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# Catalog Home

## SEVENTY-EIGHTH ANNUAL CATALOG

2026-2027

### Publication Information

A public institution supported by Alcorn, Prentiss, Tippah, Tishomingo, and Union Counties and the State of Mississippi.

The College reserves the right to change policies and fees stated herein when necessary.

Published annually by Northeast Mississippi Community College.

### Contact Information

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<https://www.nemcc.edu>

### Catalog Archives

Northeast Mississippi Community College maintains an online archival record of the college's academic catalogs since 2016. Archived academic catalogs are provided for accreditation organizations, agencies, and university offices for data collection, evaluation purposes, and referencing. For academic catalogs prior to 2016, please contact the [Enrollment Services Office](#).

The information and links presented in these archives were accurate at the date of the catalog publication. For current catalog information, please visit the [current academic catalog](#). Academic advisors, faculty, and students should refer to the current version of the academic catalog.

Archived academic catalogs dating back to 2016 are available for reference, accreditation, and evaluation purposes.

For catalogs prior to 2016, contact Enrollment Services.

Users should refer to the current academic catalog for the most up-to-date information.

### Catalog Archives

|  | <b>Edition</b> | <b>Download</b>          |
|--|----------------|--------------------------|
|  | 2026–2027      | <a href="#">Download</a> |
|  | 2025–2026      | <a href="#">Download</a> |

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|           |                          |
|-----------|--------------------------|
| 2024–2025 | <a href="#">Download</a> |
| 2023–2024 | <a href="#">Download</a> |
| 2022–2023 | <a href="#">Download</a> |
| 2021–2022 | <a href="#">Download</a> |
| 2020–2021 | <a href="#">Download</a> |
| 2019–2020 | <a href="#">Download</a> |
| 2018–2019 | <a href="#">Download</a> |
| 2017–2018 | <a href="#">Download</a> |
| 2016–2017 | <a href="#">Download</a> |

# General Information

## General Information

### Growth & Development of the College

Northeast Mississippi Community College, located in Booneville, Mississippi, has a distinguished history that reflects the growth and evolution of junior colleges in the state. Our origins date back to the early 20th century when district junior colleges in Mississippi emerged from county agricultural high schools. In 1924, the Mississippi Legislature authorized post-high school courses, and by 1928, ten high schools were offering college-level programs. This burgeoning interest in higher education led to the first junior college law, which enabled the establishment of junior colleges by separate school districts or agricultural high schools that met specific criteria.

The official foundation of Northeast Mississippi Junior College was laid in 1941 with its incorporation in Prentiss County. However, construction was delayed due to World War II, and it wasn't until September 1948 that the college began welcoming students. Initially serving Alcorn, Prentiss, Tippah, Tishomingo, and Union counties as both an agricultural high school and a junior college, the institution transitioned to focus exclusively on junior college education by the following year, leading to its rebranding as Northeast Mississippi Junior College.

A major milestone was reached on August 1, 1987, when the institution officially became Northeast Mississippi Community College. This change, initiated by the State Board of Trustees for Community and Junior Colleges and approved by our own Board of Trustees in May 1987 and reaffirmed in July 1987, was aimed at better reflecting the college's comprehensive curricula and community-centered mission.

Over the decades, the college has seen significant growth and development. In 1965, Northeast established a Department of Career and Technical Education, underscoring its commitment to vocational training. By the 1977-78 academic year, the college began awarding the Associate of Applied Science Degree, further expanding its academic offerings.

In 1994, the college took a significant step by establishing a Skill/Tech Center as part of Mississippi's workforce education initiative, catering to the needs of the regional workforce and employers. The fall of 2000 marked another transformative moment with the college's entry into online education through the Mississippi Virtual Community College (MSVCC), a consortium of 15 colleges. In 2002, MSVCC and its members were accredited by the Southern Association of Colleges and Schools (SACS), allowing students to earn associate degrees online.

In August 2003, the Board of Trustees approved the development of instructional centers in Corinth and New Albany. Northeast at Corinth opened on a limited basis in August 2006, with Phase I construction completed in July 2006, including a WIN Job Center. The Southern Association of Colleges and Schools approved the full development of the New Albany site in February 2007, and Phase II construction at the Corinth site, which included additional classrooms, a science laboratory, and a library, was completed in January 2009 and approved by SACS in August 2009.

## NEMCC Course Catalog

The college continued to enhance its facilities and programs in the following years. In 2012, the Student Services Building, T. Jack Ramsey Hall, was opened to better support students. In 2014, a new football fieldhouse was constructed, expanding our athletic facilities. The Health and Nutrition Kitchen opened in 2015, funded by a Blue Cross/Blue Shield grant, which also supported the renovation of the Burgess Fitness Center, now available free to students and employees.

The college further expanded in 2018 with the addition of Gayle Davis Hall for the diesel mechanics program and the opening of the Student Success Center. The year 2020 saw the completion of a new softball/baseball complex, and in 2021, the Ripley off-campus site was added, receiving SACSCOC approval. Additionally, the total renovation of Stringer Hall relocated the bookstore and eLearning services to the building, now named Cartwright Hall.

Bonner Arnold Coliseum underwent extensive remodeling over several years, adding a concession stand, new bathrooms, dressing rooms, workout rooms, offices, and a new floor for the basketball courts. During the COVID-19 pandemic, outdoor classrooms were introduced to support flexible learning environments. MODT grants provided for new sidewalks and walking trails around campus, enhancing accessibility.

In terms of technology, the student information system (Banner) was transitioned to cloud-based services, reflecting our commitment to modern and efficient operations. Our dedication to excellence has been recognized with the Apple Distinguished School designation in both 2019 and 2023.

Today, Northeast Mississippi Community College remains a beacon of higher education in the region, committed to delivering quality education and fostering community development through a diverse array of programs and state-of-the-art facilities.

# A Message From the President

## A Message from Dr. Ricky Ford

Greetings!

I am honored to represent you as President of Northeast Mississippi Community College. As we embark on a new academic year, I am proud to reflect on our continued growth and progress at Northeast.

Northeast remains committed to upholding academic excellence and staying at the forefront of technology. In today's world, it is essential that our graduates possess the skills and knowledge to meet the demands of a rapidly evolving workforce. Our dedicated faculty plays a crucial role in providing quality instruction that equips our students for success.

Northeast has demonstrated leadership and resilience in ensuring the continuity of education under several circumstances. Our technology initiatives have enabled us to deliver classroom instruction effectively and efficiently, setting a standard for colleges and universities in the state.

We place a strong emphasis on graduating career technical and middle skilled workers, while also recognizing the importance of professions that require advanced degrees. Maintaining a balanced job market is essential for the economic well-being of our region.

Workforce development and economic growth remain top priorities for Northeast. By fostering partnerships within our communities, we aim to enhance the quality of life for all citizens of northeast Mississippi. Our newly established centers in each supporting county serve as hubs for accessible services and education.

At Northeast, we are dedicated to providing a comprehensive college experience for all our students. Our commitment to growth and excellence is evident through initiatives such as Grow Northeast and Moving Forward, which shape our vision for the future.

Our marketing and community relations efforts, including weekly podcasts and social media engagement, have increased our visibility and strengthened our brand. We are grateful for the ongoing support of our Board of Supervisors and Board of Trustees, whose dedication drives our success.

I am immensely proud of our exceptional workforce, whose passion and energy are the driving force behind Northeast's achievements. I invite you to explore the opportunities available at Northeast and witness firsthand the impact of our institution.

As we continue to grow and move forward, I thank you for your support and commitment to Northeast Mississippi Community College. Together, let us embark on this journey of growth and progress.

Sincerely,

Ricky G. Ford, Ph.D.

*Northeast Mississippi Community College President*

**Dr. Ricky Ford, President**

**Dr. Ricky Ford**

President

Ramsey Hall Suite 202

662.720.7226

[rgford@nemcc.edu](mailto:rgford@nemcc.edu)

# Mission Statement

## Inspiring Students Since 1948

### Mission Statement

Northeast Mississippi Community College, a public two-year institution, fulfills a critical role in empowering a diverse student body within its designated service area – Alcorn, Prentiss, Tippah, Tishomingo, and Union counties. We provide a comprehensive curriculum encompassing Associate of Arts and Applied Science Degrees, Workforce Training, Economic Development, Adult Education, and Certificate Programs to equip students with the necessary skills and knowledge to achieve their academic and professional aspirations. Beyond this original scope, Northeast responds to the needs of all who seek to further their education.

To accomplish the intended role and scope of the college, the following institutional goals were established:

- To provide accessible, high-quality, and cost-effective curricula that prepare students for continued studies, transfer to four-year institutions, or entry into the workforce.
- To provide industry-focused career and technical curricula that is student-centered, comprehensive, and responsive to the employment needs of business and industry.
- To provide a program of student services that will facilitate the educational, career, personal, and social growth of students.
- To provide developmental studies within the curriculum to strengthen the basic skills of students.
- To offer continuing education, community services, and adult education for individuals striving for personal and professional growth and/or personal enrichment.
- To provide employer-driven, industry-specific workforce education and training to businesses, industries, and individuals.
- To provide support and resources for the economic development of the district served by the college.
- To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

### Vision Statement

Northeast Mississippi Community College will be a student-centered, customer-driven, academic and technical training center that will provide a comprehensive innovative atmosphere not bound by time or place. In essence, while maintaining traditional and social values, developing partnerships with business and industry, and networking global educational resources, this institution will be a state-of-the-art, cultural and technological center.

## Long Range Goals

L.1- Quality Student Outcomes: To produce graduates in academic, technical, and career programs that are life-long learners prepared for either transfer to four-year institutions or possess the skills needed for a global economy.

L.2- Teaching/Learning: To focus on improving teaching and learning by implementing visionary curricula and new methods of instruction to meet the needs of a global workforce.

L.3- Technology: To maintain, expand, and enhance the College's technology infrastructure by supporting the institutional environment and improving the integration of technology applications into all functional units of the College.

L.4- Marketing: To develop a systematic process to promote college and community that identifies the marketing strategies directed to the College's diverse constituents.

L.5.- Professional Development: To provide a high-quality program of professional development opportunities for faculty and staff.

L.6- Community Partnerships: To provide opportunities for cultural, professional, and industrial partnerships between the College and the community.

L.7- Multiple Access: To develop and enhance expanded educational opportunities for the College that are not bound by location and time.

L.8- Resource Allocation: To allocate College resources to meet instructional, student services, and administrative support needs.

L.9- Communication: To continue to improve methods of communication to foster an environment of awareness and to expedite exchange of information among college entities.

## Short Term Goals

### Focus on Students

- 1.1 Expand offerings and opportunities
- 1.2 Improve faculty advising and student knowledge of advising resources
- 1.3 Improve student readiness, retention, and success
- 1.4 Increase enrollment through expanded student recruitment & marketing efforts

### Focus on Resources

- 2.1 Revise and implement technology plan in order to meet administrative and instructional needs
- 2.2 Provide students with instructional technology support necessary for their success
- 2.3 Improve security and safety

2.4 Advocate for equity appropriations and mid-point salary funding at local and state levels

2.5 Offer employee mentoring and professional development opportunities.

**Focus on Communication**

3.1 Improve communication with students

3.2 Improve institutional/organizational communication

3.3 Improve communication with the community

# Accreditation Information

## Accreditation Information

Northeast Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Northeast Mississippi Community College also may offer credentials such as certificates at approved degree levels. Questions about the accreditation of Northeast Mississippi Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404.679.4500, or by using information available on SACSCOC's website (<https://sacscoc.org>).

Any inquiries to the Commission on Colleges should relate only to the accreditation status of this institution and not to general admission information. Inquiries concerning educational programs, admission, etc. should be addressed to the Office of Admissions. Accreditation reaffirmation documents and reports may be reviewed in the Office of Institutional Research and Effectiveness.

## Health Sciences Program Accreditation

| Program (Last Reviewed)   | Accrediting Agency  | Address   |
|---|---|---|
| Associate Degree Nursing<br>ACEN (February 2015)<br>IHL Annually Reviewed<br>(May 2020) | Accreditation Commission<br>for Education in Nursing<br>(ACEN)<br>Board of Trustees of State<br>Institutions of Higher<br>Learning  | 3390 Peachtree Rd NE,<br>Suite 1400<br>Atlanta, GA 30326<br>404.975.5000<br><a href="http://www.acenursing.org">Visit ACEN website<br/>(www.acenursing.org)</a><br><a href="#">(opens in a new tab)</a><br>3825 Ridgewood Rd<br>Jackson, MS 39211<br>601.432.6486 |
| Dental Hygiene<br>(October 2018)  | Commission on Dental<br>Accreditation of the<br>American Dental<br>Association, a specialized<br>accrediting body<br>recognized by the Council<br>on Postsecondary<br>Accreditation and the<br>USDE | 211 E Chicago Ave<br>Chicago, IL 60611<br>312.440.2500  |
| Diagnostic Medical<br>Sonography (July 2025)  | Commission on<br>Accreditation of Allied  | 9355 113th St N #7709<br>Seminole, FL 33775   |

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|   |  |   |
|---|--|---|
|   | Health Education Programs (CAAHEP) upon recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)         | 727.210.2350<br><a href="http://www.caahep.org">Visit CAAHEP website (www.caahep.org)</a> <a href="#">(opens in a new tab)</a>  |
| Medical Assisting Technology (September 2019) | Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of Medical Assisting Education Review Board (MAERB) | 9355 113th St N #7709<br>Seminole, FL 33775<br>727.210.2350<br><a href="http://www.caahep.org">Visit CAAHEP website (www.caahep.org)</a> <a href="#">(opens in a new tab)</a> |
| Medical Laboratory Technology (November 2017) | National Accreditation Agency for Clinical Laboratory Science (NAACLS)   | 5600 N River Rd, Suite 720<br>Rosemont, IL 60018-5119<br>773.714.8880   |
| Practical Nursing Education (2024)            | Mississippi Board of Nursing   | 713 Pear Orchard Rd<br>Plaza II Suite 300<br>Ridgeland, MS 39157<br>601.957.6300<br>fax: 601.957.6301   |
| Radiologic Technology (June 2025)             | Joint Review Committee on Education in Radiologic Technology (JRCERT)  | 20 North Wacker Dr<br>Suite 2850<br>Chicago, IL 60606-3182<br>312.704.5300  |
| Respiratory Care Technology (July 2023)       | Commission on Accreditation for Respiratory Care (CoARC)   | 264 Precision Blvd<br>Telford, TN 37690<br>817.283.2835<br>fax 817.354.8519   |

# Academic Calendar

## Academic Calendar

### 2026-2027 College Calendar

#### Fall Semester 2026

| Dates                  | Day               | Event   |
|------------------------|-------------------|---|
| March 17 - August 13   |                   | Registration Day/<br>Evening /E-Learning<br>Classes               |
| August 5               | Wednesday         | College In-Service<br>(Offices Closed)                            |
| August 7               | Friday            | Extended Registration Hours (All Campuses, u                      |
| August 12              | Wednesday         | Full Term Seated Classes<br>Begin                                 |
| September 7            | Monday            | Labor Day Holiday<br>- (College Closed) -<br>Evening Classes Meet |
| September 18           | Friday            | Last Day to Apply for<br>December Graduation                      |
| October 5-9            | Monday - Friday   | Fall Break  |
| October 19-Nov 12      | Monday - Friday   | Advising Month for<br>Summer and Spring 2025                      |
| November 13            | Friday            | Priority Registration Day   |
| November 23-27         | Monday - Friday   | Thanksgiving Holidays -<br>(College Closed)                       |
| December 3             | Thursday          | Last Day of Full Term<br>Seated Classes                           |
| December 7-10          | Monday - Thursday | Final Exams for Full Term<br>Seated Classes                       |
| December 10            | Thursday          | Fall Commencement<br>Ceremony                                     |
| December 14-17         | Monday - thursday | Administrative Offices<br>Open                                    |
| December 18- January 3 | Friday- Sunday    | Winter Break-(College<br>Closed)                                  |

#### Spring Semester 2027

| Dates                  | Day | Event                                   |
|------------------------|-----|---|
| November 13 -January 8 |     | Registration Day/Evening/<br>E-Learning |

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|                |                   |   |
|----------------|-------------------|---|
| January 4      | Monday            | Administrative Offices<br>Open  |
| January 8      | Friday            | Extended Registration<br>Hours (All Campuses,<br>until 3:00 p.m.)                 |
| January 11     | Monday            | Full Term Seated Classes<br>Begin   |
| January 18     | Monday            | Holiday - (College<br>Closed)-Evening Classes<br>Meet                             |
| February 5     | Friday            | Last Day to Apply for May<br>Graduation   |
| March 8 -12    | Monday - Friday   | Spring Holidays - (College<br>Closed)   |
| Feb 8 - Mar 15 | Monday - Tuesday  | Advising Month for<br>Summer and Fall 2025  |
| March 16       | Tuesday           | Priority Registration Day   |
| March 26       | Friday            | Holiday (College Closed)  |
| April 29       | Thursday          | Last Day of Full Term<br>Seated Classes   |
| May 3-6        | Monday - Thursday | Final Exams for Full Term<br>Seated Classes                                       |
| May 13         | Thursday          | 78th Annual<br>Commencement<br>Ceremonies, Health<br>Sciences and CTE<br>programs |
| May 14         | Friday            | 78th Annual<br>Commencement<br>Ceremonies, University<br>Transfer programs        |

### Summer Session 2027

#### First Term

| Dates           | Day       | Event  |
|-----------------|-----------|--|
| Nov 13 - June 1 |           | Registration Day/Evening<br>Classes          |
| June 1          | Tuesday   | Day/Evening Classes<br>Begin                 |
| June 2          | Wednesday | Last Day to Register Day/<br>Evening Classes |

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|                    |           |  |
|--------------------|-----------|--|
| June 24            | Thursday  | Last Regular Class Meeting - Day/Evening Classes |
| June 25            | Friday    | Final Exams - Day/Evening Classes                |
| <b>Second Term</b> |           |  |
| Dates              | Day       | Event  |
| Nov 13 - July 2    |           | Registration Day/Evening Classes                 |
| July 5             | Monday    | Independence Day Holiday (College Closed)        |
| July 6             | Tuesday   | Day/Evening Classes Begin                        |
| July 7             | Wednesday | Last Day to Register Day/Evening Classes         |
| July 29            | Thursday  | Last Regular Class Meeting - Day/Evening Classes |
| July 30            | Friday    | Final Exams - Day/Evening Classes                |

## HOLIDAY SCHEDULE - NON-INSTRUCTIONAL PERSONNEL

### 2026-2027 - (July 1, 2026 - June 30, 2027)

| Holiday               | Begins      | Resume Work | Total Days |
|-----------------------|-------------|-------------|------------|
| Independence Day 2026 | July 3      | July 6      | 1          |
| Labor Day             | September 7 | September 8 | 1          |
| Fall Break            | October 5   | October 12  | 5          |
| Thanksgiving Day      | November 23 | November 30 | 5          |
| Winter Break          | December 18 | January 4   | 11         |
| Holiday               | January 18  | January 19  | 1          |
| Spring Holidays       | March 8     | March 15    | 5          |
| Holiday               | March 26    | March 29    | 1          |
| Memorial Day          | May 31      | June 1      | 1          |
| Independence Day 2027 | July 5      | July 6      | 1          |

# Important Dates

## Important Dates

### Summer 2026

| Summer 2026<br>Term Code:<br>202710 | Seated<br>Summer 1<br>PTRM 2  | Virtual Full<br>Term<br>PTRM 7  | Virtual Short<br>Term 1<br>PTRM 71  | Virtual<br>Short Term<br>2<br>PTRM 72   | Seated<br>Summer 2<br>PTRM 3  |
|-------------------------------------|---|---|---|---|---|
| Registration                        | Mar 17 -<br>May 30  | Mar 17- May<br>22   | Mar 17 -<br>May 22  | Mar 17 - Jun<br>19  | Mar 17 - Jul<br>2   |
| Fee<br>Payment<br>Due               | May 28  | May 21  | May 21  | Jun 18  | Jul 1   |
| Classes<br>Begin                    | Jun 1   | June 1  | Jun 1   | Jun 29  | Jul 6   |
| Last Day to<br>Add/Drop             | Jun 2   | June 2  | Jun 1   | Jun 29  | Jul 7   |
| No Shows<br>Due                     | Jun 3   | Jun 8   | Jun 5   | Jul 2   | Jul 8   |
| Tuition Pro-<br>Ration              | 100 % thru<br>Jun 2<br>75 % thru<br>Jun 3<br>50 % thru<br>Jun 5<br>0 % after<br>Jun 5 | 100 % thru<br>Jun 2<br>75 % thru<br>Jun 3<br>50 % thru<br>Jun 5<br>0 % after<br>Jun 5 | 100 % thru<br>Jun 2<br>75 % thru<br>Jun 3<br>50 % thru<br>Jun 5<br>0 % after<br>Jun 5 | 100 % thru<br>Jun 29<br>75 % thru<br>Jun 30<br>50 % thru<br>Jul 3<br>0 % after Jul<br>3 | 100 % thru<br>Jul 7<br>75 % thru<br>Jul 8<br>50 % thru<br>Jul 10<br>0 % after Jul<br>10 |
| Census Date                         | Jun 9   | Jun 19  | Jun 10  | Jul 9   | Jul 14  |
| Mid-Terms                           | TBA   | TBA   | TBA   | TBA   | TBA   |
| Withdrawal<br>Period                | Jun 3 - Jun<br>23   | Jun 3 - Jul<br>13   | Jun 2 - Jun<br>15   | Jun 30 - Jul<br>13  | Jul 8 - 28  |
| Finals                              | Jun 26  | Jul 20 - Jul<br>23  | Jun 22 - Jun<br>25  | Jul 20 - Jul<br>23  | Jul 31  |

### Fall 2026

| Fall 2026<br>Term Code:<br>202720 | Seated<br>Full Term<br>PTRM 1 | Virtual<br>Full Term<br>PTRM 7 | Virtual Short<br>Term 1<br>PTRM 71 | Virtual Short<br>Term 2<br>PTRM 72 | Microterm<br>PTRM 81 |
|-----------------------------------|-------------------------------|--------------------------------|------------------------------------|------------------------------------|----------------------|
| Registration                      | Mar 17 -<br>Aug 11            | Mar 17- Aug<br>21              | Mar 17 - Aug<br>21                 | Mar 17 - Oct<br>18                 | Mar 17-Nov<br>13     |

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|                      |   |  |   |   |   |
|----------------------|---|--|---|---|---|
| Fee Payment Due      | July 30   | July 30  | July 30   | Oct 15  | Nov 12  |
| Classes Begin        | Aug 12  | Aug 24   | Aug 24  | Oct 19  | Nov 16  |
| Last Day to Add/Drop | Aug 18  | Aug 25   | Aug 25  | Oct 20  | Nov 17  |
| No Shows Due         | Aug 26  | Sep 8  | Aug 31  | Oct 26  | Nov 20  |
| Tuition Pro-Ration   | 100 % thru Aug 18<br>75 % thru Aug 25<br>50 % thru Sep 1<br>0 % after Sep 1 | 100 % thru Aug 28<br>75 % thru Sep 4<br>50 % thru Sep 11<br>0 % after Sep 11 | 100 % thru Aug 25<br>75 % thru Aug 26<br>50 % thru Aug 28<br>0 % after Aug 28 | 100 % thru Oct 20<br>75 % thru Oct 21<br>50 % thru Oct 23<br>0 % after Oct 23 | 100 % thru Nov 17<br>75 % thru Nov 18<br>50 % thru Nov 20<br>0 % after Nov 20 |
| Census Date          | Sep 21  | Sep 27   | Sep 11  | Nov 6   | Nov 24  |
| Mid-Terms            | Oct 12 - Oct 16   | TBA  | TBA   | TBA   | TBA   |
| Withdrawal Period    | Aug 20 - Dec 1  | Aug 26 - Nov 16  | Aug 26 - Oct 5  | Oct 21 - Nov 30   | Nov 18-Dec 7  |
| Finals               | Dec 7- Dec 10   | Nov 30-Dec 3   | Oct 12 - Oct 15   | Dec 7 - Dec 10  | Dec 10  |

### Spring 2027

|                               |                                       |                                       |                                       |                                       |                                       |
|-------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Spring 2027 Term Code: 202730 | Seated Full Term PTRM 1               | Virtual Full Term PTRM 7              | Virtual Short Term 1 PTRM 71          | Virtual Short Term 2 PTRM 72          | Microterm PTRM 81                     |
| Registration                  | Nov 13 - Jan 8                        | Nov 13 - Jan 8                        | Nov 13 - Jan 8                        | Nov 13 - Mar 5                        | Nov 13 - Apr 9                        |
| Fee Payment Due               | Jan 7                                 | Jan 14                                | Jan 14                                | Mar 4                                 | April 8                               |
| Classes Begin                 | Jan 11                                | Jan 19                                | Jan 19                                | Mar 15                                | April 12                              |
| Last Day to Add/Drop          | Jan 18                                | Jan 20                                | Jan 20                                | Mar 16                                | April 13                              |
| No Shows Due                  | Jan 25                                | Feb 1                                 | Jan 25                                | Mar 22                                | April 15                              |
| Tuition Pro-Ration            | 100 % thru Jan 14<br>75 % thru Jan 21 | 100 % thru Jan 22<br>75 % thru Jan 29 | 100 % thru Jan 20<br>75 % thru Jan 21 | 100 % thru Mar 16<br>75 % thru Mar 17 | 100 % thru Apr 13<br>75 % thru Apr 14 |

## NEMCC Course Catalog

|                      |  |  |  |  |  |
|----------------------|--|--|--|--|--|
|                      | 50 % thru<br>Jan 28<br>0 % after<br>Jan 28 | 50 % thru<br>Feb 5<br>0 % after<br>Feb 5 | 50 % thru<br>Jan 22<br>0 % after<br>Jan 22 | 50 % thru<br>Mar 19<br>0 % after<br>Mar 19 | 50 % thru<br>Apr 16<br>0 % after<br>Apr 16 |
| Census Date          | Feb 19                                     | Feb 22                                   | Feb 5                                      | Apr 2                                      | April 20                                   |
| Mid-Terms            | Mar 1-4                                    | TBA                                      | TBA  | TBA  | TBA  |
| Withdrawal<br>Period | Jan 19- Apr<br>27                          | Jan 21 - Apr<br>19                       | Jan 21 - Mar<br>1                          | Mar 17 - Apr<br>26                         | Apr 14-May<br>3                            |
| Finals               | May 3 - 6                                  | Apr 26 - 29                              | Mar 8 - Mar<br>11                          | May 3 - 6                                  | May 6                                      |

### Summer 2027

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Summer<br>2027<br>Term Code:<br>202810 | Seated<br>Summer 1<br>PTRM 2  | Virtual Full<br>Term<br>PTRM 7  | Virtual Short<br>Term 1<br>PTRM 71  | Virtual<br>Short Term<br>2<br>PTRM 72   | Seated<br>Summer 2<br>PTRM 3  |
| Registration                           | Mar 16 -<br>May 29  | Mar 16- May<br>28   | Mar 16 -<br>May 28  | Mar 16 - Jun<br>19  | Mar 16 - Jul<br>2   |
| Fee<br>Payment<br>Due                  | May 27  | May 27  | May 27  | Jun 24  | Jul 1   |
| Classes<br>Begin                       | Jun 1   | June 1  | Jun 1   | Jun 28  | Jul 6   |
| Last Day to<br>Add/Drop                | Jun 2   | June 2  | Jun 1   | Jun 28  | Jul 7   |
| No Shows<br>Due                        | Jun 3   | Jun 7   | Jun 4   | Jul 2   | Jul 8   |
| Tuition Pro-<br>Ration                 | 100 % thru<br>Jun 2<br>75 % thru<br>Jun 3<br>50 % thru<br>Jun 4<br>0 % after<br>Jun 4 | 100 % thru<br>Jun 2<br>75 % thru<br>Jun 3<br>50 % thru<br>Jun 4<br>0 % after<br>Jun 4 | 100 % thru<br>Jun 2<br>75 % thru<br>Jun 3<br>50 % thru<br>Jun 4<br>0 % after<br>Jun 4 | 100 % thru<br>Jun 29<br>75 % thru<br>Jun 30<br>50 % thru<br>Jul 2<br>0 % after Jul<br>2 | 100 % thru<br>Jul 7<br>75 % thru<br>Jul 8<br>50 % thru<br>Jul 9<br>0 % after Jul<br>9 |
| Census Date                            | Jun 9   | Jun 18  | Jun 9   | Jul 7   | Jul 14  |
| Mid-Terms                              | TBA   | TBA   | TBA   | TBA   | TBA   |
| Withdrawal<br>Period                   | Jun 3 - Jun<br>22   | Jun 3 - Jul<br>12   | Jun 2 - Jun<br>14   | Jun 29 - Jul<br>12  | Jul 8 - 26  |
| Finals                                 | Jun 25  | Jul 19 - Jul<br>22  | Jun 21 - Jun<br>24  | Jul 19 - Jul<br>22  | Jul 30  |

# Faculty and Professional Staff

## Faculty and Professional Staff

### President's Cabinet

**Ricky Ford** (1981), President – B.S., Mississippi State University; M.Ed., University of Mississippi; Ph.D., Christ's College

**Michelle A. Baragona** (2002), Vice President of Instruction – A.A., Northeast Mississippi Community College; B.S., Louisiana Tech University; M.S., University of Southern Mississippi; Ph.D., University of Mississippi; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

**Rod Coggin** (1994), Vice President of Student Services - Credit from Northeast Mississippi Community College; B.B.A., Mississippi State University; Advanced Study, Mississippi State University

