITICAL SCIENCE

POLS 1113 UNITED STATES GOVERNMENT

This course focuses on the origin and operation of the national government with emphasis on the American Constitutional System. It is designed to help students become better citizens. It is required with any degree. (Spring, Fall)

POLS 2001-3 POLITICAL SCIENCE SEMINAR

This course presents studies in selected topics in political science.

POLS 2143 INTRODUCTION TO STATE AND LOCAL GOVERNMENT

This course looks at the place of the state in American federalism and studies the government of municipalities and counties. (Spring)

PSYCHOLOGY

PSY 1113 ELEMENTS OF PSYCHOLOGY

This course is an introduction to the basic principles of human development, learning adjustment and maladjustment, personality, intelligence, group processes and perception. (Spring, Summer, Fall)

PSY 2001-3 PSYCHOLOGY SEMINAR

This course presents studies in selected topics in psychology. (Spring, Fall)

PSY 2011 COLLEGE TRANSFER PREP

This course is intended for students who want to learn more about the process of transferring from Redlands Community College to another higher education institution after graduation. This course is designed to meet the needs of students in the Student Support Services Grant program.

PSY 2033 ADOLESCENT PSYCHOLOGY

Prerequisite: PSY 1113 Elements of Psychology

This course covers the physical, mental, social and emotional development of youth, with attention given to observation of the adolescent. (Spring)

PSY 2043 SOCIAL PSYCHOLOGY

Prerequisite: PSY 1113 Elements of Psychology

This course investigates group dynamics, including the properties of the group and group structure and the products of interactions, attitudes, prejudices and values. (Spring)

PSY 2163 DEVELOPMENTAL PSYCHOLOGY

This course is designed to provide insight regarding the developmental process from conception to death. Special attention is given to the physical, cognitive and psychosocial domains of each life stage. (Spring, Summer, Fall)

SOCIOLOGY

SOC 1113 INTRODUCTION TO SOCIOLOGY

This is a general survey of the fundamental concepts of sociology, the elements and processes of social interactions and the application of sociological principles to social institutions, groups and problems. (Spring, Summer, Fall)

SOC 1121-3 INTRODUCTION TO SERVICE LEARNING

Prerequisite: ENGL1113 English Composition I
 By combining academic theory with practical real-life experience, service-learning provides students with a broader and deeper understanding of themselves and their place in the community and fosters the students' sense of civic engagement. This course provides academic-based, community service projects and adheres to the principles of Campus Compact. Credit hours earned will depend upon the amount of time the student plans to invest each week in the service project. (Spring, Summer, Fall)

SOC 2001-3 BEHAVIORAL AND SOCIAL SCIENCE SEMINAR

This course presents selected studies in sociology.

SOC 2133 CRIME AND DELINQUENCY

Prerequisite: SOC 1113 Introduction to Sociology
 This course is a survey of the nature and extent of crime in selected areas of the nation. It includes identification of the contributing causes of the crime for each area; designation of the particular approaches to apprehension and identification of the socially acceptable means of treatment. (Spring)

SOC 2173 PROBLEMS IN SOCIOLOGY

This course focuses primary attention on current social problems. Topics include mental illness, drugs, minority group relations, crime, delinquency and general social disorganization. (Fall)

SOC 2183 SOCIOLOGY OF THE FAMILY

This course centers on the normative development of the family unit in contemporary life. The course includes attention to current research regarding changes in the family, alternative lifestyles, extended families, relationship development, life cycle transitions, divorce and remarriage. (Spring, Summer, Fall)

SPANISH

SPA 1053 CONVERSATIONAL SPANISH I

This course covers speaking and responding in basic Spanish phrases and sentences. It also introduces very basic concepts of Spanish grammar and the reading and writing of simple sentences in Spanish. This course is not intended to fulfill foreign language degree requirements. (Fall)

SPA 1063 CONVERSATIONAL SPANISH II

Prerequisite: SPA 1053 Conversational Spanish I or approval of the instructor.