**Jennifer Coley** (2003), Vice President of Health Sciences – B.S., Baptist College of Health Sciences; Registered Radiologic Technologist; Registered Radiation Therapist; M.A., University of Mississippi; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

**Misty DeVaughn** (2007), Administrative Assistant, President – A.A., Northeast Mississippi Community College; Credit from University of Mississippi; B.B.A., University of North Alabama

**Patrick Eaton** (2000), Vice President of Institutional Advancement and Executive Director of the Development Foundation and Alumni Association – Credit from Itawamba Community College; B.B.A., Mississippi State University; Institute for Organization Management; University of Georgia; M.B.A., Columbia Southern University

**Tony Finch** (1988), Vice President of Public Information – Credit from Northeast Mississippi Community College; B.A., Mississippi State University

**Wesley Floyd** (2017), Human Resources Officer – B.S., Mississippi State University; M.B.A., Belhaven University

**Jason Mattox** (2006), Vice President of Career Technical Programs/Director of Workforce Training/Division Head, Business and Engineering Technology – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.B.A., Union University; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

**Chris Murphy** (2011), Vice President of Finance – Certified Public Accountant; A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.S.M.L. Western Governor's University

**Ben Shappley** (1998), Vice President of Community Outreach/Economic Development – A.A., Northeast Mississippi Community College; B.P.A., University of Mississippi;

M.B.A., Delta State University; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

## Staff

**Romelia Agnew** (2018) Administrative Assistant, eLearning – A.A.S., Northeast Mississippi Community College; B.S., University of Phoenix; M.B.A., Colorado Technical University

**Bobby Andersen** (2020) Commercial Truck Driving Instructor –

**Jamie Anderson** (2025) Continuing Education Associate – A.A.S., Northeast Mississippi Community College; B.S., Columbia Southern University

**Martin Arnold** (2021) Commercial Truck Driving Instructor -

**Danielle Ashley** (2023) Assistant Athletic Trainer - A.A., Itawamba Community College; B.S., Southern Mississippi; M.S., Delta State University

**Arizona Baggett** (2019) Administrative Assistant, Northeast at Ripley – A.A.S., Northeast Mississippi Community College

**Angela Bass** (1999) Data Specialist & IET Career Pathway Coordinator– A.A., Northeast Mississippi Community College; B.S., Western Governor’s University

**Austin Beasley** (2017) Director of Event Planning & Housing - A.A., Northeast Mississippi Community College; B.S., Mississippi State University

**Emily Bell** (2023) Intramural Sports Coordinator - Credit from Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

**Carlena Benjamin** (2007) Instructional Technology Specialist – B.S., Biological Sciences, Mississippi State University; M.Ed., Science Education, University of Mississippi; Ed.D., Delta State University; Mississippi Community College Leadership Academy

**Beth Benson** (2024) Recruiter - B.S., Mississippi State University; M.S., Mississippi State University; Mississippi Community College Leadership Academy

**Anna Bolton** (2023) Assistant Athletic Trainer - A.S., Southern Union Community College; B.S., University of Alabama

**Susan Brackeen** (2004) Administrative Assistant, Library – A.A.S., Northeast Mississippi Community College

**Will Brand** (2020) Assistant Baseball Coach – A.A., Jones County Junior College; B.S., University of Central Arkansas; M.S., University of Central Arkansas

**Gina Bray** (2012) Financial Aid Associate/Scholarship Coordinator – A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi

**Brea Browning** (2021) Recruiter, Northeast at New Albany – B.S., Mississippi State University; M.S., Ball State University

**Allen Bullock** (2021) Information Technology - A.A.S., Northeast Mississippi Community College

## NEMCC Course Catalog

**Michael Byrd** (2018) Director of Academic Advising – A.A., Northeast Mississippi Community College; B.S., Brigham Young University; M.Ed., University of Georgia; Community College Policy Fellowship Program

**Liz Calvery** (2020) Marketing & Public Relations – A.A., Northeast Mississippi Community College; B.A., Mississippi State University

**Steadman Campbell** (2023) Assistant Football Coach - B.S., University of Alabama

**Sean Cannon** (2023) Assistant Football Coach - Credit from Northeast Mississippi Community College; B.S., Delta State University; M.Ed., Delta State University

**Georgie Carroll** (1999) Recruiting Coordinator – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed., Mississippi State University

**Kathryn Chaffin** (2008) Dormitory Supervisor, Yarber Hall

**Carrie Cobb** (2011) Counselor, Career & Technical Education – B.S.W., University of Mississippi; M.Ed., University of Mississippi

**Rhonda Cockrell** (2004) Advisor/Proctor, Northeast at Ripley – B.A., Blue Mountain College

**Phyllis Colson** (2001) Director of Continuing Education/Workforce Project Manager – A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.B.A. Belhaven University; Mississippi Community College Leadership Academy

**Kevin Connell** (2016) Assistant Softball Coach – B.S., The Citadel; M.A., Arkansas State University

**Josh Culpepper** (2016) Bookstore Manager – A.A., Itawamba Community College; B.S., Western Governor's University

**Jay Daubenberger** (2025) Athletics Content Creator - A.A., Florida SouthWestern State College; B.S., Florida Gulf Coast University

**Greg Davis** (2012) Head Football Coach – B.S., Texas Christian University; M.S., Stephen F. Austin State University

**Karri Davis** (2020) Adult Education Specialist & Gateway Career Specialist – B.A., Texas Christian University; M.S., Texas A & M University - Texarkana

**Shawn Davis** (2016) Adult Education Instructor & Gateway Career Coach & Media Specialist – B.A., Blue Mountain College; M.Div., Mid-America Baptist Theological Seminary; D. Min., New Orleans Baptist Theological Seminary

**Jesse Dickerson** (2016) Bookstore Associate – Credit from Ashford University; A.A., Northeast Mississippi Community College

**Raleigh Downs** (2016) Graphic Artist/Designer – A.A.S., Northeast Mississippi Community College; B.A., Spring Hill College

**DeAnne Droke** (2016) Adult Education Instructor/Gateway Career Coach – A.A., Northeast Mississippi Community College; B.S., Blue Mountain College

**Amy Duncan** (2022) Enrollment Services Specialist – B.A. – University of Mississippi

**Graple Duncan** (2009) Dormitory Supervisor, Wood Hall

## NEMCC Course Catalog

**Brandon Elliott** (2011) Director of Facilities & Maintenance – B.S., University of Alabama; M.B.A., Delta State University

**Rachel Embrey** (2013) Adult Education Instructor – A.A., Northeast Mississippi Community College; B.A., University of Mississippi

**Cassandra Evans** (2002) WIOA Youth Gateway Coordinator – A.A.S., Northeast Mississippi Community College; B.B.A., University of Mississippi

**Lexie Fields** (2019) Foundation Scholarship Specialist – A.A., Itawamba Community College; B.Accy., University of Mississippi; M.B.A., Western Governors University

**Morgan Fisher** (2024) Director of Advancements in Manufacturing Upskilling (AiMUp) - A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi; M.Ed., Mississippi State University

**Molly Fugitt** (2024) Financial Aid Associate - A.A., Northeast Mississippi Community College

**Cathy Floyd** (2012) Payroll Specialist – Credit from Northeast Mississippi Community College; Itawamba Community College; University of Mississippi; University of Southern Mississippi

**John Garner** (2018) Industrial Maintenance & Welding Instructor, Workforce – A.A.S., Northeast Mississippi Community College

**Amber Gilley** (2025) Grant Accountant - A.A., Northeast Mississippi Community College; B.Accy, University of Mississippi

**David Goode** (2009) Director of Northeast at New Albany/WIOA Team Leader – A.A., Northeast Mississippi Community College; B.A., University of Mississippi

**Jillian Guy** (2020) Division Head, Math/Science – B.B.A.; M.B.A.; M.S., Mississippi State University; advanced study, Southern New Hampshire University; advanced study, Delta State University

**Megan Hargett** (2023) Adult Education – A.A.S., Northeast Mississippi Community College

**Irene Harrell** (2016) Adult Education Academic Assistant

**Rich Harrelson** (2011) Head Baseball Coach – B.S., University of Mississippi; M.A., University of West Alabama

**Kim Harris** (2013) Director of eLearning– B.A., Mississippi University for Women; M.S., Mississippi State University; Ph.D., Mississippi State University; Community College Policy Fellowship Program

**Ray Harris** (1987) Division Head, Fine Arts – B.M.E., Mississippi State University; M.M.E., Mississippi State University; D.M.A., Louisiana State University

**Tiffany Hatcher** (2020) Health Science Advisor – A.A., Northeast Mississippi Community College; B.S., Mississippi University for Women

**Chesnee Hawkins** (2021) Counselor – B.A., Mississippi State University; M.Ed., University of Mississippi

**Brad Holley** (2000) NZone Associate – A.A., Northeast Mississippi Community College; B.F.A., Mississippi State University

**Amy Howell** (2020) Human Resource Generalist – credit, Northeast Mississippi Community College; A.S., Northwest Shoals Community College; B.S., University of Montevallo; M.B.A., Delta State University

**Brittney Hudson** (2012) eLearning Student Support Specialist – A.A.S., Northeast Mississippi Community College

**Christy Hurt** (2024) Success Coach, CTE - Credit form Northeast Mississippi Community College; B.A., University of Mississippi

**Bradi Ingram** (2023) Student Athlete Success Coach – A.A., Northeast Mississippi Community College; B.B.A., University of North Alabama; M.Ed., Arkansas State University

**Candice Jackson** (2023) CDA Student Navigator - Credit from Northwest Shoals Community College; A.A., Northeast Mississippi Community College; B.Accy, University of Mississippi; M.B.A., Western Governor’s University

**Jason Jackson** (2022) Campus Police Chief - A.A., Northeast Mississippi Community College; B.S., University of Mississippi

**Sam James** (2024) Success Coach - Credit from Northeast Mississippi Community College; B.S., Mississippi State University; M.A., Mississippi State University; Mississippi Community College Leadership Academy

**Amanda Janes** (2021) MI-BEST College & Career Navigator – B.S., Mississippi State University; Credit from Liberty University; M.S., Mississippi State University

**Rochelle Jenkins** (2020) Recruiter – A.A.S. – Northeast Mississippi Community College

**Amanda Johnson** (2022) Career STEP Navigator – A.A., Northeast Mississippi Community College; B.S., Union University; M.B.A. Belhaven University

**Tiffany Johnson** (1999) Foundation Financial Officer – A.A.S., Northeast Mississippi Community College; B.B.A., Faulkner University

**Katie Jones** (2020) Recruiter – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.A., University of West Alabama

**Chassie Kelly** (2002) Director of Enrollment Services/Registrar – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.S., Western Governor’s University; Mississippi Community College Leadership Academy

**Cathy Kennedy** (2022) Accountant - A.A., Itawamba Community College; B.Accy., Mississippi State University; M.Accy., Mississippi State University

**Laurie Kesler** (2010) Director of Adult Education – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., University of Mississippi

**Brandi Lauderdale** (2018) Administrative Assistant, Office of Student Services – A.A., A.A.S., Northeast Mississippi Community College

**Cheyenne Lindsey** (2023) Enrollment Services Specialist –Certificate – Northeast Mississippi Community College, A.A.S. – Northeast Mississippi Community College

**Tatyana Lofton** (2025) Assistant Women's Basketball Coach -

## NEMCC Course Catalog

**Blake Long** (2013) Director of Sports Information – A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi

**Jody Long** (1997) Head Softball Coach, Assistant Director of Residential Student Services – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., University of Mississippi

**Jennalee Lyles** (2016) Director of Northeast at Corinth/WIOA Case Manager – B.S., Blue Mountain College

**Kelly Marshall** (2023) Administrative Assistant, Health Sciences - A.A.S., Northeast Mississippi Community College

**Vaunita Martin** (2023) - A.A., Itawamba Community College; B.S., William Carey University

**Ashley Massey** (2022) Enrollment Services Specialist - AA-Northeast Mississippi Community College, B.B.A. – University of Mississippi

**Brenda Mayes** (2015) Assistant Athletic Director/Women's Volleyball Coach – A.A., Northeast Mississippi Community College; B.S., University of North Alabama; M.A., University of North Alabama

**Jenny McCalla** (2017) Administrative Assistant, Workforce – B.A., Ohio Christian University; Credit from Wesley Biblical Seminary; Credit from Wesley College; Credit from Geneva College

**Tabitha McKay** (2013) Director of Institutional Research/SACSCOC Liaison – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., Delta State University; Mississippi Community College Leadership Academy

**Mallory McPhail** (2019) Accounting/Student Business Services Associate – A.A., Northeast Mississippi Community College; B.B.A., University of North Alabama; M.B.A., University of North Alabama

**Jaclyn Meeks** (2018) Adult Education High School Equivalency Examiner – A.A.S., Northeast Mississippi Community College; B.S., Western Governor's University; M.S., Western Governor's University

**Raina Michael** (2007) Coordinator of Residential Services & Events – A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi

**Brian Middleton** (2025) Head Women's Basketball Coach - B.S., Mississippi State University; M.Ed., Grand Canyon University

**Tiffany Middleton** (2022) Director of Employee Development – B.S., Blue Mountain College; M.Ed., Delta State University; Mississippi Community College Leadership Academy

**Erica Miller** (2011) Student Athlete Success Coach – A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi; M. Ed., University of North Alabama

**Michael Miller** (2013) Public Information Specialist – A.A., Northeast Mississippi Community College; B.S., Union University; M.B.A., Mississippi State University; Credit from Delta State University

## NEMCC Course Catalog

**Ryan Moreland** (2021) Sports Information Specialist – A.A, Northeast Mississippi Community College; B.S., Mississippi State University

**Taylor Moreland** (2021) Financial Aid Associate, Loan Specialist/Work Study Coordinator - A.A.S., Northeast Mississippi Community College

**Traci Murphy** (1995) Administrative Assistant, Career & Technical Education – A.A.S., Northeast Mississippi Community College

**Mark Nichols** (1997) Director of Information Systems Technology – A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.B.A., University of Mississippi

**Chad Nolan** (2016) Adult Education Instructor/Gateway Career Coach – A.A., Northeast Mississippi Community College; B.S., Middle Tennessee State University

**Lydia Patterson** (2022) Administrative Assistant, Office of Instruction - A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi

**Melissa Pearson** (2015) Assistant Campus Police Chief - A.A., Northeast Mississippi Community College; B.S., University of North Alabama; M.S.W., University of North Alabama

**Charles Pollard** (2022) Director of Institutional Effectiveness - A.A., East Mississippi Community College; B.S., M.S., Mississippi State University; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

**Emily Pollard** (2008) Division Head, Social, Behavioral, & Applied Sciences – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University; Ed.D., University of Southern Mississippi; Mississippi Community College Leadership Academy

**Jenie Ramey** (2021) Administrative Assistant, Division of Health Sciences – B.S.W., University of North Alabama

**Cole Rotenberry** (2021) - A.A., Northeast Mississippi Community College; B.S., Mississippi College

**Kathy Rutherford** (1990) Purchasing Assistant/Inventory Clerk – A.A.S., Northeast Mississippi Community College

**Alli Scott** (2025) Marketing & Public Relations – B.B.A., Mississippi State University

**Cedric Shell** (2019) Assistant Football Coach – B.A., Alcorn State University

**Nickeda Shelton** (2021) Counselor – B.A., Mississippi Valley State University; M.Ed., Delta State University; Ed.S., Mississippi State University; Ph.D., University of Mississippi; Mississippi Community College Leadership Academy

**LaVaile Shields** (2022) Enrollment Services Coordinator - A.A.S., A.A., Northeast Mississippi Community College

**Wendy Kirk-Shinault** (2024) Accounts Payable Specialist - A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi

**Charlie Smart** (2009) College & Career Navigator – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University

## NEMCC Course Catalog

- Kim Smith** (1997) Assistant Director of Adult Education/ Lead Instructor – A.A., Itawamba Community College; B.S., Freed-Hardeman University
- Kunshinge Sorrell-Howard** (2015) Administrative Assistant/Success Center Proctor – Credit from Northeast Mississippi Community College; B.S., Mississippi State University
- Robin South** (2011) Administrative Assistant, Dental Hygiene Technology – A.A., Northeast Mississippi Community College
- Nikki Spears** (2012) Adult Education Academic Assistant – A.A., Northeast Mississippi Community College
- Callie Stanley** (2019) Dual Enrollment Coordinator – A.A., Northeast Mississippi Community College; A.A.S., Itawamba Community College; B.A.; University of Mississippi; M.Ed., University of West Alabama
- Leigh Ann Stewart** (2017) Director of Counseling/Special Populations Counselor – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., University of West Alabama
- Trevor Stigers** (2025) Football, Game Day - B.A., Mississippi State University
- Sarah Street** (2018) Information Technology – A.A., Northeast Mississippi Community College
- Jac Strickland** (2020) Student Business Services Associate - A.A., Northeast Mississippi Community College
- Andre Stringer** (2025) Assistant Men's Basketball Coach - B.S., Louisiana State University
- Courtney Taylor** (2021) Student Business Services Accounts Receivable Specialist – B.Accy, University of Mississippi; M.Accy, University of Mississippi
- Shanna Taylor** (2019) Director of Purchasing– A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.S., Western Governor's University
- Charlotte Tennison** (1997) Student Activities – A.A.S., Northeast Mississippi Community College
- Mark Tomlinson** (2011) WIOA Case Manager – B.B.A., University of Mississippi
- Justin Treloar** (2013) Division Head, Humanities & Languages – B.S., Mississippi State University; M.S., Mississippi State University; Ph.D., Mississippi State University; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program
- Leigh Treloar** (2018) Student Athlete Success Coach/Women's Golf Coach – B.B.A., Mississippi State University; M.S., Mississippi State University
- Shannon Tucker** (1997) Travel Coordinator – A.A., Northeast Mississippi Community College; B.A., Mississippi State University; Advanced Study, University of Memphis
- Cordell Upshaw** (2024) Assistant Football Coach -
- Robert Walker** (2017) Director of Burgess Fitness Center – B.S., University of Alabama; M.S., Mississippi State University

**Tyler Whitehead** (2017) Workforce Training & Economic Development Instructor/ Mississippi Corridor Consortium Instructor – A.A.S., Northeast Mississippi Community College; B.S.B., Faulkner University; M.B.A., Faulkner University

**Britney Whitley** (2018) Associate Vice President of Student Success/Director of Student Success Center – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.Ed., University of Mississippi; Mississippi Community College Leadership Academy

**Tina Wilburn** (2024) Prison Navigator - A.A., Liberty University; B.S., Liberty University

**Malinda Williams** (2017) - Dormitory Supervisor

**Greg Windham** (2009) Director of Financial Aid – A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.B.A., Delta State University; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

**Josie Windham** (2020) Financial Aid Associate, State Aid Coordinator – A.A.S., Northeast Mississippi Community College

**Cord Wright** (2013) Head Men’s Basketball Coach – B.S., Limestone College; M.A., University of North Alabama

**Ellice Yager** (2013) Director of the Library – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi

**Sabine Zabarovska** (2014) Learning Management System Support & Instructional Design Specialist – B.S., University of Mississippi

## Faculty

**Heather Arnold** (2025) Developmental Education Navigator – B.A., University of Mississippi; M.Ed., University of North Alabama

**Leslie Arnold** (2021), Director of Health Sciences Simulation Lab – A.D.N., Northeast Mississippi Community College; B.S.N., Baptist College of Health Sciences; M.S.N., University of North Alabama; D.N.P., Samford University

**Michael Barron** (2022), Associate Degree Nursing – A.A.S., Northeast Mississippi Community College; B.S.N., Baptist Health Sciences University; M.S.N., Herzing University

**Tracey Barron** (2018), Practical Nursing Education – A.A., East Central Community College; B.S.N., Mississippi University for Women

**Jason Beghtol** (2008), Music/Assistant Band Director – A.A., Itawamba Community College; B.M., University of Mississippi; M.M., University of Mississippi; M.M., Florida State University; Ph.D., University of Mississippi

**LaShay Blansett** (2007), Speech – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

## NEMCC Course Catalog

**Joey Boren** (2019), Construction Engineering Technology – A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.A. University of North Alabama; M.Ed. - University of North Alabama

**Sallye Bowlin** (2019), Accounting – A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.B.A., Delta State University; M. Professional Accy., Delta State University

**Will Bowlin** (2014), Political Science/History/Sociology – B.S., Mississippi State University; M.P.P.A., Mississippi State University; Advanced Study University of North Alabama, Sam Houston University; Ph.D., Mississippi State University; Advanced Study, Delta State University; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

**Beth Bowling** (2014), Nursing – B.S.N., Mississippi University for Women; M.S.N., University of North Alabama; D.N.P., American Sentinel University

**Crystal Bryde** (2023), Art – B.F.A, Mississippi University for Women, M.F.A – University of Florida

**Russ Bullard** (2012), Heating & Air Conditioning Technology – Certificate, Northeast Mississippi Community College; A.A.S. Northeast Mississippi Community College

**Jennifer Burchell** (2021), Biology – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.S., Mississippi College

**Lee Busby** (2023), Automotive Mechanics Technology – A.A.S., Northeast Mississippi Community College

**Hanna Byrd** (2023), Associate Degree Nursing – A.A.S, Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., University of North Alabama; F.N.P.C.; University of North Alabama

**Bree Cartwright** (2022), Biology - A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Alcorn State University

**Carmen Cartwright** (2018), Associate Degree Nursing – B.S.N., M.S.N., University of North Alabama; D.N.P., Samford University

**Angileah Chase** (2023), Practical Nursing Education - A.A.S., Northeast Mississippi Community College; B.S.N., Mississippi University of Women; M.S.N., University of North Alabama

**Noel Childress** (2016), Mathematics – B.S., University of Mississippi; M.S., University of Mississippi

**Kirk Chism** (2025) Emergency Medical Sciences Technology (Paramedic) – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.B.A., Bethel University

**Kristy Church** (2009), Associate Degree Nursing – B.S.N., University of North Alabama; M.S.N, University of North Alabama; D.N.P., American Sentinel University

**Ginger Cramer** (2013), Culinary Arts Technology – A.A.S., Northeast Mississippi Community College

**Jana Crittenden** (2022), Associate Degree Nursing - A.A.S, Northeast Mississippi Community College; B.S.N., Baptist College of Health Sciences; M.S.N., Chamberlain University

**Bonita Crump** (1979), Early Childhood Education Technology/Co-Director of Northeast Childcare Center – A.A.S., Northeast Mississippi Community College

**Felicia Crump** (2013), Practical Nursing Education – A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S., Mississippi University for Women; M.S.N., William Carey University; Ph.D., William Carey University

**Beth Dawson** (2012), Associate Degree Nursing - B.S.N., University of North Alabama; M.S.N., University of Alabama Birmingham; D.N.P., Samford University

**Derek DeVaughn** (2014), Industrial Maintenance Technology/Men's Golf Coach – A.A.S., Northeast Mississippi Community College

**Carl Dewitt** (2023), Physical Sciences - A.A., Itawamba Community College; B.A, University of Mississippi; M.A., University of Mississippi; Ph.D., University of Mississippi

**Chris Dunn** (2012), Music/Campus Country – B.M., Belmont University; M.A., Middle Tennessee State University

**Rebecca Elliott** (2018), Business Management Technology – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., University of North Alabama

**Mindy Forsman** (2019), Associate Degree Nursing – A.A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.S.N., University of Mississippi Medical Center

**Carrie Fowler** (2019), Dental Hygiene Technology – A.A.S., Northeast Mississippi Community College; B.H.S., University of Mississippi Medical Center; M.S.M., Faulkner University

**Josh Gahagan** (2023), Diesel Power Technology - A.A.S, Northeast Mississippi Community College

**Brooke Gaillard** (2022), Associate Degree Nursing - A.A.S, Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., University of North Alabama

**Willie Gates** (2024), Logistics Management Technology - A.A., Northeast Mississippi Community College; B.S., Union University; M.A., University of Memphis

**Mark Gilliland** (2020), Computer Sciences – B.B.A., Mississippi State University; M.B.A., Union University

**Alison Goodwin** (2021), Director, Diagnostic Medical Sonography – A.A., Itawamba Community College; A.A.S., Mississippi Delta Community College; A.A.S., Itawamba Community College; B.H.S., University of Mississippi Medical Center

**Paige Green** (2009), English – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed., University of Mississippi

**Carrie Greene** (2024), Information Systems Technology -

## NEMCC Course Catalog

**Elizabeth Grisham** (2019), History – B.A., Belhaven University; M.A., Mississippi State University; Ed.D., University of Southern Mississippi

**Christy Grissom** (2013), Hospitality Management Technology – A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi; M.S., University of Alabama

**Greg Hardin** (1998), Automotive Mechanics Technology – A.A.S., Northeast Mississippi Community College; Credit from Mississippi State University

**Hope Harrelson** (2018), Radiologic (Medical) Technology – A.A.S., Northeast Mississippi Community College; A.A.S., Itawamba Community College; B.S., University of Mississippi Medical Center; M.A., University of Mississippi

**Dalton Harris** (2019), Respiratory Care Technology – A.A.S., Northeast Mississippi Community College; B.H.S., University of Mississippi Medical Center

**Hannah Hastings** (2022) Mathematics - A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.A., Mississippi State University

**Jennifer Hastings** (2001), Mathematics Instruction, Career & Technical Education – A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; B.S., Blue Mountain College; M.A., University of Mississippi

**Dawn Hilliard** (2005), Biology – B.S., Blue Mountain College; M.P.T., University of Tennessee-Memphis

**Chandra Hisaw** (2019), Biology – A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.S., Mississippi State University

**Vickie Hopkins** (2010), Medical Assisting Technology – A.A.S., Northeast Mississippi Community College; Certified Medical Assistant (AAMA); B.S., University of Mississippi Medical Center; M.H.S., University of Mississippi Medical Center

**Alana James** (2021), Dental Hygiene Technology– A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center; M.H.S., University of Mississippi Medical Center; D.H.A., University of Mississippi Medical Center

**Mary Jones** (2016), Health, Physical Education, & Recreation – A.A., Northeast Mississippi Community College; B.S., University of Southern Mississippi; M.S., University of Southern Mississippi; Ph.D., University of Southern Mississippi

**Heather Kirk** (2016), Nursing – B.S.N., University of North Alabama; M.S.N., University of Alabama - Birmingham; D.N.P., Samford University

**Anne Kramer** (2015), English – B.A., University of Mississippi; M.Ed., University of Mississippi

**Kristen Lambert** (2013) Computer Sciences – A.A., Northeast Mississippi Community College; A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi; M.B.A., Delta State University

**Jennifer LaMontagne** (2022), Radiologic (Medical)Technology - A.A.S., Northeast Mississippi Community College

**Amy Langley** (2014), Music/Assistant Band Director – B.M., University of Mississippi; M.M., University of Mississippi; D.M.A., University of Memphis

**Marianne Lancaster** (2021), Health Sciences Simulation Lab – A.A., Itawamba Community College; B.S., Mississippi College; B.R.T., University of Mississippi Medical Center

**Claire Leeke** (2017), Music – B.A., M.M., University of Mississippi

**Tiffany Lindsey** (2016) Dental Hygiene Technology – A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center; M.H.S., University of St. Augustine for Health Sciences

**John Little** (2011), Biology – B.A.E., University of Mississippi; M.D., Xavier University School of Medicine, Aruba

**Stevie Lovelace** (1997), Precision Manufacturing & Machining Technology – A.S., Northeast Mississippi Community College; B.S., Mississippi State University; M.B.A., Faulkner University; Certified Journeyman Machinist and Tool and Diemaker

**Janelle Lowrey** (2018), Paralegal Technology – A.A.S., Northeast Mississippi Community College; B.A., University of Mississippi; J.D., University of Mississippi

**Amy Marolt-Alred** (2005), Mathematics – B.A., Mississippi State University; M.S., Mississippi State University; Ph.D., University of Mississippi

**Andrea Mathis** (2003) Mathematics – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., University of Mississippi

**Amanda Mattox** (1995), Music – A.A., Northeast Mississippi Community College; B.M.Ed., Mississippi State University; B.S., University of Southern Mississippi; M.M.Ed., University of Southern Mississippi; D.A., University of Mississippi

**Lorie Mattox** (2013), English – B.S., Blue Mountain College; M.Ed., University of Mississippi

**Jeff Melson** (2008), Assistant Division Head, Career & Technical Education/Drafting, Design & 3D Modeling Technology – A.A.S. & A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.Ed., Delta State University

**Courtney Michael** (2023), Mathematics –

**Candy Miller** (2012), English – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

**Jason Miller** (2015), Chemistry – A.A., Northeast Mississippi Community College; B.S. University of North Alabama; M.S. Mississippi State University; Additional graduate credit, Mississippi State University

**Whitney Miller** (2018), Associate Degree Nursing – B.S.N., University of North Alabama; M.S.N., University of Alabama-Birmingham

**Bryan Mitchell** (2006), Music/Director of Bands – A.A., Northeast Mississippi Community College; B.M., University of Mississippi; M.M., University of Mississippi; Additional graduate credit, University of Mississippi

**Randy Mitchell** (2008), Collision Repair Technology – A.A.S., Northeast Mississippi Community College

**Brittany Moore** (2013), English – B.S., Mississippi State University; M.Ed., University of Mississippi

**Chasity Moore** (2015), Health, Physical Education & Recreation/Family Consumer Science – A.A., Northeast Mississippi Community College; B.S., Mississippi University for Women; M.S., Mississippi State University

**Brian Morgan** (2024) Chemistry -

**Melissa Morgan** (2012), Associate Degree Nursing, Director – A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi for Women; M.S.N., Delta State University; D.N.P., Samford University; Mississippi Community College Leadership Academy; Community College Policy Fellowship Program

**Ruthann Morgan** (2024), Librarian -

**Jessica Morris** (2021), Biology – B.S., University of Mississippi; M.Ed., University of Mississippi; Ed.S., Belhaven University

**Jennifer Newell** (2001), Early Childhood Education Technology – Credit from Northeast Mississippi Community College; B.S., Blue Mountain College; M.Ed., Mississippi State University

**Lacey Nichols** (2022), Clinical Coordinator, Diagnostic Medical Sonography – A.A.S., Northeast Mississippi Community College

**George Nock** (2002), Physics – B.S., Hampden-Sydney College; M.S., University of Mississippi; Ph.D., University of Mississippi

**Misty Norris** (2012), Mathematics – B.S., Mississippi State University; M.S., Mississippi State University

**Alexia Owens** (2014), Early Childhood Education Technology/Co-Director of Northeast Childcare Center – Credit from Northeast Mississippi Community College; B.S., Mississippi State University

**Anna Palmer** (2023), Practical Nursing Education - A.A.S., Northeast Mississippi Community College; B.S.N, Mississippi University for Women; M.S.N., Walden University

**Tabitha Perrigo** (2017), Psychology – A.A.S., Northeast Mississippi Community College; B.S., University for Women; M.S., University of Southern Mississippi; D.N.P., University of South Alabama; Advanced Study, Capella University

**Sayde Potts** (2023), Agriculture - A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

**Mary Beth Reeves** (2021) – Practical Nursing Education - A.A., Northeast Mississippi Community College; A.D.N., Itawamba Community College; B.S.N., Mississippi University for Women; M.S.N., Southwest Baptist University

**Morgan Ricks** (2015), History – A. A., Northeast Mississippi Community College; B.S.Ed., Delta State University; M.Ed., Delta State University; Ed.D., University of Mississippi

**Kalah Rogers** (2014), Librarian – B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi

**Shane Scott** (2015), Criminal Justice – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; J.D., Mississippi College, School of Law

**Jonathan Shaw** (2020), Precision Manufacturing & Machining Technology – A.A.S., Northeast Mississippi Community College

**John Shelburne** (2007), Respiratory Care Technology – A.D., PMI Mesa Campus, Mesa, AZ; B.S., Grand Canyon University; M.A., University of Mississippi

**Melody Shinn** (2008), Art – B.F.A., Mississippi University for Women; M.F.A., Rochester Institute of Technology

**Rosalyn Singleton** (2008), Director of Medical Laboratory Technology – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.H.S., University of Mississippi Medical Center

**Eric Smith** (2017), History, Geography, & Philosophy – B.A., University of Mississippi; M.A., University of Mississippi

**Mason Smith** (2017), Electrical Technology – A.A.S., Northeast Mississippi Community College

**Stephanie Smith** (2011), Psychology – B.A., Delta State University; M.A.C.L., Forest Institute of Professional Psychology

**Lauren Sparks** (2024), Associate Degree Nursing – A.A., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., University of Alabama at Birmingham

**Lisa Stevens** (2018), Sociology – Credit from Northeast Mississippi Community College; B.A., Blue Mountain College; M.S., University of Mississippi

**Amanda Sullivan** (2024), Associate Degree Nursing - A.A.S., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S.N., University of North Alabama; D.N.P., Samford University

**Paden Switcher** (2023), Associate Degree Nursing - A.A.S., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., University of Southern Mississippi

**Sherita Taylor** (2007), Librarian – B.S., Mississippi University for Women; M.L.I.S., University of Southern Mississippi

**Kristi Tooley** (2018), Director of Practical Nursing Education – A.A.S., Northwest-Shoals Community College; B.S.N., University of North Alabama; M.S.N, D.N.P., University of Alabama

**Jeff Tuttle** (2003), Foreign Languages – B.A., M.Ed., University of Mississippi

**Elizabeth Upchurch** (2016), English – A.A., Northeast Mississippi Community College; B.A., Mississippi University for Women; M.A., Mississippi State University

**Bonnie Wanner** (2018), Mathematics – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., National University

**Brian Warren** (2021) Electrical Technology – A.A.S., Itawamba Community College

**Crystal White** (2003), Business Management Technology – A.A.S., Northeast Mississippi Community College; B.S., Blue Mountain College; M.S., Mississippi State University; Ed.S., Arkansas State University



# Location and Facilities

## Locations and Facilities

### Locations

The Northeast Mississippi Community College Campus is located at 101 Cunningham Boulevard, Booneville, MS 38829, in Booneville, Mississippi. Campus Law Enforcement patrols main campus buildings and grounds regularly. Campus buildings and parking areas are well-lighted to provide a safe environment. Campus buildings and facilities are accessible during normal business operating hours, Monday through Thursday from 8 AM to 4 PM, Friday from 8 AM to 12 PM, and for certain special functions.

For additional information on hours of operation, please visit <https://www.nemcc.edu/about/location-hours>.

### [Campus Map](#)

#### College Off-site Locations:

- Northeast at Corinth (Larry McCollum Hall), 2759 South Harper Road, Corinth, MS 38834, 662.696.2352
- Northeast at Iuka, 751 CR 989, Iuka, MS 38852
- Northeast at New Albany (Bobby Martin Hall), 301 North Street, New Albany, Mississippi 38652, 662.692.1501
- Northeast at Ripley (Maddie Thompson Hall), 1525 City Avenue North, Ripley, MS 38663, 662.502.6200

### Facilities

#### Judge William H. Anderson Hall

This two-story facility houses the disciplines of English, Fine Arts, and Modern Languages and includes a lecture auditorium with approximately 125-150 seating capacity. The building is named in memory of a former member of the Board of Trustees.

#### Bonner Arnold Coliseum

The Bonner Arnold Coliseum contains three basketball courts, six dressing rooms, faculty offices, and equipment rooms. It has a seating capacity of 3,000 spectators. The building is named in memory of a former athletic director of the college.

#### Buildings and Grounds Facility

This facility houses the office of the Director of Facilities and Maintenance.

#### Bratton C. Burgess Student Activity Center

The Burgess Activity Center serves as a full-service fitness facility available to Northeast students and employees and is open to the community. This facility includes

cardiovascular and weight training equipment, basketball, volleyball, fitness classes, and locker rooms. This building is named in memory of a former Board of Trustee.

### **Gaye Roden Carr Aquatic Center**

Constructed in 1983, this 7600-square-foot facility contains offices and dressing rooms for the Olympic-sized swimming pool. The eight-lane pool is maintained to serve institutional purposes, as well as for student recreational use. The facility is named in memory of a former Northeast student whose family donated funds for the center.

### **Merril T. Cartwright Hall**

This facility houses the College's Bookstore, the Writing Center, and the e-Learning Department. This building is named in honor of a former member of the Board of Trustees.

### **Joe M. Childers Hall**

This modern three-and-a-half-story structure, constructed in 2000, is the nucleus for health-related instruction. The building contains classrooms, laboratories, conference rooms, a student lounge, a computer laboratory, offices, an auditorium, and a dental hygiene clinic. The Division of Health Sciences main office, the Associate Degree Nursing Program, and the Dental Hygiene Program are housed in this facility. This building is named in memory of a former president of the college.

### **Gayle Davis Hall**

This modern facility houses the diesel mechanics program. This building is named in memory of a former instructor for the diesel mechanics program.

### **H. H. Daws Hall**

This facility adjoins McCoy Hall and houses laboratories and classrooms for chemistry, computer science, physical science, and mathematics. This facility is named in memory of a former faculty member and a former chairman of the Science Department.

### **James P. Dean Hall, B. T. (Tice) Moore Hall, P. Hale Aust Hall, and Career & Technical-Education Complex**

The Career and Technical Education complex consists of five masonry structures which make up approximately 90,000 square feet of classrooms, laboratories, and offices. Building Number 1 in this complex is named James P. Dean Hall in memory of a former member of the Board of Trustees. Building Number 5 in this complex is named B. T. (Tice) Moore Hall in memory of a former member of the Board of Supervisors in Prentiss County. Building Number 2 in this complex is named P. Hale Aust Hall in memory of a former CTE administrator. The facility accommodates multiple career and technical programs.

### **Charles M. Gordon Hall**

This two-story facility houses a portion of the Division of Business and Engineering Technology. The building is named in honor of a former Prentiss County supervisor. A sunlit court garden enhances the interior of the building.

### **Frank and Audrey Haney Union**

This building houses the cafeteria and the Campus Law Enforcement and provides a variety of food service, recreational, and conference facilities. It is the center for

conducting and promoting social, recreational, cultural, and educational activities for students, faculty, administration, alumni, and guests. The building is named in memory of a former member of the Board of Trustees and his spouse.

### **Earl F. Hargett Hall**

This facility houses health occupation programs of Medical Assisting, Respiratory Therapy, Radiologic Technology, and Medical Laboratory Technology. The facility includes a lecture auditorium of approximately 150 seating capacity. The building is named in memory of a former president of the college.

### **G. W. "Buster" Hines Hall**

This facility houses the Division of Fine Arts and contains a 299-seat recital hall-auditorium and specially designed rehearsal rooms for band, chorus, classrooms, practice rooms, and staff offices. The building is named in memory of a former member of the Board of Trustees.

### **Troy Holliday Hall**

This facility houses the Division of Workforce Training and Economic Development. This building also houses Adult Education, Start-Up Training, administrative offices, Continuing Education, and an industrial training area. The facility contains a lecture auditorium with a seating capacity of 117. The building is named in memory of the late Troy Holliday, a member of the Board of Trustees.

### **Elmer E. McCoy Hall**

Completed in 1993, this three-story 57,000-square-foot complex contains a full botanic atrium specifically designed for air and water filtration. It is designed to be energy efficient and is state-of-the-art in design technology as well as technology for classroom use. It houses the disciplines of mathematics, biology, chemistry, physics, physical science, agriculture, and computer science. Classrooms, laboratories, faculty offices, and a conference room are provided. The building is named in memory of a former member of the Board of Trustees.

### **Holley Patterson Hall**

This facility houses the disciplines of social science, psychology, history, health and physical education, a learning lab, and a lecture auditorium. The building is named in memory of a former member of the Board of Trustees.

### **NEMCC Health and Nutrition Center**

The NEMCC Health and Nutrition Center was renovated in 2017 with grant funds provided by the Blue Cross Blue Shield of MS Foundation. This facility serves as a multifunctional meeting area with a stationary kitchen unit to provide opportunities for the campus and community to engage in healthy cooking and nutrition classes to promote healthy eating and the incorporation of a healthy lifestyle. In addition, the facility is used for yoga, basic flexibility, strengthening classes, and health fairs.

### **T. Jack Ramsey Hall (Student Services Building)**

This two-story, 37,000-square foot facility, completed in December 2012, houses the offices of Recruiting, Admissions and Records, Financial Aid, Housing, and the Counseling Center, as well as the Business Office all in one location to serve students

more efficiently. In addition, the building is home to the College's Office of the President and Board of Trustees, the offices of the Vice President of Student Services, Vice President of Instruction, Vice President of Finance, Institutional Research, Human Resources, as well as the Computer Center, Institutional Printing, and Mailroom. The building is named in memory of a long-time member and chairperson of the Board of Trustees.

### **Seth Pounds Auditorium**

This facility was built in 1948 and has since been extensively remodeled. It seats 700 people and has a stage fully equipped for dramatic and musical productions. The building is named in memory of a former member of the Board of Trustees.

### **Tiger Fieldhouse**

The Tiger Fieldhouse began construction in 2013 and officially opened for the fall 2014 football season. It houses both home and visiting locker rooms, training facilities, a weight room, and an equipment room. The facility is located on the north end zone of the field.

### **Tiger Stadium**

The stadium, made of rust-free aluminum with galvanized understructure, features a closed-deck grandstand. The seating capacity for the facility is 5,200. The stadium stretches 26 rows high giving a good viewing position for the Tiger fans. Atop the home side is a 72-foot-long press box. The stadium was completed in 1981. A modern concession area and restroom facility were added in 1994.

### **William L. Waller Technical Center**

This three-story facility houses Child Care Development Technology, Culinary Arts Technology, Hotel-Restaurant Management Technology, and houses some members of the coaching staff. The building is named in memory of former Governor William L. Waller.

### **B. Ellis Wright Hall**

This facility houses Practical Nursing Education and the Student Success Center. The building is named in honor of a former member of the Board of Trustees.

### **Northeast at Corinth**

This 40,000-square-foot facility is located within a newly renovated 75,000-square-foot former industrial building. Construction and renovation of Phase I of the center was completed in 2006. Phase I of the facility houses the WIN/WIOA Center, Adult Basic Education classes, Mississippi Department of Employment Services for the Alcorn County area, academic classes, and workforce training. The facility is composed of classrooms, computer labs, offices, and multi-purpose conference and training rooms. Phase II construction was completed in 2009 and includes classrooms and a science laboratory.

### **Northeast at New Albany**

This instructional facility houses the WIN/WIOA Center for Union County, Adult Basic Education Classes, Dual Enrollment Classes, Day & Evening College Classes,

Proctored Exams, and Workforce Training Classes. The facility contains classrooms, a science laboratory, a computer lab, and offices.

### **Northeast at Ripley**

This instructional facility houses Adult Basic Education Classes, Dual Enrollment Classes, Day & Evening College Classes, Proctored Exams, and Workforce Training Classes. The facility contains classrooms, a science laboratory, a computer lab, and offices.

### **Other Buildings**

Other buildings on campus include the president's home, residences for administrative personnel, faculty apartments, a transportation maintenance terminal, storage buildings, and field houses.

## **Library**

### **Eula Dees Memorial Library**

Constructed in 1962 and named in memory of a former member of the Board of Trustees, the Eula Dees Memorial Library on the Booneville campus features different areas to service the many needs of its patrons. A quiet study area provides for individual study needs, and six study rooms provide opportunities for groups to study together. Two spaces, designated "leisure reading areas," feature sofas and padded chairs for relaxed reading. Students have access to 20 computers for school work or personal use in the Reference Room. Library resources to support all educational, research, and leisure needs of patrons are varied, including books, periodicals, DVDs, CDs, slides, software, kits, and approximately fifty online databases that provide access to over 145,000 unique electronic books as well as hundreds of thousands of periodical articles.

The purpose of the library is to catalyze learning by providing information in various formats to support the instructional programs of the community college, to promote information literacy by providing instruction in the skills needed to seek, evaluate, and use information effectively, and to provide assistance to the community beyond the confines of the College.

## **Dormitories**

### **Mississippi Hall**

This three-story facility was completed in 1990. Expansion and renovation in 2003 brought the total capacity to 222 female students.

### **Nelwyn M. Murphy Hall**

This three-story facility provides accommodations for 168 female students. It is named in memory of a former member of the Board of Trustees.

### **Harold T. White Hall**

This three-story facility provides accommodations for 204 male students and is named in memory of a former president of the College.

**Hoyt B. Wood Hall**

This three-story facility provides 28 units for men and 30 units for women. This facility is divided by a lobby, TV room, laundry room, and resident hall supervisor's quarters. Each residential entry point is equipped with card readers. This residence hall is named in memory of a former member of the Board of Trustees.

**Bob Yarber Hall**

This three-story facility provides 58 units designed to house 116 male students. The dormitory is a walk-up style structure and is constructed with exterior balconies. The residence hall is named in honor of a former member of the Board of Trustees.

# Exam Schedules

## Exam Schedule

The four-day exam period is identified in the academic calendar.

### Fall 2026

| Exam Time | Monday<br>December 7 | Tuesday<br>December 8 | Wednesday<br>December 9 | Thursday<br>December 10 |
|-----------|----------------------|-----------------------|-------------------------|-------------------------|
| 8 am      | 1 MW<br>8:00-9:15    | 1 TR<br>8:00-9:15     | 2 MW<br>9:25-10:40      | 2 TR<br>9:25-10:40      |
| 10:30 am  | 3 MW<br>10:50-12:05  | 3 TR<br>10:50-12:05   | 4 MW<br>12:45-2:00      | 4 TR<br>12:45-2:00      |
| 1 pm      | 5 MW<br>2:10-3:25    | 5 TR<br>2:10-3:25     | 6 MW<br>3:30-4:45       | 6 TR<br>3:30-4:45       |

#### Special Notes:

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, December 7th.
- There are no makeup days for Final Exams. If a student misses a final exam, the student needs to contact the instructor immediately.

### Spring 2027

| Exam Time | Monday<br>May 3    | Tuesday<br>May 4   | Wednesday<br>May 5  | Thursday<br>May 6   |
|-----------|--------------------|--------------------|---------------------|---------------------|
| 8 am      | 2 MW<br>9:25-10:40 | 2 TR<br>9:25-10:40 | 1 MW<br>8:00-9:15   | 1 TR<br>8:00-9:15   |
| 10:30 am  | 4 MW<br>12:45-2:00 | 4 TR<br>12:45-2:00 | 3 MW<br>10:50-12:05 | 3 TR<br>10:50-12:05 |
| 1 pm      | 6 MW<br>3:30-4:45  | 6 TR<br>3:30-4:45  | 5 MW<br>2:10-3:25   | 5 TR<br>2:10-3:25   |

#### Special Notes:

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, May 3rd.
- There are no makeup days for Final Exams. If a student misses a final exam, the student needs to contact the instructor immediately.

# Who to See Directory

## Who to See Directory

| Office/<br>Department           | Contact                          | Location             | Phone        | Email  |
|---------------------------------|----------------------------------|----------------------|--------------|--|
| Academic<br>Scholarship         | VP of Student<br>Services        | Ramsey Hall<br>216   | 662.720.7235 | <a href="mailto:vpofstudents@nemcc.edu">vpofstudents@nemcc.edu</a> |
| ACT Testing                     | Center for<br>Student<br>Success | Wright Hall          | 662.720.7564 | <a href="mailto:eamiller@nemcc.edu">eamiller@nemcc.edu</a>         |
| Admission<br>Information        | Admissions<br>Office             | Ramsey Hall<br>104   | 662.720.7239 | <a href="mailto:admissions@nemcc.edu">admissions@nemcc.edu</a>     |
| Adult<br>Education/HSE          | Adult Education                  | Holiday Hall<br>317  | 662.720.7768 | <a href="mailto:adulted@nemcc.edu">adulted@nemcc.edu</a>           |
| Agency<br>Scholarships          | Lexie Fields                     | Ramsey Hall          | 662.720.7185 | <a href="mailto:alfields@nemcc.edu">alfields@nemcc.edu</a>         |
| Art                             | Melody Shinn                     | Anderson Hall<br>109 | 662.720.7389 | <a href="mailto:mcsinn@nemcc.edu">mcsinn@nemcc.edu</a>             |
| Athletics                       | Kent Farris                      | Waller Hall 240      | 662.720.7309 | <a href="mailto:wkfarris@nemcc.edu">wkfarris@nemcc.edu</a>         |
| Band<br>(Marching)              | Bryan Mitchell                   | Hines Hall 13        | 662.720.7257 | <a href="mailto:bpmitchell@nemcc.edu">bpmitchell@nemcc.edu</a>     |
| Bookstore                       | Josh Culpepper                   | Cartwright Hall      | 662.720.7243 | <a href="mailto:jaculpepper@nemcc.edu">jaculpepper@nemcc.edu</a>   |
| Business<br>Technology          | Jason Mattox                     | Gordon Hall<br>125   | 662.720.7299 | <a href="mailto:jlmattox@nemcc.edu">jlmattox@nemcc.edu</a>         |
| Campus<br>Country               | Chris Dunn                       | Hines Hall 63        | 662.720.7320 | <a href="mailto:crdunn@nemcc.edu">crdunn@nemcc.edu</a>             |
| Campus Police                   | Jason Jackson                    | Haney Union<br>145   | 662.720.7244 | <a href="mailto:jkjackson@nemcc.edu">jkjackson@nemcc.edu</a>       |
| Campus Tours                    | Georgie Caroll                   | Ramsey Hall<br>101   | 662.720.7591 | <a href="mailto:gecarroll@nemcc.edu">gecarroll@nemcc.edu</a>       |
| Career<br>Information           | Center for<br>Student<br>Success | Wright Hall          | 662.720.7204 | <a href="mailto:counseling@nemcc.edu">counseling@nemcc.edu</a>     |
| Career/<br>Placement<br>Testing | Center for<br>Student<br>Success | Wright Hall          | 662.720.7564 | <a href="mailto:counseling@nemcc.edu">counseling@nemcc.edu</a>     |
| Career Tech<br>Counselor        | Carrie Cobb                      | Dean Hall 107        | 662.720.7265 | <a href="mailto:cjcobb@nemcc.edu">cjcobb@nemcc.edu</a>             |
| Change of<br>Pathway            | Bradi Ingram                     | Wright Hall          | 662.720.7313 | <a href="mailto:bkingram@nemcc.edu">bkingram@nemcc.edu</a>         |
| Change of<br>Name               | Kristen<br>Lambert               | Ramsey Hall<br>104   | 662.720.7290 | <a href="mailto:kblambert@nemcc.edu">kblambert@nemcc.edu</a>       |

## NEMCC Course Catalog

|                                       |                                  |                       |              |  |
|---------------------------------------|----------------------------------|-----------------------|--------------|--|
| Cheerleading                          | Chastity Moore                   | Patterson Hall<br>137 | 662.720.7189 | <a href="mailto:cgmoore@nemcc.edu">cgmoore@nemcc.edu</a>               |
| Child Care                            | Jennifer<br>Newell               | Waller Hall<br>103    | 662.720.7214 | <a href="mailto:jennifer@nemcc.edu">jennifer@nemcc.edu</a>             |
| Chorus                                | Claire Leake                     | Hines Hall 64         | 662.720.7228 | <a href="mailto:ctleeke@nemcc.edu">ctleeke@nemcc.edu</a>               |
| Continuing<br>Education               | Phyllis Colson                   | Holliday Hall<br>303  | 662.720.7277 | <a href="mailto:continuinged@nemcc.edu">continuinged@nemcc.edu</a>     |
| Dental Hygiene                        | Nick Alexander                   | Childers Hall<br>401  | 662.720.7283 | <a href="mailto:nealexander@nemcc.edu">nealexander@nemcc.edu</a>       |
| Diagnostic<br>Medical<br>Sonography   | Alison Goodwin                   | Wright Hall           | 662.720.7364 | <a href="mailto:acgoodwin@nemcc.edu">acgoodwin@nemcc.edu</a>           |
| Disability<br>Services                | Leigh Ann<br>Stewart             | Wright Hall           | 662.720.7192 | <a href="mailto:lastewart@nemcc.edu">lastewart@nemcc.edu</a>           |
| eLearning/<br>Canvas                  | Kim Harris                       | Cartwright Hall       | 662.720.7193 | <a href="mailto:kkharris@nemcc.edu">kkharris@nemcc.edu</a>             |
| Engineering<br>Technology             | Jason Mattox                     | Gordon Hall<br>125    | 662.720.7299 | <a href="mailto:jlmattox@nemcc.edu">jlmattox@nemcc.edu</a>             |
| Fee Payment/<br>Student Accts         | Business Office                  | Ramsey Hall<br>103    | 662.720.7196 | <a href="mailto:businessoffice@nemcc.edu">businessoffice@nemcc.edu</a> |
| Financial Aid                         | Financial Aid<br>Office          | Ramsey Hall<br>102    | 662.720.7210 | <a href="mailto:finaid@nemcc.edu">finaid@nemcc.edu</a>                 |
| Fine Arts                             | Ray Harris                       | Hines Hall 21         | 662.720.7359 | <a href="mailto:rharris@nemcc.edu">rharris@nemcc.edu</a>               |
| Guidance &<br>Counseling              | Center for<br>Student<br>Success | Wright Hall           | 662.720.7564 | <a href="mailto:counseling@nemcc.edu">counseling@nemcc.edu</a>         |
| Health Science/<br>Nursing            | Jennifer Davis                   | Childers Hall<br>113  | 662.720.7236 | <a href="mailto:jcdavis@nemcc.edu">jcdavis@nemcc.edu</a>               |
| Housing/IDs/<br>Decals/Tickets        | Raina Michael                    | Ramsey Hall<br>112    | 662.720.7311 | <a href="mailto:rjmichael@nemcc.edu">rjmichael@nemcc.edu</a>           |
| Humanities                            | Justin Trealor                   | Anderson Hall<br>144  | 662.720.7430 | <a href="mailto:jatreloar@nemcc.edu">jatreloar@nemcc.edu</a>           |
| Information<br>Technology<br>Services | Mark Nichols                     | Ramsey Hall           | 662.720.7254 | <a href="mailto:mdnichols@nemcc.edu">mdnichols@nemcc.edu</a>           |
| Library                               | Ellice Yager                     | Eula Dees<br>Library  | 662.720.7408 | <a href="mailto:leyager@nemcc.edu">leyager@nemcc.edu</a>               |
| Math &<br>Sciences                    | Andrea Mathis                    | McCoy Hall<br>103     | 662.720.7338 | <a href="mailto:ahmathis@nemcc.edu">ahmathis@nemcc.edu</a>             |
| Medical<br>Assisting                  | Vickie Hopkins                   | Hargett Hall<br>202   | 662.720.7393 | <a href="mailto:vjhopkins@nemcc.edu">vjhopkins@nemcc.edu</a>           |
| Medical<br>Laboratory                 | Rosalyn<br>Singleton             | Hargett Hall<br>214   | 662.720.7388 | <a href="mailto:rhsingleton@nemcc.edu">rhsingleton@nemcc.edu</a>       |

## NEMCC Course Catalog

|                                   |                            |                        |              |  |
|-----------------------------------|----------------------------|------------------------|--------------|--|
| Northeast at Corinth              | Bonnie Bell                | 2759 S Harper Road     | 662.696.2352 | <a href="mailto:bmbell@nemcc.edu">bmbell@nemcc.edu</a>                   |
| Northeast at New Albany           | David Goode                | 301 North St           | 662.692.1507 | <a href="mailto:dtgoode@nemcc.edu">dtgoode@nemcc.edu</a>                 |
| Northeast at Ripley               | Ben Shappley               | 1525 City Avenue North | 662-502-6201 | <a href="mailto:bshappley@nemcc.edu">bshappley@nemcc.edu</a>             |
| Nursing ADN                       | Melissa Morgan             | Childers Hall 111      | 662.720.7273 | <a href="mailto:mlmorgan@nemcc.edu">mlmorgan@nemcc.edu</a>               |
| Nursing PNE                       | Kristi Tooley              | Wright Hall 203B       | 662.720.7288 | <a href="mailto:kmttooley@nemcc.edu">kmttooley@nemcc.edu</a>             |
| Pom Squad/<br>Tiger Dancer        | Bryan Mitchell             | Hines Hall 13          | 662.720.7257 | <a href="mailto:bpmitchell@nemcc.edu">bpmitchell@nemcc.edu</a>           |
| Publications                      | Tony Finch                 | Haney Union 226        | 662.720.7304 | <a href="mailto:tfinch@nemcc.edu">tfinch@nemcc.edu</a>                   |
| Radiology                         | Hope Harrelson             | Hargett Hall 209       | 662.720.7364 | <a href="mailto:hrharrelson@nemcc.edu">hrharrelson@nemcc.edu</a>         |
| Respiratory Care                  | John Shelburne             | Hargett Hall 205       | 662.720.7392 | <a href="mailto:jcshelburne@nemcc.edu">jcshelburne@nemcc.edu</a>         |
| Social/<br>Behavioral<br>Sciences | Robbie Coleman             | Patterson Hall         | 662.720.7335 | <a href="mailto:rrcoleman@nemcc.edu">rrcoleman@nemcc.edu</a>             |
| Student Activities                | Charlotte Tennison         | Haney Union 147        | 662.720.7772 | <a href="mailto:cwtennison@nemcc.edu">cwtennison@nemcc.edu</a>           |
| Theatre                           | Christopher Schager        | Hines Hall 58          | 662.720.7172 | <a href="mailto:cjschager@nemcc.edu">cjschager@nemcc.edu</a>             |
| Tutorial Assistance               | Center for Student Success | Wright Hall            | 662.720.7564 | <a href="mailto:mebyrd@nemcc.edu">mebyrd@nemcc.edu</a>                   |
| Veteran's Affairs/Benefits        | Chassie Kelly              | Ramsey Hall 216        | 662.720.4075 | <a href="mailto:cmkelly@nemcc.edu">cmkelly@nemcc.edu</a>                 |
| Vice President of Finance         | Chris Murphy               | Ramsey Hall 208        | 662.720.7280 | <a href="mailto:cdmurphy@nemcc.edu">cdmurphy@nemcc.edu</a>               |
| Vice President of Instruction     | Instruction Office         | Ramsey Hall 217        | 662.720.7375 | <a href="mailto:vpofinstruction@nemcc.edu">vpofinstruction@nemcc.edu</a> |
| Vice President of Students        | VP of Student Services     | Ramsey Hall 216        | 662.720.7235 | <a href="mailto:vpofstudents@nemcc.edu">vpofstudents@nemcc.edu</a>       |
| Work Study                        | Taylor Moreland            | Ramsey Hall 102        | 662.720.7362 | <a href="mailto:tdmoreland@nemcc.edu">tdmoreland@nemcc.edu</a>           |

# Academic Regulations & Conduct

## Academic Regulations

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## Academic Honesty

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and homework. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include but are not limited to: fraud, cheating, plagiarism, forgery and facilitating dishonesty.

### Definitions

For the purpose of this policy, the following definitions are in effect:

- **Fraud:** Acts of dishonesty, which include falsification of documents, fabrication of data and altering exam solutions to be resubmitted for grade are considered fraudulent.