This course is designed to elaborate and embellish upon basic conversational skills introduced in Conversational Spanish I. Practical oral and written communication in Spanish will be emphasized. This course is not intended to fulfill foreign language degree requirements. (Spring)

SPA 1115 BEGINNING SPANISH I

This is an elementary course in Spanish grammar, pronunciation, reading and conversation. The student will be able to communicate better in a global society. (Fall)

SPA 1125 BEGINNING SPANISH II

Prerequisite: SPA 1115 Beginning Spanish I
 This course is a continuation of SPA 1115 Beginning Spanish I, an elementary course in understanding, speaking, reading and writing Spanish. The student will be able to communicate in a global society with the knowledge of the Spanish language. (Spring)

SPEECH

SPCH 1113 FUNDAMENTALS OF SPEECH

This is a basic course in which principles of speech communication as they apply to interpersonal relationships, group discussions and individual speech presentations are emphasized. The practical application of effective speech skills and their importance to success in college, career and social relationships receive careful consideration. (Spring, Summer, Fall)

SPCH 2001-3 SPEECH SEMINAR

This course is a study of selected topics in speech.

SPCH 2133 INTERPERSONAL COMMUNICATION

This is a course in which skills in effective communications with friends, family and co-workers are developed through the application of theoretical communication principles to everyday situations. Use of role playing, interviewing and group discussion activities allows the application of acquired knowledge about self-concept, listening, body language, assertiveness and conflict management to their relationships with individuals and small groups. (Spring, Fall)

VITICULTURE

VIN 1113 INTRODUCTION TO VITICULTURE

This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control and vine

disease control. Field practicum sessions consisting of 16 hours of hands-on experience will be scheduled in area vineyards. (Spring, Fall)

VIN 2101-2104 VITICULTURE PRACTICUM

The Vineyard Practicum is designed to give students the opportunity to work in an established vineyard and interact with a qualified mentor. (Spring, Fall)

VIN 2112 INTEGRATED PEST MANAGEMENT

Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural practices such as planting, fertility, harvesting, and pruning as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

VIN 2122 WINTER VITICULTURE TECHNOLOGY

Prerequisites: VIN 1113 Introduction to Viticulture

This course is designed to provide students initiated in the field of viticulture practical experience in winter vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. (Spring)

VIN 2142 SPRING VITICULTURE TECHNOLOGY

Prerequisite: VIN 1113 Introduction to Viticulture

This course is designed to provide students initiated in the field of viticulture practical experience in spring vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. (Spring)

VIN 2702 MARKETING FOR THE SMALL WINERY

This course explores the marketing strategies for small wineries. During the course, students will build a basic understanding of different aspects of marketing such as label design and packaging, tasting room promotion, and general marketing principles. It will also introduce various marketing channels including, social media, e-mail, word-of-mouth, and winery web sites. (Fall)

VIN 2722 WINERY TASTING ROOM MANAGEMENT

This course will explore all aspects of managing a winery tasting room. It will cover topics such as tasting room “look and feel,” merchandizing, customer service, customer relationships, sales opportunities, sensory evaluation, staff training and the importance of leadership. The focus will be on customer service and customer loyalty. (Spring)

VIN 2763 ADVANCED TASTING ROOM MANAGEMENT

Prerequisites: VIN 2722 Winery Tasting Room

Management or permission through VESTA

This course explores the key components needed to optimize sales and profitability for tasting room management. The class will focus on direct sales and tasting room activities, wine club management, direct shipping, inventory control, promotions and merchandising, customer relationship management, winery events management, employee compensation issues and employee training. (Spring, Fall)

ZOOLOGY

ZOOL 1125 ZOOLOGY WITH LAB

Prerequisites: none

This course is a study of the animal kingdom with emphasis on phylogenetic relationships, comparative anatomy, physiology, morphology, behavior and ecological relationships of all animal behavior. Evolution of systems and mechanisms which have allowed animals to survive and adapt to diverse habitats will also be studied. 3 hours lecture, 2 hours lab credit. (Spring)

ZOOL 2134 ANATOMY WITH LAB

Prerequisites: none

This course covers cytology, histology, development and gross morphology of all human body systems. A look at a few diseases will also be addressed in the appropriate body system to compare the normal conditions with the abnormal characteristics that develop in both lecture and laboratory. 3 hours lecture, 1 hour lab credit. (Spring, Summer, Fall)

ZOOL 2144 PHYSIOLOGY WITH LAB

Prerequisite: Introductory General Chemistry course, ZOOL 2134 Human Anatomy or permission of instructor

This course involves the study of the functional systems of the human body. Included are the special senses, circulatory, digestive, endocrine, nervous, muscular, respiratory, skeletal, integumentary, urinary and reproductive systems. 3 hours lecture, 1 hour lab credit. (Spring, Summer, Fall)

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