- Cheating: Any deceptive act that involves the submission of academic work purported to be one's own when in fact the work was obtained from someone else is considered cheating. These acts may include copying or attempting to copy from another person's test and/or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment and multiple submission of the same work to be graded as different assignments.
- Plagiarism: Misrepresenting someone else's words, ideas or data as one's own original work is plagiarism. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work.
- Forgery: Any attempt to misrepresent another person's signature, initials, computer login or other identifying mark is a forgery.
- Facilitating Dishonesty: Actions that are intended to assist another person to commit a dishonest act will be considered facilitating dishonesty.

### Procedure

1. Faculty should immediately report all incidents of academic dishonesty to the appropriate division head and the Vice President of Instruction in writing. The report will include the date, time, and place of the event, names of students involved, and a summary of the infraction.
  2. The Vice President of Instruction and the Division Head will review the written report and consult with the instructor to determine an appropriate course of action. Actions taken could include a reduction in grade for the assignment, refusal to accept the work with a grade of zero, and assignment of the grade of "F" for the course.
- 
1. In extreme cases of academic dishonesty, the division head and instructor may elect to pursue formal disciplinary action by providing a written summary of the incident to the Vice President of Instruction. The Vice President of Instruction will review the incident report, consider the seriousness of the event, and render a decision.
  2. If a student chooses to appeal further, the student needs to notify the Vice President of Instruction or the Vice President of Student Services within three (3) working days. The Vice President of Instruction and Vice President of Student Services will assemble the Student Appeal Committee. The Student Appeal Committee will follow existing Northeast policy to consider the case and render a decision. Disciplinary action in cases where the charges are found to be true may include removal from the class with a grade of "F" or removal from the college for repeated offenses.
  3. The Student Appeal Committee's decision is considered final.

### Artificial Intelligence

NEMCC encourages the adoption and responsible use of artificial intelligence (AI) tools as aids to enhance learning and productivity. It is important to understand that AI tools are intended to support student work, not replace original thought or effort. These tools

should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor. Students should approach the use of AI tools with academic honesty and ethical considerations. If it is proven that a student submits AI-generated work without instructor approval, the NEMCC academic honesty policy will be enforced.

## **Student Identification Cards**

Student ID cards will be made after the student has completed all registration processes including fee payment. A replacement card can be purchased in the Housing Office of Ramsey Hall for a fee. Once a new ID card is made, old cards are inactivated in the student management system. The student ID must be worn in a visible location of one's person at all times when on College property.

The student ID is required to check out books in the library, write checks on campus, charge against financial aid in the bookstore, pick up grant and loan checks, and participate in school elections. Students with valid Northeast IDs are admitted to college activities and events at no charge. It is the student's responsibility to get the card updated at the start of each new semester.

Students must present their student ID when requested by any College personnel. A student who does not present an ID card or lends his/her ID card will be subject to disciplinary action by the Vice President of Student Services in Ramsey Hall.

## **Student Email**

All students of Northeast Mississippi Community College are provided an official Northeast email account upon enrolling at the college. The email is used for all eLearning classes as well as communication with faculty and staff of the college. Students are encouraged to check their respective email accounts on a regular basis. Any official information originating from Northeast will also be sent to the official NEMCC student email account.

## **Student Insurance**

Accident insurance coverage is provided to all students. If you need any information or a claim form for this policy, please contact the Business Office, 103 Ramsey Hall, email [BusinessOffice@nemcc.edu](mailto:BusinessOffice@nemcc.edu), or call 662.720.7281.

## **Class Attendance**

Students are required to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. (Excused absences are those incurred as a result of attending a school-sponsored activity or short-term military active duty.) It is the student's responsibility to see the instructor BEFORE the activity to make up work.

Students who are missing more than 10 minutes of class will be given an absence for the class meeting, equivalent to not attending class. If a student arrives between the class start time and the first 10 minutes, the student will receive a tardy. Three tardies are the equivalent of an absence.

Students who are absent from class more than 14% (two weeks) of the scheduled class meetings will be reported to the Records Office for excessive absences. The instructor of the class will inform the student of the existence of excessive absences upon the student's return to class. Students who are removed from class for nonattendance will have a status of CO (cutout) and a grade of F recorded for the courses. Classes for which a student is listed as CO (cutout) count as enrollment under federal financial aid regulations and are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility. Students who are cut out of a class should process a class withdrawal for that class by the posted deadline to prevent a grade of F from being recorded. A student who has been cut out of class may appeal to be readmitted by the instructor for the class.

Faculty will report attendance and cutouts via the student management systems.

**Programs with Special Attendance Policies** - In the Health Science programs, students are required to meet the required clock hours as deemed by the state curriculum. Due to this requirement, please see the program/departmental handbook for additional information.

## Withdrawal from Class

Northeast Mississippi Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind, the college provides a means for students to withdraw from individual classes. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (12 or more hours), if practical. The withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Students that receive state aid (MTAG, MESH) must enroll in and complete 15 semester credit hours each semester.

Students who successfully complete the withdrawal process, either class or college, will receive a grade of "W" on their official college transcript. Withdrawals (W's) are not used in the computation of a student's semester or cumulative grade point average. Withdrawals are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility.

The student who desires to withdraw from class should contact the instructor of the individual course. The following process applies to all class withdrawals:

### Procedure for Class Withdrawal

1. Student meets/discusses withdrawal with the instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)

2. Student & Instructor complete the form together.
3. The form is sent electronically to Financial Aid.
4. Financial Aid reviews the effects of withdrawal on student aid.
5. Financial Aid enters notes about effects into an online database.
6. The form is sent electronically to the Business Office.
7. Student contacts Business Office:
  - a. If no adverse effects on financial aid, the student pays the fee. The form is sent electronically to Records for processing.
  - b. If adverse effects on the student's financial aid, the Business Office informs the student. (Sends student over to Financial Aid, if necessary) Students can pay fees and form sent to Records for processing or students can cancel the withdrawal

The withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates.

\$10 withdrawal fee waived in extenuating circumstances, as determined by the Vice President of Finance/Business Office.

## **Withdrawal from College**

College withdrawal is available for students who, because of personal hardship, can no longer attend any classes. A student may withdraw from college at any time up to one week before the beginning of final exams for the part of the term on the student's schedule. Students who desire to withdraw from college should contact their advisor or the Counseling Center to begin the process. Students are responsible for completing the College Withdrawal process which includes:

### **Procedure for College Withdrawal**

1. Student meets/discusses withdrawal with the instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete the form together.
3. The form is sent electronically to Financial Aid.
4. Financial Aid reviews the effects of withdrawal on student aid.
5. Financial Aid enters notes about effects into an online database.
6. The form is sent electronically to the Housing Office if the student resides in campus housing.
7. The form is sent electronically to the Business Office.
8. Student contacts Business Office:
  - If no adverse effects on financial aid, the student pays the fee. The form is sent electronically to Records for processing.
  - If adverse effects on the student's financial aid, the Business Office informs the student. (Sends student over to Financial Aid, if necessary) Students can pay fees and the forms are sent to Records for processing or students can cancel withdrawal.

The withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates.

The withdrawal fee waived in extenuating circumstances, as determined by the Vice President of Finance/Business Office.

## College Credit

### Semester Hour Defined

The regular school session is divided into two semesters. Credit is calculated in semester hours. For example, a lecture course pursued one hour a week for a semester carries one semester hour of credit; a course pursued three hours a week carries three hours of credit.

Students who have completed 30 hours or more in their current program are considered sophomores.

### Credit Hour Loads

Full-time - Enrollment in 12 or more semester hours.

Part-time - Enrollment in less than 12 hours.

Normal Load -Usually 15 or 16 hours per semester.

(Determined by dividing the total number of hours required for graduation by the number of terms required for a full-time student to complete the program.)

Maximum load - Limited to 21 hours. For above 21 hours, extra tuition is assessed per credit hour. Students may request the maximum load be increased through the Instruction Office.

## Grades/Grading

### Examinations

Examinations are given at the close of each semester and at such other times as instructors deem necessary. Absence from the final examination, except in cases of extreme emergency, results in a grade of "F" being recorded for the course.

If, for reasons acceptable to the instructor, a student is unable to take any examination when regularly scheduled, he/she will be expected to make immediate arrangements to remove this deficiency.

### Grades and Quality Points

| Grade | Description  | Quality Points |
|-------|--------------|----------------|
| A     | Superior     | 4              |
| B     | Good         | 3              |
| C     | Satisfactory | 2              |
| D     | Poor         | 1              |
| F     | Failure      | 0              |
| I     | Incomplete   | 0              |

## NEMCC Course Catalog

|   |                           |   |
|---|---------------------------|---|
| W | Official Withdrawal       | 0 |
| N | Audit                     | 0 |
| Z | Pass without Grade Points | 0 |

Within each division, the grading scale will be standardized for each course.

At the beginning of the semester, each student will be given a clear and detailed explanation of how grades are determined and what standards must be met for each course.

The temporary grade “I” may be submitted only in the following cases:

- Whenever the student was absent from the final examination for an acceptable reason.
- Whenever the student has failed, because of acceptable reason, to complete all assignments.

It is the responsibility of the student to initiate action to remove an “I” that he has received. If the “I” is not resolved by the end of the following semester, it automatically becomes an “F”.

Grades submitted at the end of each term are considered final.

Students can view their grades through the student management system. Hard copies are available on request in the Records Office.

Quality points are based on the total hours attempted. A GPA of less than 2.0 is unsatisfactory for purposes of graduation and transfer of credit to four-year institutions.

Z-GRADE - The “Z” grade is assigned for Advanced Placement (AP) credit, for credit by examination as in the College Level Examination Program (CLEP), and for credit based on Armed Forces experiences. (The “Z” grade may also be awarded for specified and approved educational experiences and represents academic credit earned.) The “Z” grade is comparable to a grade of “C” or higher and does indicate passing. “Z” grades do not affect the student’s grade point average and are not used in computing academic honors. “Z” grades are awarded by the Registrar of the college and are not subject to change.

### Repeat Course Policy

Effective Fall 2005, a student will be permitted to retake up to two different courses (limited to Northeast courses only), not to exceed eight semester hours, in which he or she made a “D” or “F”, with the original grade remaining on the transcript; but not counted toward the student’s institutional GPA. Only the higher grade will be computed in the institutional GPA. A student may retake a course only once under this policy and it must be taken at Northeast. Some courses may not be eligible for this policy. Students may not retake a course in which an “F” was received as a sanction for academic misconduct. This Repeat Course Policy is only in effect for Northeast and may not apply at other institutions.

After Fall 2017, effective Fall 2017, repeated courses that are taken at Northeast Mississippi Community College are excluded at the end of each semester, leaving

only the highest grade to count in the student's GPA. Courses will be marked "E" for exclusion from the GPA. Health Science Program Courses: DMS, DHT, MET, MLT, NUR, PNV, RCT, and RGT are not eligible for exclusion.

Repeated courses are automatically excluded by the student management system at the end of each semester, leaving only the highest grade to count in the student's GPA.

## Limitation on Catalog of Record

The catalog under which a student first enters a degree program is referred to as a Catalog of Record. A student must complete their degree program within five years to graduate under the Catalog of Record. Students taking longer than five years to complete their degree program must meet the degree requirements listed in the current catalog at the time of graduation.

## Auditing Courses

1. Regularly enrolled students and others may audit a course with permission of the Registrar or Vice President of Instruction.
2. Any student who audits a course is expected to complete all work except the final examination.
3. No credit may be granted for audit courses.
4. No laboratory work may be audited.
5. Tuition is charged for auditing courses.

## Grade Appeal

Access to the records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed, dated, and submitted to the Records Office. After examination of the records, the student can challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade (grades earned by taking the final examination) but instead does allow for the examination of the correctness of the recording of the grade that has been given by an instructor. If the College does not amend a record as requested, the student will be notified and informed of the right to a hearing. Results of hearings will be given in writing to eligible students according to procedures that shall include:

1. Hearings will be conducted within a reasonable time frame;
2. Parents and/or eligible students will be given notice of the date, place, and time of the hearing;
3. The hearing will be conducted by an official of the institution, named by the President of the College, who does not have a direct interest in the outcome of the hearing;
4. Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and

5. Decisions will be given in writing in a reasonable period and will be based solely on the evidence presented at the hearing.

The College must keep a log of all parties, other than College employees, who have requested or obtained access to a student's records. This log will contain the reason why access was requested. The log will not be made available to anyone other than the student and the College employees.

When information concerning a student is requested by a third party, they must be notified that the Family Educational Rights and Privacy Act of 1974 prohibits the college from sharing information with any outside party without written permission from the student.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Records Office.

## **Forgiveness Grade Policy**

Academic Forgiveness offers a fresh start to students who have been separated from the college for at least two (2) consecutive semesters and wish to re-enroll. Under this policy, the student may receive W's for any courses with F's or D's within a single semester. The student will retain credits for any courses in which a grade of C or better was earned.

Academic Forgiveness can be granted only once during a student's career at NEMCC.

By federal regulation, the Financial Aid Office must include all courses attempted in evaluating a student's satisfactory academic progress. There will be no "automatic" eligibility for aid based on academic forgiveness.

A student receiving benefits from the Veterans Administration will not be reimbursed for repeating courses previously passed.

This policy applies to NEMCC records only. In case of transfer to another institution, students will be bound by that college's terms and conditions for accepting transfer credits. This can only be used for coursework after 1993. Grades before this period are archived and cannot be changed.

## **Makeup Work**

The student must make appointments for required makeup work and other matters. However, instructors are not expected to give individual attention or make-up tests that have resulted from the student's being absent without justifiable reason. The student can normally expect an "F" for the test or quiz missed due to the absence under this condition. Arrangements for completing approved make-up work must be made with the instructor within two weeks.

## Satisfactory Progress

Students enrolled in the college are expected to demonstrate performance in their coursework sufficient to lead to the eventual completion of their program. The following is a summary of the progress requirements for the various program types:

A student must maintain a minimum grade point average of 2.0 to remain in “Good Standing” with the college. Students who fail to maintain this status for one semester are designated on “Probation”. A student may be classified as probation for one term. If he/she does not meet the cumulative GPA of at least 2.0 by the end of his/her second consecutive semester in residence, he/she will be suspended for one semester. A student who has been suspended may request readmission from the Instruction Office. If a **suspended** student is readmitted, he/she must reach a cumulative GPA of at least 2.0 by the end of the second semester following his/her return or he/she will be **excluded** from the college

## Veterans

The college is approved to train veterans and war orphans under the existing public laws.

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

## Academic Requirements

- A student receiving benefits under Chapters 30, 31, 32, 35, 1606, 33 (Post 9/11), and VRAP must maintain a cumulative grade point average (GPA) of at least a 2.0. If the required GPA is not met by the end of the second consecutive semester in residence the student will be suspended by the college. Students will need to follow the published guidelines for [suspended/excluded students](#).
- An individual may attend or participate in a course of education if the individual provides a certificate of eligibility under Chapter 31 or 33. The student may attend the course, beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees. The school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

For additional questions please contact:

**US Department of Veteran's Affairs**

800.698.2411

[Education and Training Home \(va.gov\)](http://va.gov)

**Northeast Mississippi Community College**

Chassie Kelly

Ramsey Hall

[cmkelly@nemcc.edu](mailto:cmkelly@nemcc.edu)

The Mississippi State Approving Agency (SAA), is the approving authority of education and training programs for Mississippi. Our office investigates complaints from GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at [saa@msva.ms.gov](mailto:saa@msva.ms.gov).

## Academic Dismissal

1. The procedures outlined below will be followed in the process of a dismissal hearing for a student due to an act committed which is academic or while in a clinical or training, setting that is not in compliance with the standards taught or not within the role of the student.

The instructor of the student, the program director, and the division head of the division in which the student is enrolled determine if an academic dismissal is appropriate. This committee will submit written charges against the student to include the time and place where the offense occurred and a written decision for or against academic dismissal. Students may appeal to the Vice President of Health Sciences or the Vice President of Instruction (depending on which program the course is in). The Vice President of Health Sciences or Vice President of Instruction will render a decision in writing within three (3) working days. The student may be suspended from class(es) until a decision is reached.

If a student chooses to appeal further, the student needs to notify the Vice President of Instruction or the Vice President of Student Services. The Vice President of Instruction and Vice President of Student Services will then assemble the Student Appeal Committee to review the charges brought against the student. The Vice President of Student Services will notify the student in writing of specific charges brought against him/her within three (3) working days of notification from the Vice President of Instruction. The letter will include the time and place of said offense and the time and place of a formal hearing before the Student Appeal Committee. The letter will also notify the student that he/she may be accompanied by a legal advisor at his/her own expense. The student will receive notification three working days in advance of the hearing.

The student will be informed that witnesses may appear in his/her behalf. The student charged may confront and question witnesses testifying against him/her at the hearing. The chairman of the committee will take necessary action to maintain an orderly hearing.

## NEMCC Course Catalog

A recommendation for dismissal will require 2/3 of the Student Appeal Committee membership voting against the student. A record of the vote will become a part of the record of the hearing.

The Vice President of Student Services will notify the student in writing within three (3) working days from the date of the hearing of the committee's findings and of the action to be taken. The decision of the Student Appeals Committee is considered final.

If this issue is a "critical incident," the student may not attend clinical until the situation has been resolved.

The record of the hearing will be kept on file in the office of the Vice President of Student Services, Vice President of Instruction, Vice President of Health Sciences, and the Division Head in the division in which the student is enrolled.

# Graduation Information

## Graduation Information

### Graduation Requirements

All students completing programs of study at Northeast Mississippi Community College are encouraged to participate in graduation. Students desiring to graduate must apply for their degree/diploma in the Records office before the posted deadline. Application dates for applying for graduation are posted each semester.

Any student (new admit, transfer, or readmit) who enrolls at Northeast with a new catalog term of Fall 2021 or after must have LLS 1151 College Life to graduate. The Registrar and Vice President of Instruction have the collaborative right to waive LLS 1151 College Life for a student.

Computer-based and technology-based courses should be completed within five (5) years of the graduation date to ensure students are career-ready upon graduation.

### Residency Requirement

To be eligible for graduation, a transfer student must complete a minimum of one semester (15 semester hours) in residence. Transfer students must complete at least 25% of their degree requirements at Northeast to graduate. A cumulative grade point average of 2.0 must be earned on all academic work to graduate. Transfer students must present all prior academic transcripts at the time of enrollment. Earned academic transcripts from other institutions presented during the last semester may not be counted towards the degree/diploma.

### Competency Requirements

To earn a degree or a certificate, a student must demonstrate through periodic examinations and other requirements, as stated in the course syllabi, that he/she is competent in all courses within a particular curriculum. In addition, completion requirements for associate degrees include being competent in communication, critical thinking, collaboration, digital fluency, and quantitative literacy.

- Communication
  - # Students will demonstrate effective verbal communication#by#articulating abstract ideas to others.  
Students will#demonstrate effective written communication#by developing and presenting cogent, coherent, and substantially error-free writing for communication to general and specialized audiences.  
Students will#demonstrate effective#group communication#by responding to others.
- Critical Thinking

- # Students will demonstrate critical thinking by identifying important problems, questions, and issues; analyzing, interpreting, and making judgments of the relevance and quality of information; assessing assumptions and considering alternative perspectives and solutions.
- Collaboration
  - # Students will apply knowledge of subject matter through small group discussions or class discussions.  
Students will create content with classmates.  
Students will apply knowledge of the subject matter by solving a problem in small groups.
- Digital Fluency
  - # Students will maintain and manage a variety of digital tools and resources.  
Students will use digital resources to access relevant and reliable information.
- Quantitative Literacy
  - # Students will present accurate representations of quantitative information on political, economic, health-related, or technological topics and explain how both calculations and symbolic operations are used in those offerings.  
Students will create and explain graphs or other visual depictions of trends, relationships, or status changes.

## Exception for Graduation Participation

A student may participate in the fall or spring graduation ceremony if he/she is within eight semester hours of meeting the degree requirements and if he/she has a 2.00 GPA. The student must plan to complete the degree-required courses in the immediate term after participating in graduation. A vocational student lacking a summer term meeting the certificate requirements may participate in graduation if he/she has a 2.00 GPA, and if he/she plans to complete the requirements in the immediate summer school after graduation. In both cases, the degree or certificate awards will be made after all required coursework is completed.

## Graduation and Transfer-Out Rates

Graduation and Transfer-out rates may be obtained in the Records Office in Ramsey Hall.

## Academic Transcripts

An academic transcript will be issued only upon a written and signed request from the student provided that all college obligations have been met. Wherever possible, an electronic transcript will be sent to our college partners accepting these transcript formats. Others will be mailed. Additional fees will apply for Overnight or Rush delivery of transcripts.

Northeast Mississippi Community College has appointed Parchment as a designated agent for processing and sending official electronic transcripts on behalf of Northeast Mississippi Community College. The PDF transcript that is produced using this service

contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website which is provided during the delivery process. Parchment has been granted the authority to deliver all such electronic transcript requests on behalf of Northeast Mississippi Community College and respond to any inquiries regarding the transactions.

More information on requesting a transcript can be found at on the NEMCC website under [Transcript Requests](#).

## Associate of Arts Degree

The Associate of Arts degree is awarded to students completing university parallel programs. Candidates for the AA degree must complete the following:

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours may be non-academic credits (see note below).
2. Complete LLS 1151 College Life
3. Earn a grade point average of 2.0.
4. Complete the 32 semester hours of general education core consisting of:
  - English Composition (ENG 1113 and ENG 1123, 6 semester hours),
  - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II),
  - Laboratory science (8 semester hours),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history I or II),
  - Mathematics (MAT 1313, equivalent or above, except MAT 1723, MAT 1733, and MAT 1743, 3 semester hours).

**Non-Academic/Activity courses** These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

COE-1013 Cooperative Education Work Experience I

COE-1023 Cooperative Education Work Experience II

COE-1033 Cooperative Education Work Experience III

LLS-0111 Essential College Skills I

LLS-0121 Essential College Skills II

LLS-1151 College Life

LLS-1211 Self Affirmation

LLS-1311 Orientation

LLS-1321 Career Exploration  
LLS-1411 Improvement of Study  
LLS-1711 Job Search Skills  
HON-1131 Academic Team I  
HON-1141 Academic Team II  
HON-2131 Academic Team III  
HON-2141 Academic Team IV  
HPR-1111 Gen Physical Edu Activities I  
HPR-1121 Gen Physical Edu Activities II  
HPR-1131 Varsity Sports I  
HPR-1141 Varsity Sports II  
HPR-1551 Fitness Center I  
HPR-1561 Fitness/Condition Training II  
HPR-2111 Gen Physical Edu Activities III  
HPR-2131 Varsity Sports III  
HPR-2141 Varsity Sports IV  
HPR-2551 Fitness/Conditioning Train III  
HPR-2561 Fitness Center IV  
JOU-1111 College Publications I  
JOU-1121 College Publications II  
JOU-2111 College Publications III  
JOU-2121 College Publications IV  
MUO-1111 Band I  
MUO-1121 Band II  
MUO-1141 Small Band Groups I  
MUO-1151 Small Band Groups II  
MUO-1171 Stage Band I  
MUO-1181 Stage Band II  
MUO-1211 Chorus I  
MUO-1221 Chorus II  
MUO-1241 Small Singing Groups I  
MUO-1251 Small Singing Groups II  
MUO-2111 Band III  
MUO-2121 Band IV  
MUO-2141 Small Band Groups III

MUO-2151 Small Band Groups IV

MUO-2171 Stage Band III

MUO-2181 Stage Band IV

MUO-2211 Chorus III

MUO-2221 Chorus IV

MUO-2241 Small Singing Groups III

MUO-2251 Small Singing Groups IV

Any courses in Business & Engineering Technology programs and Health Sciences programs

## Associate of Applied Science Degree

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
2. Complete LLS 1151 College Life
3. Earn a minimum grade point average of 2.0.
4. Complete the 15 semester hours general education core consisting of:
  - English Composition ( ENG 1113, 3 semester hours),
  - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation),
  - Computer or computer-related (3 semester hours) or Speech (SPT 1113, 3 semester hours)
  - College Algebra (MAT 1313 ) 3 semester hours or above, except MAT 1723, MAT 1733, and MAT 1743, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
5. Complete major courses consisting of 40-65 semester hours.

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

## Certificate

A certificate is awarded to a student who successfully completes the prescribed programs of study. The requirements for graduation are:

- Complete each unit of the prescribed program of study.
- Earn a minimum grade point average of 2.0 in the program.

## NEMCC Course Catalog

- Any student (new admit, transfer, or readmit) who enrolls at Northeast with a new catalog term of Fall 2021 or after must have LLS 1151 College Life to graduate.

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

# Code of Conduct

## Student Conduct

As citizens of local, state, and national governments, Northeast students are expected to adhere to all applicable laws and regulations. Northeast students, employees, and visitors are governed by state and federal laws and are expected to act under those laws. Violations of those laws may result in criminal proceedings in compliance with the state and/or federal requirements. Students enrolled at Northeast Mississippi Community College assume an obligation to conduct themselves in a manner compatible with the college's function as an institution of higher education.

Instructors have primary responsibility for control over classroom behavior and maintenance of academic integrity. Students are expected to comply with the rules and directions of their instructors. Students are also expected to comply with the directions of college officials or other public officials in the performance of their duties.

- [Code of Student Conduct](#)
- [Discrimination or Sexual and/or Racial Harassment](#)
- [Alcohol & Drug Abuse Policy](#)
- [Possession, Sale, or Consumption of Illegal Drugs](#)
- [Possession, Sale, or Consumption of Alcoholic Beverages](#)
- [Disciplinary Process](#)
- [Disciplinary Sanctions](#)
- [Student Dress Code](#)
- [Tobacco Free Environment](#)
- [Wireless Devices](#)
- [Official Communication by Electronic Mail](#)
- [Intellectual Property Rights](#)
- [Preventing Identify Theft](#)
- [Eligibility and Acceptable Use](#)
- [DMCA Violations](#)
- [Hazing](#)

## Code of Student Conduct

Students who register at Northeast Mississippi Community College agree to conform to its regulations and policies and are subject to disciplinary action upon violation of these regulations and policies.

All students of Northeast Mississippi Community College are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. The student's standards of public and private behavior must not reflect unfavorably on the student or the College, and they must be such that they will not disturb the student body or the community.

All students have the responsibility to avoid the specific offenses in the Code of Student Conduct. The College considers offenses in these areas of concern extremely serious, and students who commit one of these offenses may expect appropriate action to be taken.

Any activity that is deemed dangerous or potentially dangerous to the individual or other students, faculty, staff, or administration is prohibited. This includes, but is not limited to, the following:

Paintball guns, skateboards, hoverboards, water guns, water balloons, and any form of golf practice or archery practice, other than instruction received from an accredited class taught at the institution.

Northeast Mississippi Community College reserves the right to inspect, interrogate, or search whenever there is "reasonable cause" to believe that a law has been violated. Searches of residence hall rooms and student vehicles - Students, like any other citizens, are protected by the Constitution against unreasonable search and seizure. If, however, there is a "reasonable cause" to believe that a law has been violated, a search may be considered "reasonable". Therefore, in a reasonable exercise of the college's duty to maintain discipline and an educational atmosphere, a college official may search a student's room and/or vehicle where a "reasonable cause" exists.

A normal inspection of students' rooms will be conducted for health, safety, and standard of maintenance by the authority of a college official, and can be conducted, if necessary, in the absence of students. Students are subject to local, state, and national laws, as well as the regulations of the college. Enrollment in no way relieves persons of this responsibility. Students who are penalized for violations of public laws are not exempt from further action by the college. The college reserves the right to take disciplinary action.

The following actions are violations of the Code of Student Conduct. These violations may result in warnings, fines, probation, restrictions, temporary suspension, suspension, a student being asked to withdraw from College, and/or re-admission being denied. Criminal proceedings and/or arrests may be incurred for some offenses.

- Bulletin boards, handbooks, and official notices-students are responsible for reading notices posted on official bulletin boards. Ignorance of such material or any notices that have been duly posted cannot be accepted as an excuse.
- Students should have their ID card on them when they desire to use NEMCC facilities or to participate in the activities that are sponsored by the college. Failure to show the ID to a college official upon request or the use of another student's ID will result in disciplinary action. Students must display their ID at all times on campus.
- NEMCC students owe it to themselves, their classmates, and instructors to be well groomed. No manner of dress will be allowed which will disrupt the normal educational process. Shirts, pants, and shoes must be worn in and around the classrooms, resident halls, cafeteria, auditorium, and Student Union.
- Public display of affection, which is not in keeping with good taste and high moral standards is prohibited.
- Abusive and profane language is prohibited.

## NEMCC Course Catalog

- Obstruction of the free flow of traffic, both pedestrian and vehicular, on college-owned or controlled property.
- Violations of rules governing residence in college-owned or controlled property.
- Unauthorized visitors in residence halls. Students may not have as a guest a member of the opposite sex in their residence hall room except during designated visitation hours.
- Bullying/Stalking including Cyber Bullying/Stalking
- No student may continue to reside in campus housing if they are not enrolled and attending regularly a minimum of 12 semester hours or a full-time vocational-technical program. Also, students will be asked to withdraw from school if they are not attending regularly the classes in which they are enrolled.
- Students having a sanction that includes removal from the residence hall must vacate immediately. If an appeal is made, students must vacate the residence hall while waiting for the appeal date.
- Students removed from campus housing for disciplinary reasons must leave campus at 3:30 p.m. and cannot return until 7:30 a.m. unless they are attending a supervised function of the college. Failure to comply could result in trespassing charges.
- Gambling is not allowed on college-owned or controlled property.
- Ignoring financial obligations to NEMCC or any agency of NEMCC.
- Issuing fraudulent checks (bad checks) on campus
- It shall be a violation for any student to publicly disseminate any information regarding any violation or alleged violation of Code by any other student, or any facts purported to pertain thereto, or to further publicly disseminate any alleged facts about any student subject to disciplinary proceedings while such proceedings or any appeals are still pending. It is recognized that a right to a fair hearing must be protected and guaranteed to all students.
- Breach of Peace, abetting or procuring another of breach the peace on college-owned or controlled property or at sponsored or supervised functions. This includes excessive noise.
- Failure to comply with directions of college officials and/or law enforcement officers acting in the performance of their duties and to identify oneself to these officials when requested to do so.
- Obstruction or disruption of teaching, administration, disciplinary procedures, or other college activities, including the college's public service function, or of other authorized activities in college-owned or controlled property.
- Falsification of records-willfully and knowingly giving false information is strictly prohibited. This includes statements (oral and written) to college officials, faculty, or staff.
- Forgery - The alteration or misuse of college documents, records, or identification cards is prohibited.
- Unauthorized entry or use of college facilities, including buildings and grounds.
- Unauthorized possession or use of a key to any college facility or other property.
- Plagiarism and/or cheating in any form (test, exam, term paper, musical, artistic...) is against school policy and subject to disciplinary action.
- Participation in a riot, raid, or unauthorized demonstration or gathering.

- Harassment (including racial and/or sexual), intimidation, or bribery of any student, disciplinary committee, witnesses, or school official will result in disciplinary action.
- Theft of or damage to property of the college, property of a member of the community, or the property of a visitor to the college.
- Possession, consumption, or evidence of consumption, of alcohol on college-owned or controlled property, or at a social event sponsored by an organization of the college.
- NEMCC student organizations are required to comply with county and state laws regarding alcohol. In addition, the college forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or campus activity sponsored by a student organization functioning at the college on college-owned or controlled property. Drunkenness or evidence of intoxication is a violation of law and/or college rules or regulations.
- The college prohibits the setting of, or adding to, unauthorized fires on college property, willfully damaging or misusing any fire protection equipment, initiating a false fire alarm or misusing emergency exits, negligently discharging a fire extinguisher, or setting a fire in a residence hall or other campus building.
- Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, ammunition, air guns, or other weapons (including but not limited to bows and arrows, switchblades, or martial arts weapons) on college-owned or controlled property (even in automobiles).
- Physical assault, abuse, or detention of any person on college-owned or controlled property or at any college-sponsored or supervised function, or conduct which endangers the health or safety of any person.
- Use, possession, distribution, or manufacture of narcotics, illegal drugs, illegal steroids, drug-associated paraphernalia (this does not apply to medicine prescriptions), or controlled substance as defined by the laws of the State of Mississippi or the United States Code except as expressly permitted by law.
- Violations of the laws of the federal, state, and local governments.

It is impossible to predict all human behaviors, or to write down all rules and regulations for proper conduct; therefore, no code of conduct can be comprehensive. Students at NEMCC are expected to conduct themselves in a manner that exhibits exemplary conduct, both on and off campus.

A student charged with a violation of college regulations may be immediately suspended from the college if the responsible authority concludes that the person's continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community.

### **Discrimination or Sexual and/or Racial Harassment**

Students with a complaint of discrimination or sexual and/or racial harassment against another student should report the incident(s) to the Vice President of Students, Campus Police, and/or Title IX Coordinator for investigation. Students found to violate the Student Code of Conduct will be subject to appropriate disciplinary action as outlined by the Student Code of Conduct.

Northeast Mississippi Community is dedicated to fostering diversity among its students, employees, and community by cultivating and promoting inclusiveness, awareness, and acceptance. We are devoted to celebrating all differences by creating a campus climate that is welcoming and engaging.

## Disciplinary Sanctions

The range of disciplinary sanctions includes; but is not limited to, the following:

**Category I** These would include any violation of the Student Code of Conduct

- **Warning** - Issued for minor infraction of policy. Further violations will result in more serious sanctions.
- **Fine** - The student is fined for violation of policy; the amount of fine will vary depending upon the nature and severity of the offense.
- **Restriction** - Student is restricted from entering certain facilities or from specified student privileges.
- **Supervised Work** - Specified work hours with a campus office or community service.
- **Mandatory Counseling/Educational Sessions** - Behavioral counseling or educational sessions as deemed necessary by the Vice President of Student Services or the discipline committee.
- **Disciplinary Probation** - The student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.
- **Residence Hall Dismissal** - Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.
- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Students must leave campus no later than 3:30 p.m. each day.
- **Suspension**: Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

**Category II** These would include felonies or misdemeanor charges as described by federal and state laws.

- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Students must leave campus no later than 3:30 p.m. each day.

- **Suspension** - Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.
- **Withdrawal** - The student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Students may return to school at the end of the specified time.
- **Expulsion** - Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.
- **Dismissal** - Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.
- **Interim Suspension** - Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical in accordance with Northeast policies. The conviction of a student for a criminal offense that interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

## Student Dress Code

Northeast students are expected to dress in a manner deemed appropriate by the Vice President of Student Services, both in the classroom and at all college-sponsored activities. Students must be fully clothed (including shoes) before entering any classroom, library, auditorium, and the Haney Union. Underwear should remain covered at all times except in a student's assigned residence hall. All pants and shorts must be worn above the hips and at the waist. Wearing sagging pants is not allowed on campus.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include unreasonably short dresses, midriff tops, short shorts, halter tops, or other apparel of a revealing nature that is worn publicly in the classroom, or on special occasions.

Headdress is inappropriate for males during all indoor functions. Male headdresses that include "do-rags" or scarves are considered inappropriate for the educational environment.

Any violation of this dress code will be subject to disciplinary action, fines, and/or both.

## Tobacco Free Environment

Northeast Mississippi Community College is designated a "tobacco-free" environment. To this end, smoking and/or tobacco use is prohibited on all Northeast Campuses. The use of electronic cigarettes is also prohibited on campus. Northeast Mississippi

Community College seeks to foster a healthy environment for its students. For this reason, smoking, vaping, chewing, dipping, or any other form of tobacco use is prohibited on all Northeast Campuses.

## Wireless Devices

Students residing in the residence halls should be aware of specific policies concerning computers and networking in campus dorms. In particular, residents are not permitted to install personal wireless network devices, which are connected to the campus wired infrastructure.

## Official Communication by Email

Official communications from the College are sent via email to each student's [student@tigers.nemcc.edu](mailto:student@tigers.nemcc.edu) email accounts. Students are responsible for reading emails sent to this official address by checking their college account regularly.

## Intellectual Property Rights

- The policy governing the intellectual property rights of students shall apply to all persons enrolled as students of The Northeast Mississippi Community College.
- Students will retain full ownership of all classes of intellectual property, including, but not limited to, scientific and technological developments, artwork, written and oral compositions, music compositions/arrangements, and all other objects, items, or content that may be deemed: "intellectual property" that they create or produce, both individually and collaboratively.
- The College will retain an unrestricted license to use and reproduce the students' intellectual property for educational and nonprofit purposes, including, but not limited to, publicity, promotion, and marketing. In no way will the College profit from the sale of the student's intellectual property.

## Preventing Identity Theft

Students should protect personal information from theft and/or misuse. Students should safely store social security numbers, addresses, passwords, and personal identification numbers (PINs) to protect them from possible theft of this information.

Northeast complies with the Federal Trade Commission's "Red Flag Rules" and strives to protect the private information of students.

## Eligibility and Acceptable Use

Northeast Mississippi Community College provides information technology for educational, research, and administrative applications by its students, faculty, and staff. The technology guidelines stem from the College's mission statement and its more general policies and procedures governing faculty, students, staff, and facilities.

With only a few exceptions, the present rules simply apply these larger policies and procedures to the narrower information technology context. It balances the individual's ability to benefit fully from information technology and the institution's need for a secure and reasonably allocated information technology environment.

For the most up-to-date Appropriate Computer Use Policy go to <https://www.nemcc.edu>

### DMCA Violations

Digital Millennium Copyright Act (DMCA) violations are a special case of Appropriate Computer Use Policy (ACUP) violation. Violations may include, but are not limited to:

- Reproduction of copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner;
- Distribution or duplication of copyrighted software without appropriate licensing agreements, or use of software in a manner inconsistent with its license;
- Distribution or reproduction, in any digital form, of copyrighted music, video, or other multimedia content without the express written permission of the material's rightful owner

In summary, users may not illegally share copyrighted material over the College's network, including through the use of e-mail, web pages, and peer-to-peer file-sharing software. This applies to college-owned computers, as well as, personally-owned computers if used to access the College network.

The first time that NEMCC receives a DMCA complaint for a particular student, the Office of Student Services notifies the student. Students who receive such violation notices must, within the period specified in the violations, acknowledge the notice and state simply that they have indeed received their copy of the DMCA complaint and that they will abide by the ACUP in the future. If NEMCC does not receive a response to its violation notice within the specified time, NEMCC removes the computer in question from the College network.

Usually, Student Services and the College's involvement in the matter end at that point. The student is expected to rectify any problems outlined in the complaint and to cease any copyright violations involving the college network.

A second DMCA notice involving the same student results in more serious action. The College suspends the student's network privileges (including both networking for the student's computer and access to central computer services) and may impose further disciplinary action pending a meeting with the Vice President of Student Services regarding the nature of the violations.

A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a penalty of \$750 to \$30,000 for each work infringed unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
- The court may award attorneys' fees and court costs.

- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.
- The infringer can be sent to jail for up to 10 years

Please consult <https://www.copyright.gov/> for the full text of the Copyright Law of the United States of America.

In DMCA cases, copyright holders may file a lawsuit against the violators. If the College receives a valid subpoena seeking the identity of the offender for such a lawsuit, the College will comply with the subpoena.

## Hazing

Hazing in any form is strictly prohibited. This includes any action or situation that recklessly or

intentionally endangers the mental or physical health or safety of a student, or which willfully

destroys or removes public or private property, for the purpose of initiation, admission into,

affiliation with, or as a condition for continued membership in a group or organization. Hazing includes but is not limited to:

- Physical brutality (beating, branding, forced exercise)
- Forced consumption of food, alcohol, drugs, or any substances
- Acts that result in extreme embarrassment or degradation
- Sleep deprivation or forced isolation
- Acts that violate federal, state, or local laws or NEMCC policy
- Forced or coerced participation in criminal acts, sexual activity, or illegal behavior
- Threats, intimidation, or mental abuse

Note: A person's voluntary participation or consent does not excuse hazing behavior.

Permissible Activities (Not Hazing):

- Performance-based or skill-based expectations that are tied to the nature of a sport,

band, or scholarship.

- Conditioning requirements (e.g., timed runs, strength training, rehearsals) that apply equally to all members, are documented, and are supervised by coaches/instructors as part of team operations.

- Rules for eligibility, such as GPA requirements, attendance, or physical fitness benchmarks needed for continued participation or scholarship retention.

These are standard, legal, and expected as long as they:

- Are not intended to humiliate, degrade, or endanger the student.
- Are related to legitimate educational or athletic goals.
- Are non-discriminatory and administered consistently.

Hazing is a violation of college policy and may also be subject to criminal penalties under

Mississippi law.

## **Alcohol & Drug Abuse Policy**

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance, as defined in state or federal law, on the campus of Northeast. Students in violation of this policy will be subject to disciplinary action. Discipline may include mandatory drug rehabilitation, penalties stated in the Student Code of Conduct, or arrest under state and federal laws. The college reserves the right to perform drug/drug dog searches of college facilities and private vehicles parked on college property.

Northeast Mississippi Community College supports the following:

- Aid in the prevention of alcohol and other drug abuse through educational efforts.
- Use of counseling services and rehabilitation programs
- Appropriate discipline for those who engage in substance abuse and related behaviors.

Northeast Mississippi Community College provides educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the college community and include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Northeast Mississippi Community College; the hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other goals; and the potential legal consequences of involvement with alcohol and other drugs.

Those students who seek assistance through the college for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through college and/or community resources. For those working in good faith and in treatment or rehabilitation agencies, every attempt will be made to return the individual to student status.

## **Possession, Sale, or Consumption of Illegal Drugs**

Students are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Section

41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offenses described:

### **Drug Trafficking**

For the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, any student shall be expelled. For a first offense involving the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell, or deliver, of any controlled substance identified in Schedule III through V of Section 41-29-117, Section 41-29-119, Section 41-29-121 of the Mississippi Statutes the minimum penalty shall be suspension from enrollment. For a second offense, any student shall be expelled.

### **Illegal Possession**

For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 Section 41-29-115 of the Mississippi Statutes, the minimum penalty shall be suspension from enrollment.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Section 41-29-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, as the appropriate college official deems necessary.

Upon refusal or failure to abide by the terms of probation of second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed including expulsion of students.

### **Possession, Sale, or Consumption of Alcoholic Beverages**

Northeast Mississippi Community College is located in the northeast corner of Prentiss County. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited.

Students shall be subject to state laws outlined as follows:

Drinking Age - Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful. In Mississippi, this law extends to the possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his/her age to obtain alcoholic beverages. This includes the manufacture or use of false identification.

In addition to the legal requirements and penalties above, a student found to violate this college policy would be subject to penalties under the Student Code of Conduct.

Any person who does either of these things to obtain alcohol shall be fined a maximum of \$200, and on failure to pay such fine and all costs shall be imprisoned for up to 30 days in jail. Section 67-1-91.

D.U.I. (Driving while under the influence of alcohol or other drugs) Section 63-11-30 provides A mandatory suspension of licenses for a period not to exceed one year for the

first conviction. Fines of up to \$1,000 and/or 14 hours in jail for the first offense. Attend and complete an alcohol safety education program as provided in Section 63-11-32. State and Federal statutes will regulate mandatory participation in rehabilitation and education programs.

## Disciplinary Process

Northeast Mississippi Community College will address any incident, which is disruptive to the operation of the college or in violation of state, federal, and local laws. When disciplinary action is necessary, judgment will be determined fairly, reasonably, and with respect to due process. Disciplinary action aims to redirect the student's behavior toward the achievement of academic goals.

The Vice President of Students oversees the disciplinary process. When a student is charged with violation of conduct regulations, the disposition of the student's case shall be according to the due process regulations of the institution.

There are three steps to the discipline process at Northeast:

1. An initial interview is held with the Vice President of Students for misconduct related to the incident. The Vice President of Students may determine the appropriate disciplinary action or refer serious infractions to the Discipline Committee. The Discipline Committee consists of faculty and staff representatives. If requested by the Vice President, the committee will hear evidence and recommend appropriate disciplinary measures to the Vice President of Instruction or Vice President of Students. The student affected shall be notified in writing by mail or by memorandum of the specific charge(s) made against him/her and of the time and place where the hearing will be held. This letter will be hand-delivered to the student or mailed to the student three (3) days before the hearing date. The letter of notification will inform the student that witnesses may appear at the hearing to testify on his/her behalf. The letter will also inform the student that an adviser may accompany them at their own expense. At a student's request, a hearing may be held earlier.
2. If a student wishes to appeal the disciplinary action of the Vice President, he/she may submit an appeal in writing through the Vice President of Students' Office within three (3) business days after notice of the action is received. The appeal will be brought before the Discipline Committee. The student may have an adviser accompany him at his own expense.
3. If a student disagrees with the decision of the Discipline Committee, he/she may submit an appeal in writing to the Appeals Committee. Appeals should be turned in to the Vice President of Students office within three (3) business days after notice of the action is received. The decision of the Appeal Committee is final.

The following procedures for initiating due process shall apply to all hearings:

- The student shall be permitted to confront and question witnesses testifying against him/her at the hearing.
- The record of the hearing will be placed on file in the office of the Vice President of Students.

- The Vice President of Students will notify the student in writing of the committee's decision immediately after the decision is reached.

## Disciplinary Sanctions

The range of disciplinary sanctions includes; but is not limited to, the following:

**Category I** These would include any violation of the Student Code of Conduct

- **Warning** - Issued for minor infraction of policy. Further violations will result in more serious sanctions.
- **Fine** - The student is fined for violation of policy; the amount of fine will vary depending upon the nature and severity of the offense.
- **Restriction** - Student is restricted from entering certain facilities or from specified student privileges.
- **Supervised Work** - Specified work hours with a campus office or community service.
- **Mandatory Counseling/Educational Sessions** - Behavioral counseling or educational sessions as deemed necessary by the Vice President of Student Services or the discipline committee.
- **Disciplinary Probation** - The student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.
- **Residence Hall Dismissal** - Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.
- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period. The student is allowed to attend classes only. Students must leave campus no later than 3:30 p.m. each day.
- **Suspension**: Separation from Northeast Mississippi Community College for a specific period. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

**Category II** These would include felonies or misdemeanor charges as described by federal and state laws.

- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period. The student is allowed to attend classes only. Students must leave campus no later than 3:30 p.m. each day.
- **Suspension** - Separation from Northeast Mississippi Community College for a specific period. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

## NEMCC Course Catalog

- **Withdrawal** - The student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Students may return to school at the end of the specified time.
- **Expulsion** - Dismissal from Northeast Mississippi Community College for a specified period, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.
- **Dismissal** - Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.
- **Interim Suspension** - Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical under Northeast policies.  
The conviction of a student for a criminal offense that interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

# Student Honors

## Student Honors

### Honors Institute

The Northeast Mississippi Community College Honors Institute exists to provide students who demonstrate academic excellence with enriched course offerings, diverse opportunities to develop higher-level thinking skills, and experiential learning programs to promote social and personal growth.

Honors students enjoy registration in Honors coursework; Honors advising and mentoring; special Honors events, including opportunities for academic presentations and awards; increased academic rigor; leadership development training; and a private Honors classroom and lounge.

Students are selected based on application submission and various criteria. Please visit the [Honors Insitutute webpage](#) for more information.

As part of its mission, the Honors Institute recognizes graduating Honors students with the following designations:

#### Honors Scholar

- Student meets all maintenance requirements
- Student earns 12 or more hours of Honors coursework
- Student completes 1 Honors Forum class

#### Distinguished Scholar

- Student meets all maintenance requirements
- Student earns 18 or more hours of Honors coursework
- Student completes 2 Honors Forum classes

In addition to these recognized graduation levels, students' Honors coursework is designated on their NEMCC transcript. The NEMCC Honors Institute has articulation agreements in effect with various four-year honors programs at both Mississippi and Alabama colleges. These articulation agreements benefit Honors students seeking to transfer into university honors programs.

#### Hall of Fame

Four to six students are chosen annually to be placed in the Northeast Mississippi Community College Hall of Fame. To be eligible for consideration, a student must be enrolled full-time in his/her fourth semester of college and have completed a minimum of 45 prior semester hours from Northeast. A student must earn a minimum GPA of 3.25. The nominations are made by the faculty and staff with the Hall of Fame Selection Committee making the final selection.

## **Honor Graduates**

Northeast Mississippi Community College recognizes the accomplishment of its graduates on two levels: Vice President's Scholar and President's Scholar. The President's Scholar and the Vice President's Scholar are awarded to students who receive either the Associate of Arts Degree, the Associate of Applied Science Degree, or the Career Certificate in one of the recognized curriculum offerings of the institution. The student must have completed a minimum of 24 semester hours of academic coursework while enrolled at Northeast. Students who meet these criteria and who qualify for graduation will be awarded the appropriate recognition based on their cumulative grade point average (GPA). Vice President's Scholars may have a cumulative GPA ranging from 3.50 to 3.99. President's Scholars will meet the same criteria with a cumulative GPA of 4.0.

Recipients of these honors will be recognized by receiving a notation of the honor on the college transcript.

## **Honor Rolls**

Honor rolls are published at the end of each semester. A student who earns a grade point average of 4.00 for the term on a minimum of 12 academic hours will be named to the President's List. A student who earns a grade point average of 3.50 to 3.99 for the term on a minimum of 12 academic hours will be named to the Vice President's List.

High School students are not eligible for the President's List or the Vice President's List. High School students are not eligible for any student activity reserved for full-time college students. This applies to high school students enrolled in full-time hours or those who have earned enough college credit to achieve sophomore standing. High School students are allowed to reserve their status as first-time, full-time students for freshman scholarships.

## **Student Awards**

Northeast Mississippi Community College recognizes that student awards are necessary for the successful operation of the college. Therefore the college authorizes the purchase of awards in recognition of outstanding student achievement based on a pre-determined set of criteria. These awards include Hall of Fame, Outstanding Student Awards, Academic Excellence Awards, Athletic Awards, etc.

# Admission Policies and Procedures

## Admission Policies and Procedures

Persons interested in applying for admission to NEMCC should request information from the Office of Enrollment Services. Applications for Admission, transcripts, and ACT/SAT scores are processed by the Office of Enrollment Services before issuing certificates of admission to qualified applicants. Students may complete an online application via the College website - <https://www.nemcc.edu>, download the application via the College website, request a paper application, or apply in person in the Admissions Office in Ramsey Hall- Booneville campus, Northeast at New Albany, Northeast at Ripley, or Northeast at Corinth. All required documents should be submitted at least twenty (20) days before the semester in which the student plans to enroll. After all required documents are processed, the student will be notified of his/her admission status.

Admission to the college does not guarantee admission to a specific program. It is necessary to check the prerequisites for a program to determine one's eligibility for entry into that particular degree program. Some programs require a separate application and completion of prerequisites before entry. To serve the diverse needs of its student body, the college will admit students in one of the following categories:

## Admission Types

### Regular “New” Admission

Regular admission is granted to academic, technical, and career students who seek the Associate of Arts Degree, the Associate of Applied Science Degree, or the Career Certificate.

For regular admission to the college, the applicant must submit:

1. A completed Northeast Mississippi Community College application for admission.
2. An official transcript proving graduation from an approved and/or accredited high school or private academy, completion of an approved home school program, or documentation of a passing score on the General Education Development Test (GED), HiSet, or TASC.
3. Scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).

NOTE: Some Career and Technical students may be required to take the WorkKeys test before the completion of the enrollment process.\*

\*Amended June 2019.

NOTE: ACT scores are not required for students over 21 years of age for acceptance into NEMCC, however, the test may be required for entry into specific programs. A placement test may also be required.;

## **Transfer Admission**

Students who have attended other accredited institutions of higher learning may be admitted to the college by submitting:

1. A completed Northeast Mississippi Community College application for admission.
2. All official transcripts from all colleges and/or universities attended. Credits will be accepted from other regionally accredited colleges/universities. Students who have earned under a 2.0 GPA at a previous institution must seek admission via the admissions appeal process. Failure to list all previously attended colleges/universities may result in cancellation of enrollment.
3. An official transcript proving graduation from an approved and/or accredited high school or private academy, completion of an approved home school program, or documentation of a passing score on the General Educational Development (GED), HiSet, or TASC test. Students who have completed a minimum of 12 semester hours of credit from a single college or university are exempt from this requirement.
4. Scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).
5. Students with a transfer GPA below 2.0 must seek admission through the Admissions Committee. The student must submit an appeal letter. The Admissions Committee will review the appeal letter and all college transcripts. The student will be notified of the committee's decision.

A maximum of 45 semester hours of transfer credit may be applied toward a degree program.

The Registrar's Office awards all transfer credits. Evaluation of transfer equivalencies may involve the Registrar's office, Instruction office, Division Heads, and faculty members.

## **Visiting Student Admission**

Students who wish to attend a session at Northeast Mississippi Community College during a summer session and then re-enter the college last attended the next regular session may do so by completing the following:

1. Application for admission.
2. File an official transcript with the Office of Enrollment Services.

Students should also seek permission from the Dean of the college/university to which they will be returning to ensure acceptance of the credit earned at Northeast Mississippi Community College.

## Dual Enrollment Admission

High school students who desire to complete college classes while maintaining their status as high school students may gain Dual Admission status by submitting:

University Transfer/Academic students:

1. A completed Northeast Mississippi Community College application for admission.
2. A high school transcript that documents a junior or senior level standing with a grade point average of 3.0 or higher on a 4.0 scale. Students who have an ACT score of 30 or higher may be granted Dual Admissions status provided all other criteria are met. A home-schooled student must submit a notarized transcript prepared by a parent, guardian, or custodian with a signature and date.
3. An unconditional letter of recommendation from the high school principal and/or guidance counselor. A home-schooled student must submit a written recommendation from the student's parent, legal guardian, or legal custodian.
4. ACT scores.

Career and Technical students:

1. Have a minimum overall high school GPA of 2.0 on a 4.0 scale
2. May be classified as a sophomore
3. Obtain an unconditional recommendation from school administrator/ counselor or CTE instructor

## Dual Credit

Selective academically qualified high school students enrolled in college-level courses at their respective schools earning both high school and college credit at the same time. Items needed for enrollment are:

1. A complete Northeast Mississippi Community College application for admission.
2. A partial high school transcript with a GPA of 3.0 or higher on a 4.0 scale.
3. An unconditional letter of recommendation from the high school principal and/or guidance counselor.
4. National ACT /Placement test scores may be required in certain subjects.

## International Admission

Based on NEMCC's mission statement, foreign students will be admitted to Northeast Mississippi Community College if they can prove such ties to the College's five-county district as having a family member/sponsor as a 5 county district resident or being a foreign exchange student in a district high school.

The deadline for International admissions is May 1st for the fall term and October 1st for the spring term.

International applicants must be degree-seeking and in addition to the Regular Admission criteria, must submit the following:

- Documentation of a minimum score of 525 paper-based; 197 computer-based, or 72 Internet based on the “Test of English as a Foreign Language” (TOEFL).
- A Sponsor Declaration form that demonstrates evidence of sufficient funds to cover college and personal expenses while in attendance.
- (Tuition, fees, dormitory fees, and meal tickets must be paid at the time of registration.)
- Translated proof of comprehensive medical health insurance coverage.
- Provide high school and/or college transcripts with English evaluation of that coursework.
- Provide translated records of two vaccinations for measles, mumps, and rubella; provide evidence of vaccination for hepatitis B; and provide results of an Interferon Gamma Release Assay (IGRA) a blood assay for Mycobacterium tuberculosis: (i.e.; QuantiFERON TB Gold® or T-Spot®) and a chest x-ray performed within two months before beginning class. The blood assay and x-ray must be performed in the United States. [Students with signs or symptoms of tuberculosis or an abnormal x-ray will not be allowed to attend class without clearance from the Health Department.] Students are responsible for all costs associated with the tuberculosis screening.
- Verification of appropriate VISA status.
- Additional fees may apply.
- If the high school or college previously attended by an International student is outside the United States, the transcript submitted to Northeast Mississippi Community College must be certified by WES credential services.
- International students must enroll as a full-time student.
- If the high school or college previously attended by an International student is outside the United States, the transcript submitted to Northeast Mississippi Community College must be certified by WES credential services or ECE – Educational Credential Evaluators.

The college reserves the right to determine the number of international students admitted and to change policies stated herein as deemed necessary. International students will be billed at the out-of-state tuition rate and will have to meet standard admission requirements.

Undocumented students will be billed at the out-of-state tuition rate and will have to meet standard admission requirements. If the high school or college previously attended by an undocumented student is outside the United States, the transcript submitted to Northeast Mississippi Community College must be certified by WES credential services.

## **Senior Citizen Admission**

Senior Citizens (age 62 or older) are admitted tuition-free to classes on based on class availability. However, they assume responsibility for the purchase of books, lab fees, and any other materials.

## **MI-BEST Integrated Pathways Program**

To gain admission into the MI-BEST integrated pathways program, the applicant must:

1. Gain acceptance into the MI-BEST program in a declared pathway through the Workforce Development Division.
2. Complete a Northeast Mississippi Community College application for admission.

To obtain challenge exam credit through the MI-BEST Integrated Pathways Program:

The student must have an admission application on file and gain approval for taking the challenge exam for approved courses through the Workforce Development Division. If a student makes a satisfactory grade on the exam, the instructor will submit the grade to the Vice President of Instruction's office. The Vice President of Instruction will write a memo to the Records office and the Business office. Once the Workforce Development Division has paid the challenge exam fee, the Business office will notify the Records office and the Records office will record a grade of "Z" for the course.

## **Admission into the CTE Specialty Dual Enrollment Programs**

Admissions into the CTE Specialty Dual Enrollment Programs (specifically, CREATE and CSpire programs), the applicant must:

1. Complete a Northeast Mississippi Community College application for admission.
2. Submit a high school transcript that documents a minimum of fourteen (14) high school units with a grade point average of 2.0 or higher on a 4.0 scale. Students who have an ACT score of 30 or higher may be granted Dual Admissions status without completing 14 units provided all other criteria are met. A home-schooled student must submit a notarized transcript prepared by a parent, guardian, or custodian with a signature and date.
3. Submit an unconditional letter of recommendation from the high school principal and/or guidance counselor. A home-schooled student must submit a written recommendation from the student's parent, legal guardian, or legal custodian.
4. Submit a letter of interest for the program.
5. ACT scores. \* Minimum program-specific ACT scores may be waived.

Participants will be selected on a first-come, first-serve basis.

## **Readmission Requirements**

A returning degree-seeking student who has not attended Northeast for one academic semester or more must apply for readmission. If the student has attended other colleges, official transcripts of college work completed since last attending Northeast must be provided to the Office of Enrollment Services.

# ACT Scores and Course Placement

## ACT Scores & Course Placement

### Placement Testing

When new students are admitted to the college, their ACT scores are reviewed to determine if specific academic skills need to be improved.

The College uses ACT math sub-scores along with credits in high school mathematics courses for placement in college mathematics courses. Students with an ACT Math sub-score of 19 or above may register for MAT 1313 - College Algebra. Students with ACT math sub scores of 18 and below will be registered for MAT 1233 - Intermediate Algebra.

If a student's curriculum requires BIO 2514 - Anatomy and Physiology I, an ACT composite score of 19 or above is necessary for enrollment in the course. Students with a composite of 18 or below will be required to enroll in BIO 1534 - Survey of Anatomy and Physiology.

Students who wish to challenge their mathematics placement according to the ACT score should see the Math/Science Division Head in McCoy Hall.

### ACT Superscore

Effective with the October 2020 ACT exam, Northeast Mississippi Community College will accept ACT Superscores. Students must choose the Superscore option when they register for the ACT and can request Superscore compilation with the 2016 exams and later. Students can opt to re-test certain subject areas. Only scores sent from ACT or the high school in the superscore format can be calculated as a superscore.

# Admission to Health Science Programs

## Admission to Health Science Programs

### Acceptable Health Status

Once admitted, students must supply, on program forms, proof of a physical examination and identified immunizations and tests and must document an acceptable health status.

A review of the submitted data may result in the request for additional documentation, psychiatric evaluation, and/or drug/alcohol screens. Students must comply with any such requests. Students must be able to exhibit performance requirements which include adequate cognition, sensory, affective, and psychomotor abilities to perform the duties of a practicing nurse, i.e., vision, mobility, hearing, speaking, and manual dexterity.

### Criminal Background Check

Under Mississippi State Law as stated in the State Statute §37-29-232, Northeast Mississippi Community College Health Science Programs: Associate Degree Nursing, Diagnostic Medical Sonography, Medical Laboratory Technology, Practical Nursing Education, Radiologic (Medical) Technology, and Respiratory Care Technology require students to submit to and satisfactorily complete a criminal background check/fingerprinting. Admission may be rescinded and reversed based on a review of the student's criminal background check. At any time, the college may ask a student to clarify their current legal status by completing the fingerprinting process. Students who refuse to submit to a criminal background check/fingerprinting or do not pass the criminal background check/fingerprinting will be dismissed from the program. Students who are dismissed from a Health Science Program may seek admission into another educational program that does not have a clinical component requirement in its curriculum.

### Other Requirements

1. Applicants to Health Science Programs must meet the requirements for admission to the college.
2. Health Sciences program applications must be submitted by May 1st for August admission or November 1st for January admission (admission in January is limited to readmission applicants).
3. Applicants to Health Science Programs must provide to the college records office proof of a composite ACT score of 17 or greater and a cumulative GPA of 2.00 or greater.

4. Applicants (except Associate Degree Nursing) whose ACT scores are below 17 may be considered for admission after completion of 12 semester hours of prescribed academic courses with a CGPA of 2.00 or greater.
5. Applicants to Health Science Programs (except Medical Laboratory Technology and Medical Assisting Technology) must complete BIO 2514 and BIO 2524 with a grade of “C” or greater before admission.
6. CPR Certification - All students admitted to Health Science Programs must obtain and maintain current American Heart Association CPR certification for Health Care Providers.

NOTE: Meeting eligibility requirements does not guarantee admission to any program of study. Applicants are rated and ranked on program rating tools. These rating tools are available on the programs' web pages. Applications are available on the NEMCC website.

NOTE: Students who, once admitted, fail to complete the program of study may be readmitted only once to the program of study. A student may reapply for program admission after five years.

## **Program Specific Requirements**

### **Dental Hygiene Technology**

Applicants for the Dental Hygiene Technology program must have completed the Pre-Dental Hygiene curriculum with a grade of “C” or higher to be considered for admittance to the program. Students must also complete 16 hours of observation for this program.

Completion of the Pre-Dental Hygiene curriculum does not guarantee admission to the Dental Hygiene Technology program.

[Ratings scale for Dental Hygiene can be found here.](#)

### **Diagnostic Medical Sonography**

Applicants for Diagnostic Medical Sonography must complete all prerequisite courses for the program of study before being admitted to the program.

[Ratings scale for Diagnostic Medical Sonography can be found here.](#)

### **Medical Assisting Technology**

Applicants for the Medical Assisting Technology program must complete BIO 1534 or BIO 2514 with a grade of “C” or higher before admittance to the program.

[Ratings scale for Medical Assisting can be found here.](#)

### **Medical Laboratory Technology**

Applicants should seek an advising appointment with the MLT faculty.

[Ratings scale for Medical Laboratory Technology can be found here.](#)

### **Practical Nursing Education**

Applicants for the Practical Nursing Education Program must complete BIO 2514 and BIO 2524 with a grade of “C” or higher.

[Ratings scale for Practical Nursing Education can be found here.](#)

### **Radiologic (Medical) Technology**

Applicants for the Radiologic (Medical) Technology program must complete all prerequisite courses for the program of study before being admitted to the program.

[Ratings scale for Radiologic \(Medical\) Technology can be found here.](#)

### **Respiratory Care Technology**

Applicants for the Respiratory Care Technology program must complete BIO 2514 and BIO 2524 and either MAT 1233 or MAT 1313 with a grade of “C” or higher before admittance to the program.

[Ratings scale for Respiratory Care Technology can be found here.](#)

### **Associate Degree Nursing Program**

Individuals seeking admission to the Associate Degree Nursing program must meet the requirements for admission to the college and the requirements listed below.

- Applicants must apply to the Office of Admissions and be accepted by the college.
- In addition, applicants must complete the A.D.N. application for admission. A.D.N. program applications are available on the NEMCC website. Applications must be submitted by April 1st for applicants wishing to be considered for admission to the program for the fall semester and November 1st for admission for the spring semester. Only transfer and advanced placement students or students needing to repeat a nursing course are considered for spring admission. Late applications for admission will be considered only if space remains available.

Completed application forms may be mailed to:

Associate Degree Nursing Program  
Childers Hall  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

#### **Minimum Eligibility Requirements**

1. ACT composite score (or equivalent) of 18 and a 2.0 GPA. Any student with a bachelors degree or higher may be admitted without an ACT score.
  - a. OR Students without the required ACT composite score must have a minimum of 12 semester credit hours in the nursing program including Anatomy and Physiology with at least a grade of C and have a minimum 2.5 GPA before being admitted.
  - b. OR Students not meeting the ACT, GPA, or course completion admissions guidelines may be considered for admission with a defined plan to support student success and program completion congruent with current resources. Northeast recognizes the value of holistic admission and the consideration of factors other than metrics such as experiences and attributes that may indicate student success in the associate degree nursing program. The holistic review process uses factors listed on the Health Sciences ratings scale.

2. Applicants wishing to transfer credit for nursing courses must meet the admission requirements of the NEMCC and the A.D.N. program and be eligible for readmission to the previous school of nursing. Written documentation of eligibility must be sent from the transfer institution. Courses are evaluated for content equivalency by the student.
3. Applicants are rated and ranked using a point system derived from objective data which includes the composite ACT score, the cumulative GPA, general courses in the nursing curriculum, and nursing courses completed at NEMCC, Mississippi residency, and documented professional commitment indicators.
  - ACT composite scores (or equivalent) will be considered if documentation is provided to the college by May 1st (November 1st for January admissions).
  - Professional indicators will be considered on the rating form if documentation is provided to the college by the date of NEMCC May graduation (November 1st for January admissions).
  - Courses completed by the end of the spring semester at NEMCC will be considered on the rating form.
  - Transcripts from other institutions are due to the office of admissions by the date of NEMCC May graduation.
  - Applicants will be rated and ranked in order from highest to lowest using the published rating scale by June 1st for the fall admissions or December 15th for the spring admissions. In the event of a tie in the rating/ranking process, the admission order is determined by the CGPA.
  - All who apply to the nursing program are notified by e-mail concerning their admission status.
  - Applicants are responsible for updating their addresses and contact information in the Division of Health Sciences office.
  - Applicants seeking admission or readmission to NUR 1229, NUR 2339, or NUR 2449 who meet the admission criteria are rated, ranked, and admitted as space is available in the following order: 1) readmission students, 2) LPN-ADN challenge students, and 3) Students transferring nursing credit from another institution.

[Ratings scale for Associate Degree Nursing can be found here.](#)

## Health Sciences Drug Testing Policy

- The misuse or abuse of substances is inconsistent with the ideals of health care.
- Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional/ethical standards of their chosen course of study
- The NEMCC ideal is a drug-free educational and work environment.
- When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.
- Results of screening may result in the dismissal of a student from the program of study.
- A student who fails to disclose used substances that are documented by the screening may be dismissed from the program of study.

# Advanced Placement and Challenge Exams

## Advanced Placement & Challenge Exams

### Advanced Placement (AP Credit)

Students enrolling at Northeast Mississippi Community College may be awarded advanced college credit if they present satisfactory scores on the advanced placement examination administered through the College Entrance Examination Board and if they participated in and received credit for an AP course(s) offered through their high schools. This policy applies to each AP course for which a student is requesting credit. Students may receive up to twelve (12) hours of credit with no more than eight (8) hours or two courses in one subject area.

Grades of “Z” (satisfactory) will be recorded on the transcript for the course(s) in which advanced placement credit is earned once the transcription fee is paid. These courses will not affect the grade point average.

The following table details the awarding of credit at Northeast. EACH COLLEGE OR UNIVERSITY HAS ITS OWN POLICY ON THE AWARDING OF CREDIT; THEREFORE, A STUDENT SHOULD CONSULT WITH THE SENIOR INSTITUTION TO WHICH HE/SHE PLANS TO TRANSFER BEFORE APPLYING FOR AP CREDIT.

| <u>AP Examination</u>  | <u>Score</u> | <u>Hours Credit</u> | <u>Northeast Course</u> |
|------------------------|--------------|---------------------|-------------------------|
| Biology                | 3            | 4                   | BIO 1134                |
| English Language/ Comp | 3            | 3                   | ENG 1113                |
| Calculus AB            | 3            | 3                   | MAT 1513 or MAT 1613    |
| Calculus BC            | 3            | 6                   | MAT 1523 or MAT 1623    |
| U.S. History           | 3            | 3                   | HIS 2213                |
| U.S. History           | 4/5          | 6                   | HIS 2213/HIS 2223       |

### Challenge Examinations - Nursing

The Northeast Mississippi Community College Associate Degree Nursing Program allows currently licensed practical nurses the opportunity to challenge two nursing courses in the curriculum. These courses are NUR 1118 - Nursing Fundamentals and NUR 1229 - Nursing Care of the Family. The challenge exams are computer-based.

Steps in seeking advanced placement:

- Apply for admission to the college.
- Apply for admission to the Associate Degree Nursing Program.
- Provide the Division of Health Sciences with information so that your LPN license may be validated (name and social security number). You must hold a current, unrestricted license to participate in the advanced placement option.
- The NUR 1118 challenge examination must be taken and passed before the NUR 1229 challenge can be assessed. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge credit is good for 5 years.
- Licensed Practical Nurses who successfully challenge into the program must meet all program entrance and progression requirements. Admission is based on admission to the college and compliance with ADN admission and progression requirements and space availability. Admission is not guaranteed. Applicants seeking admission or readmission to NUR 1229, NUR 2339 or NUR 2449 who meet the admission criteria are rated, ranked, and admitted as space is available in the following order: 1) readmission students, 2) LPN-ADN challenge students, and 3) students transferring nursing credit from another institution.
- Credit Awarded on Transcript: Challenge credit is noted on the official NEMCC transcript with a grade of “Z” after the student has completed the ADN Orientation Course, enrolled in the clinical nursing course, and paid the transcription fee.

## Challenge Examinations

Through challenge examinations, a qualified student may receive credit for college work without the formal procedure of class attendance. Each academic head will determine the requirements for such credit, and requests for these examinations will be considered if the background of the applicant indicates substantial knowledge about the requested examination area. A grade of “Z” will be recorded for the successful completion of a challenge examination.

A student who seeks advanced placement through challenge examination credit will follow the procedure listed below:

- Apply for admission to the college.
- Must have been accepted in the program of study for which the student plans to challenge.
- Schedule the examination with the academic head of the specific course being challenged.

If a student makes a satisfactory grade on the exam, the instructor will submit the grade to the Instruction Office. The Instruction Office memos the student's successful completion of a challenge exam to the Records Office and the Business Office. Once the student has paid the transcription fee, the Business Office will notify the Records Office. The Records Office will record a grade of “Z” for the course.

## List of Challenge Exams

Please check the Course Title to ensure it conforms with the Title used by your college.

## NEMCC Course Catalog

- ACT 1713 - Electricity for Heating, Ventilation, Air Conditioning and Refrigeration
- ATT 1811 - Introduction, Safety, and Employability Skills
- ATT 1133 - Advanced Electrical/Electronic Systems
- ATT 1213 - Brakes
- AUT 1713 - Brake Rotor and Drum Machining
- BOT 1213 - Professional Development
- BOT 1233 - Microsoft Word I
- BOT 1313 - Applied Business Math
- BOT 1613 - Medical Office Terminology I
- CON 1213 - Construction Materials
- CON 1233 - Construction Systems I
- CON 2123 - Construction Cost Estimating
- CRJ 1313 - Introduction to Criminal Justice
- CRJ 1373 - Introduction to Homeland Security
- CRJ 2323 - Criminal Law
- CRJ 2413 - Administration of Criminal Justice
- CSC 1123 - Computer Applications
- EET 1114 - DC Circuits
- ELT 1113 - Residential/Light Commercial Wiring
- ELT 1193 - Fundamentals of Electricity
- ELT 1213 - Electrical Power
- ELT 1413 - Motor Control Systems
- ELT 2613 - Programmable Logic Controllers
- ELT 2623 - Advanced Programmable Logic Controllers
- IMM 1111 - Industrial Maintenance Safety
- IMM 1121 - Industrial Maintenance Math and Measurement
- IMM 1131 - Industrial Maintenance Blueprint
- IMM 1313 - Principles of Hydraulics and Pneumatics
- IMM 1813 - Industrial Electricity for Industrial Maintenance Mechanics
- IMM 1933 - Manufacturing Skills Basics
- IST 1123 - IT Foundations
- IST 1183 - Essentials of IST
- IST 1133 - Fundamentals of Data Communications
- IST 1193 - Practical Applications in IST
- IST 1143 - Security Principles & Policies
- LLS 1723 - Employment Readiness
- MET 1113 - Medical Terminology
- MFL 1213 - Elementary Spanish I
- MFL 1223 - Elementary Spanish II
- MFL 2213 - Intermediate Spanish I
- MFL 2223 - Intermediate Spanish II
- MST 1114 - Power Machinery I
- MST 1124 - Power Machinery II
- MST 1413 - Blueprint Reading
- MST 1423 - Advanced Blueprint Reading
- MST 2144 - Power Machinery IV
- MST 1613 - Precision Layout

- MST 2714 - Computer Numerical Control Operations I
- MST 2734 - Fundamental of CAD/CAM
- MST 2813 - Metallurgy

## **Military Credit**

When a student requests that military credits be evaluated for transfer credit, the student will provide the original Joint Services Transcript (JST) form to the college. This form/transcript lists the military education and experiences with the course descriptions along with recommendations for college course credit. Upon review of the JST by the registrar, Northeast credit may or may not be awarded. The JST will be placed in the student's file and remain part of their permanent record.

There is no transcription fee for military credit.

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

The College Level Examination Program (CLEP) offers students an opportunity to earn college credit by examination for prior learning. Northeast Mississippi Community College will award credit on the CLEP subject area examinations only to matriculated Northeast students.

- IT IS THE RESPONSIBILITY OF THE STUDENT TO DETERMINE THE TRANSFERABILITY OF CLEP CREDIT TO THE SENIOR COLLEGE OF HIS/HER CHOICE. NEMCC DOES NOT CERTIFY THE APPLICABILITY OF CLEP CREDIT TO OTHER POST-SECONDARY INSTITUTIONS. (Contact the Counseling Center for a complete list of area exams.)
- All courses excluding ENG 1113 and ENG 1123, listed in the Northeast Catalog are eligible for credit if CLEP has an examination in that subject.
- No credit is given for CLEP general examinations.
- Credit on the CLEP subject examinations will be awarded to students who receive a scaled score of 50 or more.
- Credit earned by CLEP subject examination is limited to 18 hours. The student will be required to earn 12 semester hours of credit in a regular fall or spring semester at Northeast before CLEP credit earned at Northeast will be recorded or transferred CLEP credit recognized and recorded on the student's transcript.
- No grade points will be awarded for CLEP credit and a grade of "Z" will be recorded on the student's transcript for all CLEP credit earned.
- CLEP credit may not be used to satisfy the minimum residence requirements for graduation at Northeast.

A transcription fee will be charged to students who want their CLEP scores recorded on their transcript.

## **Articulated Credit for Career / Technical Course Work**

### **Eligibility**

## NEMCC Course Catalog

To be eligible for articulated credit, a student must:

- Complete the articulated Secondary Career and Technical Education Program
- Score 70% or higher on the Mississippi Career Planning and Assessment System (MS-CPAS) in their secondary program of study

To be awarded articulated credit, a student must:

- Enroll in the community or junior college within 18 months of graduation

A grade of Z will be awarded for approved high school courses. Students who receive a “Z” grade in courses will count toward graduation, however, courses will not count for grade point average.

There is no transcription fee for articulated credit for career/technical coursework.

# Appeals, Suspensions, and Exclusions

## Appeals, Suspensions, & Exclusions

### Admission Appeals

The Director of Enrollment Services/Registrar reviews all materials submitted by transfer applicants with a GPA of below 2.0 from their transfer Institution. Any transfer students with a GPA of below 2.0 must submit an appeal letter to the Admissions Committee, which is made up of faculty and staff who have been selected by the President to serve. The Admissions committee will review the transcripts and letter from the student and the Director of Enrollment Services/Registrar will act on the decision of the committee. If a student is denied admission, he/she may appeal the decision to the Vice President of Students. The applicant must request an appeal hearing in writing to the Vice President of Student Services. The written request must specify the reason that the decision is unacceptable. In addition, the applicant must specify the facts that should be considered that would justify a different decision than was made by the admissions committee.

### Academic Suspension/Exclusion Students

Students who have been academically suspended/excluded may request readmission to the college without the normal one semester of non-attendance. Students seeking early reinstatement may request an appointment with the Instruction Office, who will decide the status of readmission to the College.

The Instruction Office will consider extenuating circumstances offered by the student, his/her current GPA status, the potential for remediation and/or academic correction, and the recommendation of the student's advisor as the basis of a decision to readmit. Conditional readmission may be granted for one or two semesters at the discretion of the Instruction Office. During each semester of conditional reinstatement, the student is required to achieve a semester GPA of 2.0 or higher on all academic work attempted during the period. The decision of the Instruction Office is final.

Students are notified of their academic standing via email at the end of each semester.

# Immunization and Drug Testing Policies

## Immunization and Drug Testing Policies

### Allied Health Students Immunizations

Once admitted, Allied Health students must supply, on program forms, proof of a physical examination and identified immunizations and tests and must document an acceptable health status. A review of the submitted data may result in the request for additional documentation, psychiatric evaluation, and/or drug/alcohol screens if indicated.

Students must comply with any such requests. Students must be able to exhibit performance requirements which include adequate cognition, sensory, affective, and psychomotor abilities, i.e. vision, hearing, mobility, speaking, and manual dexterity. Final admission status cannot be determined until the health status has been validated.

Students may not attend clinical experiences until acceptable health status has been validated.

### Career Technical Education Drug Testing Policy

The Automotive Services Technology, Automotive Mechanics Technology, Diesel Power Technology Program and Heating and Air Conditioning Technology Program of Northeast Mississippi Community College has an obligation to provide a safe learning environment for all students and industry members who may be impacted by the training of students in the program. The Automotive Services Technology, Automotive Mechanics Technology, Diesel Power Technology Program and Heating and Air Conditioning Technology Program require students to work with and around hazardous equipment with the potential to cause severe injury or death to themselves or others around them. Students in the lab/shop areas must be attentive and focused on their actions, as well as others around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students who are impaired due to unprescribed controlled medications, alcohol, or illegal drug use pose a serious risk to staff members, other students, and industry members. The purpose of this policy is to promote safety, and employability and to prevent a potential safety risk to others. This Drug Testing Policy shall not be used for law enforcement purposes. The Automotive Services Technology, Automotive Mechanics Technology, Diesel Power Technology Program and Heating and Air Conditioning Technology Program Advisory Boards which consist of industry leaders and employers who maintain industry standards have set forth the following policy for program testing.

NEMCC Automotive Services Technology, Automotive Mechanics Technology, Diesel Power Technology and Heating and Air Conditioning Technology Drug Testing Procedures for random and suspicious testing are as follows.

- The cost associated with initial testing and retesting will be the responsibility of the student and will be included in fees for the course, all testing will be completed at a location approved by the instructor and division head. All tests will be Federal DOT panel drug screens. All students will be transported to the testing facility by college personnel in a college vehicle; personal vehicle travel will not be allowed.
- This test will follow Federal Motor Carrier Safety Administration (FMSCA) DOT rules and regulations for testing. There will be zero tolerance for alcohol, illegal drugs, or misuse of prescription medications.
- Testing will be a monitored urine specimen test that will be sealed and signed by the donor and physician.
- Test results shall be forwarded directly to the program instructor, Division Head, and/or Vice President of Career, Technical, and Workforce Education/Vice President of Instruction, along with a copy sent to the student. All test results will be considered confidential and access to the results shall be restricted to the respective campus individuals listed. These individuals shall have the authority to determine which institutional personnel have legitimate need-to-know access to specific information.
- A student who is present on the day of the random drug screen cannot be excused from the screening process. If a student leaves the campus/ facilities without completing a drug screen or refuses to participate in any required drug screen, they will be required to withdraw from the program. No student who is present on the day of a scheduled drug screen can be excused from drug screening. If a student cannot provide a specimen within three (3) hours of the start time of the testing period, it will be considered a Refusal to Test (Federal DOT law) unless a medical condition, documented by a physician, can be provided; the student will be required to withdraw from the program.
- If a student is absent on the day of testing, a College official will contact the student and require the student to have a drug screen completed within 24 hours, between the hours of 8:00 a.m. and 2:00 p.m. (this will be completed at the current clinic location of the physician). In the event a student refuses to test within the time listed or is not present within 30 minutes of the clinic appointment time, this will be considered a failed test resulting in the student being removed from the program effective immediately.
- In the event a student is on vacation or out of the country, the instructor will schedule a drug screening at a random time upon the student's return. This test will be conducted at the current clinic location of the physician. All other time and schedule rules apply.
- Drug screen results must meet clinical agency requirements which include a drug screen that is negative for alcohol, illicit drugs, and/or unprescribed controlled medications. If a student has a positive drug screen for an illicit drug or for a controlled drug that is not currently prescribed for the individual student, the student will be required to withdraw from the program. The student will be allowed to withdraw, within college policies, procedures, and guidelines. Students who do not withdraw will receive a grade of F in all program courses.
- Test results or specimens that have been determined to be altered by the student shall also be grounds for withdrawal from the program.

- This policy is for the Automotive Services Technology, Automotive Mechanics Technology, Heating and Air Conditioning and Diesel Power Technology Program admissions and/or program continuance; however, it does not affect general college admission or the right of a student to pursue other college programs at Northeast Mississippi Community College.
- If a student is required to withdraw due to failing a drug screen, a student may reapply for admission into the program the following year. Before readmission will be allowed, a drug screen must be completed. In the event another random screen is failed, the student will be ineligible for readmission to the program.
- If reasonable suspicion of substance abuse exists regarding a student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the student will be requested to consent to a drug test at the expense of the student.
- If a student wishes to appeal a positive drug test, the student needs to follow the Complaint/Grievance Appeals Procedures for Academic Matters. The appeal will include a hair follicle drug screening at the approved clinic used by the program. Testing fees are the responsibility of the student.

### **Health Sciences Drug Testing Policy**

- The misuse or abuse of substances is inconsistent with the ideals of health care.
- Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional/ethical standards of their chosen course of study
- The NEMCC ideal is a drug-free educational and work environment.
- When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.
- Results of screening may result in the dismissal of a student from the program of study.
- A student who fails to disclose used substances that are documented by the screening may be dismissed from the program of study.

# Residency for In-State Tuition

## Establishing Mississippi Residency

If you reside in Mississippi but attended an out-of-state college or high school you must prove Mississippi Residency. Residency must be provided to the parent if the student is under 21.

### Individuals under 21 years of age

Students indicating attendance at an out-of-state high school and/or college are required to prove Mississippi residence for *tuition* purposes. **Mississippi Law mandates that the residence of a student under the age of 21 and unmarried is that of the parents.** Documentation of residence of the parent or parents who are physically residing in Mississippi must be provided to the Office of Admissions. If you have any questions call 662-720-7239.

#### List of Approved Residency Documents

In cases where residency documentation is required, **two forms of supporting documentation** must be in the file. Acceptable supporting documentation may include:

- Current MS Driver's License or State-issued ID (Persons moving into MS permanently have 60 days per state law to acquire driver's licenses.)
- Mortgage document matching address
- Homestead exemption matching address
- Guardianship documents (issued by a MS Court or the MS Department of Human Services)
- Emancipation documents
- Prior or Prior-prior year State income tax return
- Current Mississippi Registration Card
- Current Motor vehicle registration (Persons moving into MS permanently have 30 days per state law to register vehicles.)
- Current employment documents (last pay stub, employment contract)
- Current utility bills (including cell phones) matching the address
- Lease agreement (signed by lessor and lessee).
- A signed statement by the MS Dept. of Human Services or a certified letter from a recognized relief agency (such as the Salvation Army) certifying that the student is receiving services as a homeless MS resident.

### Individuals over 21 years of age

Students indicating attendance at an out-of-state high school and/or college are required to prove Mississippi residence for tuition purposes. **Mississippi State Law mandates that the residence of a student over age 21 or married may be that of the student.** Documentation of your physical domicile, where you actually live,

must be provided to the Office of Admissions. If you have any questions please call 662-720-7239.

#### List of Approved Residency Documents

In cases where residency documentation is required, **two forms of supporting documentation** must be in the file. Acceptable supporting documentation may include:

- Current MS Driver's License or State-issued ID (Persons moving into MS permanently have 60 days per state law to acquire driver's licenses.)
- Mortgage document matching address
- Homestead exemption matching address
- Guardianship documents (issued by a MS Court or the MS Department of Human Services)
- Emancipation documents
- Prior or Prior-prior year State income tax return
- Current Mississippi Registration Card
- Current Motor vehicle registration (Persons moving into MS permanently have 30 days per state law to register vehicles.)
- Current employment documents (last pay stub, employment contract)
- Current utility bills (including cell phones) matching the address
- Lease agreement (signed by lessor and lessee).
- A signed statement by the MS Dept. of Human Services or a certified letter from a recognized relief agency (such as the Salvation Army) certifying that the student is receiving services as a homeless MS resident.

Residency documents should be submitted to the attention of:

**Amy Duncan**

[ajduncan@nemcc.edu](mailto:ajduncan@nemcc.edu)

The Records Office maintains current contact information, including addresses, phone numbers, and email addresses for all currently enrolled and prospective students. Students wishing to change contact information need to submit a Change of Address request through the MyNEMCC or by contacting the Records Office.

**Students must resolve all residency challenges with the Office of Enrollment Services before enrollment.**

# Degree Requirements

## Degree Requirements

### Associate of Arts Degree

The Associate of Arts degree is awarded to students completing university parallel programs. Candidates for the AA degree must complete the following:

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours may be non-academic credits (see note below).
2. Complete LLS 1151 College Life
3. Earn a grade point average of 2.0.
4. Complete the 32 semester hours of general education core consisting of:
  - English Composition (ENG 1113 and ENG 1123, 6 semester hours),
  - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II),
  - Laboratory science (8 semester hours),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history I or II),
  - Mathematics (MAT 1313, equivalent or above, except MAT 1723, MAT 1733, and MAT 1743, 3 semester hours).

**Non-Academic/Activity courses** These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

COE-1013 Cooperative Education Work Experience I

COE-1023 Cooperative Education Work Experience II

COE-1033 Cooperative Education Work Experience III

LLS-0111 Essential College Skills I

LLS-0121 Essential College Skills II

LLS-1151 College Life

LLS-1211 Self Affirmation

LLS-1311 Orientation

LLS-1321 Career Exploration

LLS-1411 Improvement of Study

LLS-1711 Job Search Skills  
HON-1131 Academic Team I  
HON-1141 Academic Team II  
HON-2131 Academic Team III  
HON-2141 Academic Team IV  
HPR-1111 Gen Physical Edu Activities I  
HPR-1121 Gen Physical Edu Activities II  
HPR-1131 Varsity Sports I  
HPR-1141 Varsity Sports II  
HPR-1551 Fitness Center I  
HPR-1561 Fitness/Condition Training II  
HPR-2111 Gen Physical Edu Activities III  
HPR-2131 Varsity Sports III  
HPR-2141 Varsity Sports IV  
HPR-2551 Fitness/Conditioning Train III  
HPR-2561 Fitness Center IV  
JOU-1111 College Publications I  
JOU-1121 College Publications II  
JOU-2111 College Publications III  
JOU-2121 College Publications IV  
MUO-1111 Band I  
MUO-1121 Band II  
MUO-1141 Small Band Groups I  
MUO-1151 Small Band Groups II  
MUO-1171 Stage Band I  
MUO-1181 Stage Band II  
MUO-1211 Chorus I  
MUO-1221 Chorus II  
MUO-1241 Small Singing Groups I  
MUO-1251 Small Singing Groups II  
MUO-2111 Band III  
MUO-2121 Band IV  
MUO-2141 Small Band Groups III  
MUO-2151 Small Band Groups IV  
MUO-2171 Stage Band III

MUO-2181 Stage Band IV

MUO-2211 Chorus III

MUO-2221 Chorus IV

MUO-2241 Small Singing Groups III

MUO-2251 Small Singing Groups IV

Any courses in Business & Engineering Technology programs and Health Sciences programs

## Associate of Applied Science Degree

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
2. Complete LLS 1151 College Life
3. Earn a minimum grade point average of 2.0.
4. Complete the 15 semester hours general education core consisting of:
  - English Composition ( ENG 1113, 3 semester hours),
  - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation),
  - Computer or computer-related (3 semester hours) or Speech (SPT 1113, 3 semester hours)
  - College Algebra (MAT 1313 ) 3 semester hours or above, except MAT 1723, MAT 1733, and MAT 1743, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
5. Complete major courses consisting of 40-65 semester hours.

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

## Certificate

A certificate is awarded to a student who successfully completes the prescribed programs of study. The requirements for graduation are:

- Complete each unit of the prescribed program of study.
- Earn a minimum grade point average of 2.0 in the program.
- Any student (new admit, transfer, or readmit) who enrolls at Northeast with a new catalog term of Fall 2021 or after must have LLS 1151 College Life to graduate.

## NEMCC Course Catalog

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

# Programs of Study

## Programs of Study

### University Transfer Programs

University parallel courses are offered for students who plan to transfer to a senior college to earn a four-year degree. The [Associate of Arts](#) degree is awarded for the successful completion of a course sequence. The areas of focus within this division are referred to as programs of study and are used only as a suggested guide in course selection. The advisor will follow the university catalog curricula to ensure the transfer of earned credits. To graduate, a student must complete the core requirements and other courses for a total of 62 semester hours.

### Career and Technical and Health Sciences Programs of Study

Career and Technical programs are offered for students who will seek employment upon completion of the program. The [Associate of Applied Science](#) degree is conferred for the successful completion of a technical program. All programs are designed as terminal; however, transfer of credit is at the discretion of the receiving university. To graduate, a student must complete all courses within a particular curriculum.

Career and Technical Education (CTE) encompasses a variety of challenging fields in diverse subject areas that are constantly evolving to meet employment needs. Northeast offers many CTE programs through the divisions of Business and Engineering Technology and Health Sciences.

CTE provides high school graduates with career pathways linking secondary and postsecondary education. Furthermore, CTE presents nontraditional students and displaced workers with a second chance for education and training by preparing them to reenter the workforce in a timely fashion.

### Career and Technical and Health Sciences Certificate Programs

Certificate courses are arranged in the sequence which best assures successful completion. Thus adherence to the course and semester sequence is required unless deviations are approved by the program instructor/advisor or division head. A certificate is awarded to a student who successfully completes one of the following prescribed programs of study. The first advisor listed under each program is the curriculum coordinator for that major.

A major portion of funding for most programs is provided by the Mississippi State Department of Education, the Office of Career and Technical Education, and the Mississippi Community College Board.

## University Transfer

- [General Studies](#)
- [Nursing, BSN track](#)

## Career and Technical

- [Accounting Technology](#)
- [Administrative Office Technology](#)
- [Automotive Mechanics & Automotive Services Technology](#)
- [Business Management Technology](#)
- [Civil Engineering Technology](#)
- [Collision Repair Technology](#)
- [Construction Engineering Technology](#)
- [Culinary Arts Technology](#)
- [Diesel Power Technology](#)
- [Drafting, Design & 3D Modeling Technology](#)
- [Early Childhood Education Technology](#)
- [Electrical Technology](#)
- [Global Supply Chain Management Technology](#)
- [Heating & Air Conditioning Technology](#)
- [Hospitality Management Technology](#)
- [Industrial Maintenance Technology](#)
- [Information Systems Technology - Cyber Defense](#)
- [Information Systems Technology - System Administration](#)
- [Paralegal Technology](#)
- [Precision Manufacturing & Machining Technology](#)

## Career and Technical Certificate

- [Accounting Technology - Certificate](#)
- [Administrative Office Technology - Certificate](#)
- [Automotive Mechanics & Automotive Services Technology - Certificate](#)
- [Business Management Technology - 18 Hour Certificate](#)
- [Business Management Technology - 30 Hour Certificate](#)
- [Collision Repair Technology - Certificate](#)
- [Culinary Arts Technology - Certificate](#)
- [Diesel Power Technology - Certificate](#)
- [Heating & Air Conditioning Technology - Certificate](#)
- [Paralegal Technology - Certificate](#)
- [Precision Manufacturing & Machining Technology - Certificate](#)

## Health Sciences

- [Dental Hygiene Technology](#)
- [Diagnostic Medical Sonography](#)
- [Medical Assisting Technology](#)

## NEMCC Course Catalog

- [Medical Laboratory Technology](#)
- [Nursing - ADN Traditional Plan of Study](#)
- [Nursing - Advanced Placement to NUR 1229 Nursing Care of the Family for LPN](#)
- [Nursing - Advanced Placement to NUR 2339 Nursing Care of the Adult I for LPN](#)
- [Paramedic Technology](#)
- [Radiologic \(Medical\) Technology](#)
- [Respiratory Care Technology](#)

### Health Sciences Certificate

- [Medical Assisting Technology - Certificate](#)
- [Practical Nursing Education - Certificate](#)

# Programs of Study (Fully Online)

## Programs of Study (Fully Online)

### Online Programs

NEMCC offers online coursework for several programs of study that allow a student to complete the program with all online classes. Students would need to report to a NEMCC proctoring location or an approved testing facility to complete proctored exams for these courses. Students planning to transfer to universities should also check university requirements concerning online classes.

### University Transfer

- [General Studies](#)
- [Nursing, BSN track](#)

### Career and Technical

- [Accounting Technology](#)
- [Administrative Office Technology](#)
- [Business Management Technology](#)

### Career and Technical Certificate

- [Accounting Technology - Certificate](#)
- [Administrative Office Technology - Certificate](#)
- [Business Management Technology - 18 Hour Certificate](#)
- [Business Management Technology - 30 Hour Certificate](#)

# Program Improvement Policy

## Program Improvement Policy

### Curriculum Review and Evaluation

Each curriculum is assigned a full-time faculty member who has some expertise in the field and who has assigned responsibilities for curriculum coordination. The curriculum coordinator is listed first on the advisor list for each program of study in the College Catalog. To assure students that the curriculums offered by Northeast are current, appropriate, and complete, evaluation of the degree programs of study must be completed regularly. Each fall faculty assigned as curriculum coordinators, along with faculty advisors, will review the particular curriculum for depth and breadth. Upon completion of the curriculum evaluation form, the responsible faculty curriculum coordinators and faculty advisors present the form to respective division heads. The division heads will refer the form to the proper standing advisory committee (academic, technical/vocational) for review and advice. The recommendations of the faculty and the advisory committees will be the basis of curriculum recommendations presented at an annual Curriculum Review hosted by Instruction Council. Instruction Council submits changes to the Board of Trustees for final approval.

A Curriculum Review Committee that is composed of Northeast and non-college personnel will evaluate curricula yearly. Each division will have its curricula reviewed on a rotating basis. During the evaluation, each curriculum will be reviewed in the following areas:

- Past successes of major/grades.
- The relevance of courses within the curriculum.
- Documented need for the curriculum.
- Compatibility of curriculum and institutional purpose.
- Credentials of faculty to adequately teach the curriculum.
- Financial support for the curriculum.

All curriculum recommendations from the Curriculum Review Committee will be forwarded to Instruction Council. Actions by the Instructional Council will be forwarded to the Board of Trustees for final action.

# Divisions and Programs

## Divisions and Programs

### Instruction Office

*Michelle Baragona; Vice President of Instruction*

*Carlena Benjamin; Instructional Technology Specialist*

*Lydia Patterson; Administrative Assistant of Instruction*

*Tina Wilburn; Prison Education Program Navigator*

The Division of Instruction provides all credit courses and programs of study leading to the Associate of Arts Degree, the Associate of Applied Science Degree, and Career Certificates. The division offers both university parallel programs and career and technical programs.

### Division of Business, Engineering, and Workforce Technology

*Jason Mattox, Vice President of Career, Technical, and Workforce Education/Division Head*

*Jeff Melson, Assistant Division Head*

Russ Bullard; Lee Busby; Carrie Cobb; Bonita Crump; Derek DeVaughn; Joseph Boren; Rebecca Elliott; JaLisa Estes; Josh Gahagan; Willie Gates; Ginger Godwin; Carrie Greene; Christy Grissom; Greg Hardin; Jennifer Hastings; Christy Hurt; Stevie Lovelace; Janelle Lowrey; Randy Mitchell; Stewart Moore; Jenniffer Newell; Alexia Owens; Jonathan Shaw; Mason Smith; Brian Warren; Crystal White

### Division of Fine Arts

*Ray Harris, Division Head*

Jason Beghtol; Crystal Bryde; Chris Dunn; Tim Kinard; Amy Langley; Claire Leeke; Amanda Mattox; Bryan Mitchell; Christopher Schager; Melody Shinn

### Division of Health Sciences

*Jennifer Davis, Vice President of Health Sciences Education/Division Head*

Nick Alexander; Camille Arnold; Leslie Arnold; Michael Barron; Tracey Barron; Beth Bowling; Hanna Byrd; Bree Cartwright; Carmen Cartwright; Angileah Chase; Kristy Church; Jana Crittenden; Felicia Crump; Beth Dawson; Mindy Forsman; Carrie Fowler; Brooke Gaillard; Alison Goodwin; Hope Harrelson; Dalton Harris; Vickie Hopkins; Alana James; Heather Kirk; Jennifer LaMontagne; Marianne Lancaster; Tiffany Lindsey; Whitney Miller; Melissa Morgan; Lacey Nichols; Anna Palmer; Mary Beth Reeves; John

Shelburne; Rosalyn Singleton; Lauren Sparks; Paula Stennett; Amanda Sullivan; Paden Switcher; Kristi Tooley

## **Division of Humanities and Languages**

*Justin Treloar, Division Head*

LaShay Blansett; Hannah Hastings; Anne Kramer; Lorie Mattox; Candy Miller; Brittney Moore; Paige Sasser; Jeff Tuttle; Elizabeth Upchurch

## **Division of Mathematics and Sciences**

*Andrea Mathis, Division Head*

Mary Lou Beckman; Jennifer Burchell; Noel Childress; Carl Dewitt; Mark Gilliland; Dawn Hilliard; Chandra Hisaw; John Little; Amy Marolt-Alred; John Messer; Courtney Michael; Jason Miller; Brian Morgan; Jessica Morris; George Nock; Misty Norris; Sayde Potts; Kayla Stevens; Helen Thompson; Bonnie Wanner

## **Division of Social, Behavioral, and Applied Sciences**

*Robbie Coleman, Associate Vice President of Academic Instructional Programs/Division Head*

Will Bowlin; Sallye Bowlin; Elizabeth Grisham; Jillian Guy; Mary Jones; Liz Ketchum; Chasity Moore; Tabitha Perrigo; Emily Pollard; Morgan Ricks; Shane Scott; Eric Smith; Stephanie Smith; Lisa Stevens

## **eLearning**

*Kim Harris, Director*

Romelia Agnew; Britney Hudson; Rhonda Jackson; Sabine Zabarovska

## **Library**

*Ellice Yager, Director*

Susan Brackeen; Ruthann Morgan; Kalah Rogers; Sherita Taylor

## **Student Success Center**

*Britney Whitley, Associate Vice President of Student Success/Director*

Christy Hurt; Bradi Ingram; Sam James; Erica Miller; Leigh Treloar

## **Advising Center**

*Michael Byrd, Director*

Callie Stanley

## **Counseling Center**

*Leigh Ann Stewart, Director*

Chesnee Hawkins; Nickeda Shelton; Kunshinge Howard

## **Division of Community Outreach and Economic Development**

*Ben Shappley; Vice President of Community Outreach and Economic Development*

## **University Partnerships**

The University of Mississippi and Northeast Mississippi Community College formed a partnership to offer Bachelor's degree programs. Programs available include: Accountancy, Business, Criminal Justice, Education, and General Studies. Available classes are held in Hargett Hall on the Northeast Campus.

# Courses

## Accounting

| Course   | Title                       | Hours | Description  |
|----------|-----------------------------|-------|--|
| ACC-2213 | Principles of Accounting I  | 3     | Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. |
| ACC-2223 | Principles of Accounting II | 3     | (Prerequisite: ACC 2213) A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three hours lecture.                  |

## Agriculture

| Course   | Title                 | Hours | Description  |
|----------|-----------------------|-------|--|
| AGR-1112 | Survey of Agriculture | 2     | An introductory course covering the general functions, organization, and operation of the agricultural industry in both national |

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|          |                          |   | and international settings.   |
| AGR-1214 | Animal Science           | 4 | Fundamental principles and practical application of livestock, dairy, and poultry science. Origin, history, characteristics, market classes, and grades of the major breeds of livestock and poultry. Three hours lecture and two hours laboratory. |
| AGR-1314 | Plant Science            | 4 | Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Three hours lecture and three hours laboratory.   |
| AGR-1523 | Introduction to Forestry | 3 | The history and development of forestry in the United States. Introduction to career opportunities and to the field of forestry.  |
| AGR-2224 | Feeds and Feeding        | 4 | The general basic principles of feeding farm animals; feeding standards; composition and nutritive value of   |

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|          |                                |   | feeds; compilation and preparation of rations. Three hours lecture and two hours laboratory.   |
| AGR-2254 | Livestock Judging & Evaluation | 4 | Evaluation and judging of representative groups of livestock from the standpoint of the breeder and the market. Three hours lecture and two hours laboratory.  |
| AGR-2314 | Basic Soils                    | 4 | A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Three hours lecture and two hours laboratory. |
| AGR-2413 | Farm Management                | 3 | Decision-making in the organization and operation of the farm business. Basic principles of farm management,   |

including records, finance, taxation, and budgeting.

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| AGR-2713 | Principles of Agriculture Economics | 3 | Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture. Three hours lecture. |
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## Art

| Course   | Title            | Hours | Description  |
|----------|------------------|-------|--|
| ART-1113 | Art Appreciation | 3     | A course designed to provide an understanding and appreciation of the visual arts. Three hours lecture.  |
| ART-1213 | Introductory Art | 3     | a studio course designed to familiarize the student with the fundamental elements of art and develop visual literacy.  |
| ART-1313 | Drawing I        | 3     | Includes the study of the basic elements and principles of organization in two dimensions and in the selection, manipulation and synthesis of these components to create an organized visual expression. |

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|          |                          |   | Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. Six hours laboratory.                   |
| ART-1323 | Drawing II               | 3 | (Prerequisite: ART 1313) Continuation of skills from Drawing I with an introduction to color and further study of composition. Six hours laboratory. |
| ART-1383 | Photography I            | 3 | An introduction to the theory, practice, and history of photography, with emphasis on basic camera and darkroom processes. Three hours lecture.      |
| ART-1433 | Design I                 | 3 | Introduction to the fundamentals of two-dimensional design with emphasis in black and white media. Six hours laboratory.                             |
| ART-1443 | Design II                | 3 | (Prerequisite: ART 1433 or permission from the instructor) Continuation of Design I with emphasis in color theory. Six hours laboratory.             |
| ART-1453 | Three-Dimensional Design | 3 | (Prerequisite: ART 1433 or permission from the instructor.) This   |

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course will provide students with an understanding of spatial form in the three dimensions through the use of applied design elements and principles of studio problems in mixed media. Six hours laboratory.

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| ART-1513 | Intro to Digital Art | 3 | An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. Three hours lecture. |
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| ART-1811 | Exhibition Class I | 1 | Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art |
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|          |                             |   | majors. One hour laboratory.  |
| ART-1821 | Exhibition Class II         | 1 | Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors. One hour laboratory. |
| ART-1913 | Art for Elementary Teachers | 3 | Development of essential concepts of children's art education in compliance with the National Standards for Arts Education. Three hours lecture.  |
| ART-2113 | The Arts & Culture          | 3 | A course designed to provide students with onsite field experience (domestic or international). Three hours lecture.  |
| ART-2353 | Figure Drawing I            | 3 | (Prerequisite: ART 1313 or special permission from  |

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|          |                             |   | instructor) A study of proportion in the human figure through the use of gesture, contour, and value. Three hours lecture.                 |
| ART-2413 | An Intro to Interior Design | 3 | An introduction to the field of interior design with emphasis on processes, materials, and design solutions. Three hours lecture.          |
| ART-2433 | Communication Arts I        | 3 | A course designed to study basic principles of typography, layout and illustration for reproduction and publication.                       |
| ART-2464 | Communication Arts II       | 4 | A course designed to continue the study of the principles of typography, layout, and illustration for reproduction and publication         |
| ART-2513 | Painting I                  | 3 | (Prerequisites: ART 1313, ART 1433, and sophomore standing) An introduction to painting compositions and techniques. Six hours laboratory. |
| ART-2523 | Painting II                 | 3 | (Prerequisite: ART 2513) A further study in the compositions, techniques,  |

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|          |               |   | and concepts in Painting I. Six hours laboratory.  |
| ART-2613 | Ceramics I    | 3 | This course is directed toward an introduction to different aspects and materials of ceramic design. Instructions covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. Six hours laboratory. |
| ART-2623 | Ceramics II   | 3 | (Prerequisite: ART 2613)<br>Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Six hours laboratory.   |
| ART-2633 | Sculpture I   | 3 | Study of 3-D media and methods exploring subtractive and additive sculpture process.   |
| ART-2713 | Art History I | 3 | Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis placed   |

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|          |                           |   | on painting, architecture, and sculpture as related to history. Three hours lecture.   |
| ART-2723 | Art History II            | 3 | Survey course of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. Three hours lecture. |
| ART-2811 | Exhibition Class III      | 1 | A continuation of ART 1821. One hour laboratory.   |
| ART-2821 | Exhibition Class IV       | 1 | A continuation of ART 2811. One hour laboratory.   |
| ART-2913 | Directed Individual Study | 1 | Directed individual study in an area of special interest. Instructor approval dependent on discipline. Can only taken twice. Three hour lecture.       |

## Automotive Machining

| Course   | Title                 | Hours | Description   |
|----------|-----------------------|-------|---|
| AUT-1216 | Cylinder Head Service | 6     | This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also |

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|          |                              |   | included in the course. Two hours lecture and eight hours laboratory.  |
| AUT-1315 | Cylinder Block Service       | 5 | This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture and six hours laboratory. |
| AUT-1713 | Brake Rotor & Drum Machining | 3 | This course includes machining of the brake drum and rotor. One hour lecture and four hours laboratory.  |

## Automotive Mech & Service Tech

| Course   | Title                       | Hours | Description   |
|----------|-----------------------------|-------|---|
| ATT-1123 | Basic Electrical Systems    | 3     | This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two hours lecture and three hours laboratory. |
| ATT-1133 | Adv Elec/Electronic Systems | 3     | This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges,   |

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|          |                                |   | driver information systems, horn, wiper/wiper systems, and accessories. Two hours lecture and three hours laboratory.  |
| ATT-1213 | Brakes                         | 3 | This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two hours lecture and two hours laboratory. |
| ATT-1315 | Manual Drive Trains/Transaxles | 5 | This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture and six hours laboratory.   |
| ATT-1424 | Engine Performance I           | 4 | This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction  |

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and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture and four hours laboratory.

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| ATT-1715 | Engine Repair | 5 | This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture and six hours laboratory. |
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| ATT-1811 | Introduction Safety & Employ Skill | 1 | This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One hour lecture. |
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| ATT-2325 | Auto<br>Transmissions/<br>Transaxles | 5 | This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of auto- motive- type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Two hours lecture and six hours laboratory.          |
| ATT-2335 | Steering &<br>Suspension<br>Systems  | 5 | This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two hours lecture and six hours laboratory. |
| ATT-2435 | Engine<br>Performance II             | 5 | This is a course designed to provide advanced skills and knowledge related  |

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to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and six hours laboratory.

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| ATT-2444 | Engine<br>Performance III | 4 | This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory. |
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| ATT-2614 | Heating & Air<br>Conditioning | 4 | This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system |
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components, and control systems. Two hours lecture and four hours laboratory.

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| AUV-1216 | Cylinder Head Service        | 6 | This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course. |
| AUV-1316 | Cylinder Block Service       | 6 | This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning.  |
| AUV-1713 | Brake Rotar & Drum Machining | 3 | Course includes machining of the brake drum and rotor.  |

## **Biology**

| Course   | Title                   | Hours | Description   |
|----------|-------------------------|-------|---|
| BIO-1114 | Principles of Biology I | 4     | A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature |

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and history of scientific thought, basic biological chemistry, cell biology, and genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

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| BIO-1124 | Principles of Biology II | 4 | A combined lecture and laboratory course for non-science majors that emphasize the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory. |
| BIO-1134 | General Biology I        | 4 | (Prerequisite: Must either have an ACT Math score of 19 or above, credit in MAT 1233 with a "C" or better, or credit in another   |

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BIO class with a "C" or better.) A combined lecture and laboratory course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Three hours lecture and three hours laboratory.

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BIO-1144

General Biology II 4

(Prerequisite: BIO 1134 with a "C" or above.) A combined lecture and laboratory course for science majors that reinforces themes and concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology.

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|          |                       |   | Three hours lecture and two hours laboratory.   |
| BIO-1214 | Environmental Science | 4 | A combined lecture and laboratory course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with the emphasis on preservation of environmental quality. Labs associated with this course contain experiments and exercise that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory. |
| BIO-1314 | Botany I              | 4 | A combined lecture and laboratory course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Labs associated with this course contain experiments and exercises that reinforce the principles  |

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|          |                                |   | introduced in lecture classes. Three hours lecture and two hours laboratory.   |
| BIO-1534 | Survey of Anatomy & Physiology | 4 | A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory. |
| BIO-1813 | Medical Terminology Health Sci | 3 | This course is an introduction to medical language used in health professions.   |

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Emphasis is placed on learning medical root words, prefixes, and suffixes and applying them to the human body systems in written and verbal communication.

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| BIO-2514 | Anatomy & Physiology I  | 4 | (Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory. |
| BIO-2524 | Anatomy & Physiology II | 4 | (Prerequisite: BIO 2514 with a "C" or above) A combined  |

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lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

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BIO-2924

Microbiology

4

(Prerequisite: College level Biology course) A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles

introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Three hours lecture and three hours laboratory.

## Business Administration

| Course   | Title                    | Hours | Description   |
|----------|--------------------------|-------|---|
| BAD-1113 | Introduction to Business | 3     | This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three hours lecture. |
| BAD-2323 | Business Statistics      | 3     | (Prerequisite: MAT 1313) An introduction to the statistical methods of collecting, presenting, analyzing, and interpreting data for business management   |

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and control.  
 Topics include:  
 central tendency  
 and dispersion;  
 probability; discrete  
 and continuous  
 distributions;  
 estimation and  
 hypothesis testing.  
 Three hours  
 lecture.

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| BAD-2413 | Legal Environment<br>of Business | 3 | An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment. Three hours lecture. |
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| BAD-2713 | Principles of Real<br>Estate | 3 | The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising. Three hours lecture. |
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| BAD-2723 | Real Estate Law | 3 | Designed to give the student a general background in the law of real property and the law of real estate |
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brokerage. Three hours lecture.

## Business and Office Tech

| Course   | Title                    | Hours | Description  |
|----------|--------------------------|-------|--|
| BOT-1013 | Intro to Keyboarding     | 3     | This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Upon completion of this class, the student must key 35 GWM on a 5 minute timed writing, with a maximum of one error per minute which is a state requirement in order to advance to Document Formatting and Production (BOT 1113) Three hours of lecture. |
| BOT-1213 | Professional Development | 3     | This course emphasizes an awareness of interpersonal skills essential for job success. Three hours lecture. management, and human relations  |

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|          |                               |   | skills. Three hours lecture.  |
| BOT-1233 | Microsoft Word I              | 3 | This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.  |
| BOT-1243 | Microsoft Word II             | 3 | This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture. |
| BOT-1313 | Applied Business Mathematics  | 3 | This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.  |
| BOT-1363 | Information Management Design | 3 | This course introduces students to the work processing cycle and how word processing is used in the work place.   |

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This course is for anyone who needs to prepare their own business documents. Students will use Microsoft Word application to create and edit business documents, enhance page layout create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: Styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Certification Application Specialist Exam for Word or the OPAC Microsoft Word Basic and OPAC Microsoft Word Intermediate. Three hours lecture.

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| BOT-1413 | Records Management | 3 | This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories |
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into which records generally fall--- paper, image, and digital---and the treatment of these categories in proper management, storage, and retrieval. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. Three hours lecture.

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| BOT-1453 | Intro to Business Management | 3 | <p>Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini'</p> |
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presentations related to each of the topics, delivered by different types of business managers and guest speakers. Three hours lecture.

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| BOT-1473 | Introduction to Marketing | 3 | This course surveys American and International marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases. Three hours lecture. |
| BOT-1493 | Social Media Management   | 3 | This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and  |

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internet- based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging video-sharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture.

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| BOT-1513 | Machine Transcription         | 3 | (Prerequisite: BOT 1143) This course is designed to teach transcription of a wide variety of business communications from machine dictation. Three hours lecture.   |
| BOT-1613 | Medical Office Terminology I  | 3 | This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Two hours lecture and two hours laboratory. |
| BOT-1623 | Medical Office Terminology II | 3 | This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis   |

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is directed toward medical terminology as it relates to the medical office. Two hours lecture and two hours laboratory.

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| BOT-1713 | Mechanics of Communication | 3 | This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture. |
| BOT-1763 | Communications Essentials  | 3 | This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.         |
| BOT-1823 | Microsoft Excel I          | 3 | This course focuses on application Microsoft Excel as an aid to  |

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|          |                    |   | management decision making. Three hours lecture.  |
| BOT-1853 | Microsoft Excel II | 3 | This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Three hours lecture.   |
| BOT-2133 | Desktop Publishing | 3 | This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of processing software. Three hours lecture. |
| BOT-2183 | Career Readiness   | 3 | This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture.  |

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| BOT-2233 | Human Resource<br>Mgmt | 3 | This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture. |
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| BOT-2333 | Microsoft Access | 3 | This course applied database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access. Three hours lecture. |
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| BOT-2423 | Income Tax<br>Accounting | 3 | (Prerequisite: ACC 1213) This course introduces tax accounting including federal income tax laws and report preparation. Three hours lecture. |
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| BOT-2433 | Quickbooks | 3 | This course applies basic accounting principles using Quickbooks. Three hours lecture. |
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| BOT-2463 | Payroll Accounting | 3 |  |
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|          |                                 |   | (Prerequisite: ACC 1213) This course provides an in-depth study of payroll accounting. Three hours lecture.  |
| BOT-2523 | Medical Machine Transcription I | 3 | Prerequisites: BOT 1113, BOT 1613, and BOT 1623. This course is designed to teach transcription of various medical documents. Three hours lecture.   |
| BOT-2533 | Medical Machine Transrip. II    | 3 | Prerequisites: BOT 2523. This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. Three hours lecture.                      |
| BOT-2613 | Entrepreneurial Problem Solve   | 3 | This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving |

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|          |                           |   |  | through visits to businesses, analyses of case studies, and projects and surveys of current business practices. Three hours lecture.   |
| BOT-2623 | Intro to Business Finance | 3 |  | This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. Three hours lecture.                  |
| BOT-2643 | CPT Coding                | 3 |  | Prerequisite: BOT 1613 and BOT 1623, or consent of the instructor. This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Three hours lecture. |
| BOT-2653 | ICD Coding                | 3 |  | Prerequisites: BOT 1613, BOT 1623, or consent of the instructor. This course is an introduction to the field of diagnostic coding. Three hours lecture.  |
| BOT-2663 | Advanced Coding           | 3 |  | Prerequisites: BOT 2643 and BOT 2653. This   |

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|          |                                |   | course includes advanced analysis of diagnostic and procedural coding systems. Three hours lecture.   |
| BOT-2673 | Medical Insurance Billing      | 3 | Prerequisites: BOT 2643 and BOT 2653. This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Three hours lecture. |
| BOT-2753 | Medical Information Management | 3 | Prerequisites: BOT 2743. This course will continue coverage of medical office issues with emphasis on health insurance filing. Three hours lecture.   |
| BOT-2763 | Electronic Health Records      | 3 | This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Three hours lecture.   |
| BOT-2813 | Business Communications        | 3 | (Prerequisites: Sophomore standing and  |

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BOT 1713, BOT 1113, or consent of instructor) This course develops communication skills with emphasis on principles of writing business correspondence and preparing presentations using electronic media. Three hours lecture.

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| BOT-2823 | Communication Technology         | 3 | (Prerequisite: Word Processing BOT 1143 or by consent of instructor) This course will present an overview of the resources available for communications using current technology. Three hours lecture.   |
| BOT-2833 | Integrated Computer Applications | 3 | (Prerequisite: BOT 1143, BOT 2813, BOT 2323, BOT 1813, or by consent of instructor) This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. Three hours lecture. |
| BOT-2913 | Supervised Work Experience       | 3 | (Prerequisite: Successful completion of at least 30 semester hours in the program and  |

consent of the instructor) This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours. Nine hours externship

## Business Communications

| Course   | Title                   | Hours | Description   |
|----------|-------------------------|-------|---|
| BOA-2533 | Word Processing         | 3     | This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Three hours lecture.                              |
| BOA-2613 | Business Communications | 3     | This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process. Three hours lecture. |

## Career Technical Education

| Course   | Title                                 | Hours | Description  |
|----------|---------------------------------------|-------|--|
| CTE-1143 | Fundamentals of Electrical Cons. Manu | 3     | This course is designed to introduce students to the fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included. Two hours lecture and two hour laboratory.   |
| CTE-1413 | Financial Management                  | 3     | Provides the student with an understanding of personal financial concepts found in day to day living, including the study of savings, spending, giving, budgets, debt, consumer awareness, credit scores, financial responsibility, insurance, investments, and retirement planning as a way to improve the quality of life of the student. Three hours lecture. |
| CTE-1423 | Organizational Behavior               | 3     | Studies the relationships and behaviors of individuals, groups, and the  |

organization, including theories of motivation, decision making, communication, trust, emotions, ethics, attitudes, motives, perceptions, conflicts, stress in the workplace, leadership, organizational change, organizational culture, job fit, job satisfaction, pay, and work groups as a way to improve the functionality of the organization and the quality of life of its employees. Three hours lecture.

## Chemistry

| Course   | Title                        | Hours | Description  |
|----------|------------------------------|-------|--|
| CHE-ELEC | Chemistry Elective           | 4     | Choose between CHE 1211 and 1213 General Chemistry I OR CHE 1311 and 1313 or Principles of Chemistry I   |
| CHE-1111 | Chemistry Survey, Laboratory | 1     | (Concurrent enrollment in CHE 1113 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced |

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|          |                         |   | in CHE 1113<br>Chemistry Survey,<br>Lecture.Three<br>hours laboratory.   |
| CHE-1113 | Chemistry Survey        | 3 | (Concurrent enrollment in CHE 1111 required) A basic chemistry lecture course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry.Three hours lecture.   |
| CHE-1211 | General Chemistry Lab I | 1 | (Concurrent enrollment in CHE 1213 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Three hours laboratory.  |
| CHE-1213 | General Chemistry I     | 3 | (Concurrent enrollment in CHE 1211 required; must also have ACT Math of 19 or above, credit in MAT 1233 with a "C" or better, or credit in CHE 1313 with a "C" or better.) A lecture course that covers the fundamental principles of chemistry and their application. |

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|          |                                |   | Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Three hours lecture.                         |
| CHE-1221 | General Chemistry Lab II       | 1 | (Concurrent enrollment in CHE 1223 required. ) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Three hours laboratory.        |
| CHE-1223 | General Chemistry II           | 3 | (Prerequisites: CHE 1211 and 1213; concurrent enrollment in CHE 1221 required.) A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Three hours lecture. |
| CHE-1311 | Principles of Chemistry I, Lab | 1 | Concurrent enrollment in 1313 is required. A laboratory course that contains experiments  |

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and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture. This course cannot be substituted for CHE 1211. Three hours laboratory.

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| CHE-1313 | Principles of Chemistry I, Lecture | 3 | Concurrent enrollment in 1311 is required. A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter. This course cannot be substituted for CHE 1213.  |
| CHE-1321 | Principles of Chemistry II, Lab    | 1 | (Pre-requisite: Grade of C or better in any College level Chemistry course) Concurrent enrollment in 1323 is required. A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323 Principles of Chemistry II, Lecture. This course cannot be |

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|          |                                     |   | substituted for CHE 1221. Three hours laboratory.  |
| CHE-1323 | Principles of Chemistry II, Lecture | 3 | (Pre-requisite: Grade of C or better in any College level Chemistry course) Concurrent enrollment in 1321 is required. A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry. This course cannot be substituted for CHE 1223. |
| CHE-1411 | Organic & Biochem 1 Survey Lab      |   | (Concurrent enrollment in CHE 1413 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1413 Organic and Bio-chemistry Survey, Lecture. Three hours laboratory.  |
| CHE-1413 | Organic & Biochem 3 Survey, Lectu   |   | (Concurrent enrollment in CHE 1411 required.) A lecture course that covers the fundamentals of organic chemistry, including nomenclature,  |

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|          |                               | structure, properties and reactions. The last portion of the course emphasizes organic compounds and reactions involved in biological processes. Three hours lecture.   |
| CHE-2421 | Organic Chemistry 1<br>Lab I  | Concurrent enrollment in 2413 is required. A laboratory course that provides students with techniques to characterize, identify, purify, and synthesize organic compounds, as taught in CHE 2423 Organic Chemistry I, Lecture. Three hours laboratory.  |
| CHE-2423 | Organic Chemistry 3<br>I      | (Prerequisite: CHE 1221 and CHE 1223. Concurrent enrollment in CHE 2421 required.) A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Three hours lecture. |
| CHE-2431 | Organic Chemistry 1<br>Lab II | (Prerequisites CHE 2421 and CHE   |

2423. Concurrent enrollment in CHE 2433.) A laboratory course that uses organic techniques to characterize, identify, purify, and/or synthesize organic compounds, including aromatics and complex compounds taught in CHE 2433. Three hours laboratory.

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| CHE-2433  | Organic Chemistry II   | 3 | (Prerequisites CHE 2421 and CHE 2423. Concurrent enrollment in CHE 2431) |
| CHE-ELECL | Chemistry Lab Elective | 1 | Students may choose a chemistry elective                                 |

## Civil Engineering Technology

| Course   | Title           | Hours | Description   |
|----------|-----------------|-------|---|
| CIT-1113 | Route Surveying | 3     | (Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic |

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|          |                               |   | total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting. Two hours lecture and two hours laboratory.  |
| CIT-1213 | Civil Construction Methods    | 3 | A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures. Three hours lecture.   |
| CIT-1223 | Road Construction Plans/Specs | 3 | A course to provide students with an introduction to the plans and specifications for the construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs. Three hours lecture. |
| CIT-1413 | Elementary Surveying          | 3 | Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical  |

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|          |                               |   |  | calculations, and the control and reduction of errors. One hour lecture and four hours laboratory.  |
| CIT-2113 | Legal Principles of Surveying | 3 |  | A study of legal aspects of boundary controls for the survey and resurvey of real property. To be taken in conjunction with CIT 2434. Two hours lecture and two hours laboratory.   |
| CIT-2123 | Advanced Surveying Practices  | 3 |  | A course designed to provide the student with practical applications of skills and knowledge gained in other surveying and related courses. Three hours lecture.  |
| CIT-2434 | Land Surveying                | 4 |  | (Prerequisites: DDT 1413 and DDT 1323) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. Two hours lecture and four hours laboratory. |

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| CIT-2444 | GPS Surveying             | 4 | (Prerequisites: DDT 1413, CIT 1114, CIT 2434, and DDT 1323) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database. Two hours lecture and two hours laboratory.   |
| CIT-2453 | Geographical Info Systems | 3 | This course includes the use of computer mapping and databases in multiple applications. Included is information of imagery and data into a graphical-oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Two hours lecture and four hours laboratory. |
| CIT-2913 | Special Project           | 3 | (Prerequisites: DDT 1323 and a minimum of 12 Civil Technology related courses) A course designed to provide the student   |

with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Six hours laboratory.

## Collision Repair Technology

| Course   | Title                           | Hours | Description  |
|----------|---------------------------------|-------|--|
| ABT-1146 | Struc Anaylis & Damage Repair I | 6     | A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Three hours lecture and six hours laboratory. |

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| ABT-1153 | Struc Analysis & 3<br>Damage Rep II    | This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two hours lecture and two hours laboratory.   |
| ABT-1223 | Non. Structural 3<br>Ana. Dam & Rep I  | A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference materials. Two hours lecture and two hours laboratory. |
| ABT-1236 | Non-Struc 6<br>Analysis & Dmg<br>Repai | This course is a continuation of Non-Structural Analysis & Damage Repair I. This course provides instruction for  |

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preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Three hours lecture and six hours laboratory.

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| ABT-1313 | Refinishing I  | 3 | A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. One hour lecture and four hours laboratory. |
| ABT-1314 | Refinishing I  | 4 | A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. (3)   |
| ABT-1323 | Refinishing II | 3 | Continuation of Refinishing I. Included are types of paint defects   |

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|          |                                     |   | and paint gun application and maintenance procedures. One hour lecture and four hours laboratory.   |
| ABT-1443 | Mechanical & Elec. Components I     | 3 | A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three hours lecture. |
| ABT-1453 | Mechanical & Elec. Components II    | 3 | A course designed to provide theory and practice in the areas of brakes and electrical. Three hours lecture.  |
| ABT-2163 | Structural Ana. & Damage Repair III | 3 | This course is a continuation of Structural Analysis and Damage Repair II. This course  |

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|          |                                   |   | provides instruction and practice in unibody inspection, measurement, and repair. Two hours lecture and two hours laboratory.   |
| ABT-2243 | Non-Str. Ana. & Damage Repair III | 3 | This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel, replacement, and adjustment principles and practices. Two hours lecture and two hours laboratory. |
| ABT-2336 | Refinishing III                   | 6 | A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing. Two hours lecture and eight hours laboratory.  |
| ABT-2713 | Collision Analysis & Estimation   | 3 | This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement                                     |

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parts, the estimated repair time, and correct use of reference manuals. Two hours lecture and two hours laboratory.

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| ABT-2813 | Shop Operations & Procedures   | 3 | An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Two hours lecture and two hours laboratory. |
| ABT-2913 | Spec Prob in Collision Rep Tec | 3 | A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory.                      |
| ABT-2923 | Supervised Work Experience     | 3 | A course that is a cooperative program between  |

industry and education designed to integrate the student's technical studies with industrial experience. Nine hours work experience per week.

## Communications

| Course   | Title                        | Hours | Description  |
|----------|------------------------------|-------|--|
| COM-2483 | Intro to Mass Communications | 3     | A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the role of mass media in society. Three hours lecture. |

## Computer Science

| Course   | Title                   | Hours | Description  |
|----------|-------------------------|-------|--|
| CSC-1113 | Computer Concepts       | 3     | A basic course which covers computer operations, word processing, spread sheeting, and data based management.                    |
| CSC-1123 | Computer Applications I | 3     | This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, |

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|          |                        |   | presentation design, and electronic communications. Three hours lecture.  |
| CSC-1614 | Computer Programming I | 4 | Introduction to problem-solving methods and algorithm development; designing, debugging, branching, looping, scope rules, functions, input/output manipulation (to include text files), simple arrays, and a variety of applications in an object-oriented programming language. Course has lecture with integrated lab components. |
| CSC-2134 | Programming I with C++ | 4 | An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including I/O statements, operators, conditional, looping, methods/ functions, and array processing. Three hours lecture  |

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|          |                         |   | and two hours laboratory.   |
| CSC-2144 | Programming II with C++ | 4 | This course is designed to be a continuation of program and algorithm development and analysis, search/sort methods, dynamic memory management, abstract data types and object-oriented design, designing and debugging larger programs. Three hours lecture and two hours laboratory.  |
| CSC-2624 | Comp Programming II     | 4 | This course is a continuation of the object-oriented language from CSC 1614. This includes advanced program development, algorithm analysis, string processing, recursion, internal search/sort methods, simple data structures, debugging, and testing of large programs. Course has lecture with integrated lab components. |
| CSC-2833 | Discrete Structures     | 3 | (Prerequisite: Calculus I or permission of instructor and a structured computer programming   |

course.) This course includes topics from logic and mathematical reasoning, set theory, recursion, combinatorics, number theory, Boolean algebra, digital logic, and graph theory, which are fundamental to the study of Computer Science. Three hours lecture.

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| CSC-2844 | Data Structures | 4 | (Prerequisite: CSC 2144.) This course includes advanced data abstraction and corresponding algorithms, memory management, searching and sorting techniques, hash tables, and algorithm analysis. Three hours lecture and two hours laboratory. |
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## Construction Engineering Tech

| Course   | Title                         | Hours | Description  |
|----------|-------------------------------|-------|--|
| CON-1113 | Survey of Modern Construction | 3     | Fundamentals of the construction environment and construction methods, materials, processes, working, drawing, and specifications<br>Two hours lecture and two hours laboratory. |

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| CON-1213 | Construction<br>Materials         | 3 | Study and testing of the various materials used in the construction industry including reinforced concrete, prestressed concrete, wood, steel, and soil. Two hours lecture and two hours laboratory.  |
| CON-1223 | Plans & Document<br>Interpretatio | 3 | Graphic techniques used in the construction industry. Includes computation, of areas and volumes, interpretation of building plans and specifications, symbols, and terms used in the residential, commercial, and heavy construction industry. Two hours lecture and two hours laboratory. |
| CON-1233 | Construction<br>Systems I         | 3 | Common practices of Engineering and business practices in the construction industry. Equipment purchasing and budgeting along with basic engineering principles used in the construction industry. Two hours lecture and two hours laboratory.  |

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| CON-1313 | Construction Drawing        | 3 | Introduce the basics of drawing, sketching, CAD, and 3D methods. Two hours lecture and two hours laboratory.   |
| CON-2113 | Construction Job Site Mgmt  | 3 | (Prerequisite: CON 1113) Basic techniques of the modern methods of managing construction projects including critical path scheduling, resource allocation, and funds flow. Practical applications are made through simulated projects. Two hours lecture and two hours laboratory.                 |
| CON-2123 | Construction Cost Estimates | 3 | (Prerequisite: CON 1113) Theory of estimating; quantity survey; unit cost synthesis and analysis; bid organization and planning; competitive simulations and exercises. Computer software programs are utilized to develop simulated construction bid. Two hours lecture and two hours laboratory. |
| CON-2233 | Construction Systems II     | 3 | (Prerequisite: CON 2123) Common  |

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practices of engineering in construction. Basic engineering is used through practices in formwork design and crane applications. Two hours lecture and two hours laboratory.

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| CON-2313 | Construction Layout           | 3 | Principles of site preparation and layout of structures. Use of levels, tapes and surveying instruments. Triangulation calculations, coordinate calculations, differential leveling, and GPS technology are included. One hour lecture and four hours laboratory.  |
| CON-2413 | Construction Safety Standards | 3 | (Prerequisite: CON 1113) Management of safety and health in the construction environment. Basic elements of a safety and health program for the construction general contractor are examined to include regulator agencies. Concentrates on obtaining OSHA 30 certification. Two hours lecture and two hours laboratory. |

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| CON-2513 | Leadership, Mgt, & Org | 3 | CON 1113 and CON 2113 Study of the effective leadership and management styles in the construction industry. Also, how the construction industry is organized at the local, state, and national levels. Two hours lecture and two hours laboratory.  |
| CON-2614 | Internship             | 4 | (Prerequisite: Successful completion of first year study.)<br>A cooperative program between the construction industry and education which is designed to integrate the student's technical studies with on-site construction experiences. Variable credit is awarded on the basis of one semester hour per 45 hours of on-site experience. 45 work hours 180 contact hours. |
| CON-2624 | Internship             | 4 | (Prerequisite: CON 2613-6)<br>Continuation of CON 2614 with advance placement in the on-site construction. 180 contact hours.   |

## Cooperative Education

| Course   | Title                             | Hours | Description   |
|----------|-----------------------------------|-------|---|
| COE-1013 | Cooperative Educ<br>Wrk Exp I-C   | 3     | First supervised work experience performed in a job setting related to the student's major field of study.  |
| COE-1023 | Cooperative Educ<br>Wrk Exp II-C  | 3     | Second supervised work experience performed in a job setting related to the student's major field of study. |
| COE-1033 | Cooperative Educ<br>Wrk Exp III-C | 3     | Third supervised work experience performed in a job setting related to the student's major field of study.  |

## Criminal Justice

| Course   | Title                             | Hours | Description  |
|----------|-----------------------------------|-------|--|
| CRJ-1313 | Intro to Criminal<br>Justice      | 3     | History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture. |
| CRJ-1323 | Police Admin. &<br>Organization I | 3     | Principles of organization and administration in law enforcement as applied to law enforcement agencies;   |

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|          |                             |   | introduction to concepts of organizational behavior. Three hours lecture.  |
| CRJ-1363 | Introduction to Corrections | 3 | An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours lecture. |
| CRJ-1373 | Intro to Homeland Security  | 3 | The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international. Three hours lecture.   |
| CRJ-2323 | Criminal Law                | 3 | A study of the basic elements of substantive criminal law including defenses to criminal liability. Three hours lecture.   |
| CRJ-2333 | Criminal Investigation I    | 3 | A study of principles of investigation; proper collection, documentation, and preservation of evidence. Three hours lecture.   |

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| CRJ-2413 | Admin of Criminal Justice | 3 | A study of the legal concepts and procedures, including laws of arrest and search warrant procedures, beginning with the issuance of legal process to ultimate disposition, including information, indictments, arraignments, preliminary hearings, bail, juries and trial and penal conditions. Three hours lecture. |
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| CRJ-2513 | Juvenile Justice | 3 | Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours lecture. |
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## Culinary Arts Technology

| Course   | Title                 | Hours | Description  |
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| CUT-1114 | Culinary Principles I | 4     | Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, |

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|          |                          | sauces, and farinaceous items. Two hours lecture and four hours laboratory.   |
| CUT-1124 | Culinary Principles II 4 | (Prerequisites: HRT 1114 & HRT 1213) This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory. |
| CUT-1134 | Principles of Baking 4   | (Prerequisites: HRT 1114 & HRT 1213) This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage are covered. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Two hours lecture                          |

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|          |               |   | and four hours laboratory.  |
| CUT-1513 | Garde Manger  | 3 | (Prerequisites: HRT 1114 & HRT 1213) This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation and explores the various duties of the modern garde manger. One hour lecture and four hours laboratory.                      |
| CUT-1613 | Nutrition     | 3 | This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special needs customers, and merchandising techniques associated with nutritious meals. One hour lecture and four hours laboratory. |
| CUT-2223 | Menu Planning | 3 | This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the   |

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dining public are presented. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Three hours lecture.

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| CUT-2314 | American Regional Cuisine | 4 | <p>(Prerequisites: HRT 1114 &amp; HRT 1213)</p> <p>This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture and four hours laboratory.</p> |
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| CUT-2424 | International Cuisine | 4 | <p>(Prerequisites: HRT 1114 &amp; HRT 1213)</p> <p>A study of cuisines of the world with emphasis on use of authentic ingredients,</p> |
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methods, and terminology. Two hours lecture and four hours laboratory.

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| CUT-2923 | Culinary Arts Internship | 3 | Supervised work experience in culinary arts. A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Firm and type of employment must be approved in advance by the instructor. Nine hours work experience per week. ManageFirst course. |
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## Dental Hygiene Technology

| Course   | Title                        | Hours | Description   |
|----------|------------------------------|-------|---|
| DHT-1115 | Fundament. of Dental Hygiene | 5     | Introduction to basic theories and techniques of instrumentation and oral prophylaxis; to clinical procedures and practices including prevention of disease transmission. Medical and dental histories; oral inspection and charting; |

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|          |                                  |   | application of fluoride; instrument sharpening. Two hours lecture and six hours laboratory.   |
| DHT-1242 | Anatomy & Histology/ Head & Neck | 2 | This course is a detailed study of skeletal, muscular, vascular, and neural features of the face, head, and neck. It also includes studies of the microscopic and development of types of cells, tissues and organs of the head and neck. Two hours lecture.  |
| DHT-1252 | Dental Anatomy & Embryology      | 2 | This course is a study of the morphological characteristics of the teeth and supporting structures. Also given is a survey of the elements of embryology emphasizing the area of the head and neck, as related to the development of the dental arches, salivary glands, buccal mucosa, pharynx, and tongue. Two hours lecture. |
| DHT-1314 | Radiology                        | 4 | Designed to familiarize the student with the principles of  |

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|          |                            |   | radiation, protective measures, and the principles and techniques of intraoral and extraoral radiography. Three hours lecture and two hours laboratory.  |
| DHT-1415 | Clinical Dental Hygiene I  | 5 | The first course designed to increase the student's knowledge of dental hygiene procedures; use of caries preventive agents, detection of dental decay; periodontal pockets and soft tissue lesions. One hour lecture and twelve hours clinical. |
| DHT-1513 | Periodontics               | 3 | An indepth study of the supporting structures of the teeth with a full clinical and theoretical understanding of their conditions in good health as well as in pathological conditions. Three hours lecture.                                     |
| DHT-1931 | Medical Dental Emergencies | 1 | This course provides the student with the opportunity to discuss managing dental office emergencies. One hour lecture.   |

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| DHT-1941 | Theories of Patient Care       | 1 | This course provides the student with the opportunity to discuss patient care and treatment plans. One hour lecture.   |
| DHT-1952 | Local Anesthesia and Pain Mgmt | 3 | This course is designed to instruct and prepare the dental hygiene student to appropriately carry out treatment plans and successfully administer topical and local anesthesia. This course comprises the pre-anesthetic evaluation of the patient, management of the medically compromised patient, anatomy and physiology, the pharmacology of local anesthetics, and emergency management as they relate to the administration of local anesthetics. The student will learn how to perform the proper techniques of local anesthesia injections safely and competently. Prerequisite(s): DHT 1931 |
| DHT-2233 | General & Oral Pathology       | 3 | Principles of general pathology  |

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|          |                             |   | in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Three hours lecture.  |
| DHT-2425 | Clinical Dental Hygiene II  | 5 | Emphasis on use of curettes, models, and the ultrasonic scaler. One hour lecture and twelve hours clinical  |
| DHT-2436 | Clinical Dental Hygiene III | 6 | Emphasis on mastery of dental hygiene clinical tasks. Two hours lecture and twelve hours clinical.  |
| DHT-2613 | Dental Materials            | 3 | Study of the properties of materials used in dentistry and techniques of manipulation of these materials. Two hours lecture and two hours laboratory.                       |
| DHT-2713 | Pharmacology                | 3 | A basic introduction to drug actions and their mechanism when introduced to the body under specific conditions, and the reaction of the body to drugs. Three hours lecture. |
| DHT-2822 | Community Dental Health I   | 2 | This course provides an introduction to preventive dentistry as administered on federal, state,   |

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and local levels through official and voluntary health agencies scientific study of social interactions between individuals and groups. Field experience gives an opportunity to observe and participate some phases of community and school dental health programs. Two hours lecture.

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| DHT-2832 | Community Dental Health II | 2 | This course is a continuation of Community Dental Health I and includes application of dentistry. Field experiences to give an opportunity to observe and participate in some community and/ or school dental health programs. One hour lecture and 2 hours laboratory. |
| DHT-2922 | Ethics and Jurisprudence   | 2 | Study of laws governing the practice of dentistry and dental hygiene and the ethics involved. Two hours lecture.  |
| DHT-2951 | Fundamentals of Licensure  | 1 | This course provides the student with the opportunity to discuss dental disciplines and   |

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|           |                            |   | professional development. One hour lecture.   |
| DHT-2961  | General & Dental Nutrition | 1 | This course provides the student with the general nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health. One hour lecture. |
| DHT-ELECT | Dental Hygiene Elective    | 3 | Choose from:<br>DHT 2951 Fundamentals of Licensure or<br>DHT 1952 Local Anesthesia and Pain Management  |

## Diagnostic Medical Sonography

| Course   | Title                      | Hours | Description   |
|----------|----------------------------|-------|---|
| DMS-1114 | Introduction to Ultrasound | 4     | Students will be introduced to ultrasound equipment. Cleaning and disinfectant procedures will be shown. Types of film, paper printers, video recorders, scanning tables, ultrasound probes, and recording methods will be discussed. Legal/ethical issues and patient contact within the ultrasound department, as well as scanning protocols, are |

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|          |                                    | included. Students will learn the sonographer's role in patient care.  |
| DMS-1213 | Sectional Anatomy 3                | This course provides students with ultrasound appearance of abdominal and pelvic sectional anatomy. It includes a description of gross sectional anatomy and identification of sonographic appearance of normal anatomy. |
| DMS-1313 | Ultrasound Physics & Instrument I  | In-depth presentation of basic principles of diagnostic medical ultrasound physics and instrumentation. Description of diagnostic ultrasound transducers and ultrasound interaction with human tissue will be presented. |
| DMS-1323 | Ultrasound Physics & Instrument II | A continuation of Ultrasound Physics and Instrumentation I (DMS 1313). This class includes an in-depth presentation of image display modes, Doppler, color, and hemodynamics of diagnostic                               |

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|          |                         |   | ultrasound.<br>The causes of artifacts and how to scan safely, conduct instrument performance measurements, and prepare for registry examinations.   |
| DMS-1415 | Clinical Experience I   | 5 | This class includes clinical instruction in the scanning lab and in clinical site institutions. Students will first receive hands-on experience in the scanning lab and then in clinical site rotations.                                   |
| DMS-1426 | Clinical Experience II  | 6 | This course includes clinical practice and instruction in a clinical rotation site.  |
| DMS-1435 | Clinical Experience III | 5 | This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, operation of equipment, and sonographic procedures. All procedures will be performed under direct supervision. |
| DMS-1513 | Abdominal Sonography    | 3 | Presentation of pathology, pathophysiology of abdominal anatomy including  |

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liver, kidneys, spleen, gallbladder, pancreas, and vascular structures associated with organs, as well as the 57 abdominal cavities and the non-cardiac chest. Normal aging changes and laboratory values are presented.

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| DMS-1524 | OB/Gyn<br>Sonography                 | 4 | <p>This class discusses pathology/pathophysiology with female anatomy and obstetrical sonographic examinations. Sonographic appearance of the female pelvis premenopausal through post-menopausal and evaluation of pregnancy from conception to delivery will be discussed. Evaluating infertility and related laboratory values, as well as other imaging procedures, will be included.</p> |
| <hr/>    |                                      |   |   |
| DMS-1533 | Advanced<br>Sonography<br>Procedures | 3 | <p>Neurosonology, ophthalmology, adult cardiac, pediatric cardiac, and vascular technology will</p>   |

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be discussed.  
Superficial structures scanning including prostate, thyroid, scrotum and breast will be included.

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| DMS-1612 | Sonography Seminar       | 2 | This course will prepare students for ARDMS/ ARRT certification examinations.  |
| DMS-1622 | Ultrasound Exam Critique | 2 | This course will present case studies of normal and abnormal sonographic exams. Students will attend presentations of guest lecturers. |

## **Diesel Power Technology**

| Course   | Title                          | Hours | Description   |
|----------|--------------------------------|-------|---|
| DET-1114 | Fundamental Equipment Mechanic | 4     | Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. Four hours lecture. |
| DET-1213 | Hydraulic Brake Systems        | 3     | Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic  |

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|          |                               |   |  | and mechanical systems, power assist units, and anti-lock braking systems. Two hours lecture and two hours laboratory.   |
| DET-1223 | Electrical/Electronic Systems | 3 |  | Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging systems. Two hours lecture and two hours laboratory.                     |
| DET-1263 | Electrical II                 | 3 |  | Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems. One hour lecture and four hours laboratory. |
| DET-1364 | Diesel Systems I              | 4 |  | Diagnosis, service and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. Two hours lecture and four hours laboratory.   |

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| DET-1374 | Diesel Systems II              | 4 | Courses designed to provide skills and knowledge related to the diagnosis, service, and lubrication systems, cooling system, and air induction and exhaust systems. Two hours lecture and four hours laboratory.       |
| DET-1614 | Prevent Maintenance & Service  | 4 | Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. Two hours lecture and four hours laboratory.                     |
| DET-1713 | Power Trains                   | 3 | Diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Two hours lecture and two hours laboratory. |
| DET-1813 | Air Condition & Heating System | 3 | Course designed to provide skills and knowledge related to the operation, maintenance, and repair of air   |

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conditioning and heating systems used in commercial equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. Two hours lecture and two hours laboratory.

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| DET-2253 | Steering & Suspension Systems | 3 | Operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. diagnosis and repair. Two hours lecture and two hours laboratory. |
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| DET-2273 | Elec/Electronic Systems III | 3 | Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management |
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|          |                              |   | systems. One hour lecture and four hours laboratory.   |
| DET-2383 | Diesel Systems III           | 3 | Diagnosis, service, and repair of general engine operations and fuel system operations. Two hours lecture and two hours laboratory.  |
| DET-2623 | Advanced Brake Systems (Air) | 3 | Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. Two hours lecture and two hours laboratory. |
| DET-2914 | Special Problem/Projects     | 4 | A course to provide students with an opportunity to utilize skills and knowledge gained in other Diesel Equipment Repair and Service courses. The instructor and student work closely together to select a topic and establish criteria for completion of the  |

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|          |                            |   | project. (1-6 sch:<br>2-12 hr. lab)   |
| DET-2926 | Supervised Work Experience | 6 | A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Eighteen hours work experience per week. |

## Drafting, Design, & 3D Model

| Course   | Title                    | Hours | Description   |
|----------|--------------------------|-------|---|
| DDT-1113 | Fundamentals of Drafting | 3     | Fundamentals and principles of drafting to provide the background needed for all other drafting courses. Two hours lecture and two hours laboratory.  |
| DDT-1133 | Machine Drafting I       | 3     | (Prerequisites: DDT 1113 and 1313) Emphasizes methods, techniques, and procedures in presenting screws, bolts, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. |

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|          |                      |   | One hour lecture and four hours laboratory.   |
| DDT-1153 | Descriptive Geometry | 3 | (Prerequisite: DDT 1113) Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. One hour lecture and four hours laboratory.   |
| DDT-1163 | Engineering Graphics | 3 | This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two hours lecture and two hours laboratory.  |
| DDT-1173 | Mechanical Design I  | 3 | Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry |

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|          |                                |   | procedures) used in mechanical design. Two hours lecture and two hours laboratory.  |
| DDT-1213 | Construction Standards & Mater | 3 | Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. Two hours lecture and two hours laboratory.                  |
| DDT-1313 | Computer Aided Design I        | 3 | This course will introduce the student to the operating system and how to perform basic drafting on CAD software. Two hours lecture and two hours laboratory.                                   |
| DDT-1323 | Computer Aided Design II       | 3 | (Prerequisite: DDT 1313) This course is designed as a continuation of CAD I. Subject areas will include dimensioning, sectional views, and symbols. Two hours lecture and two hours laboratory. |
| DDT-1413 | Elementary Surveying           | 3 | Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical   |

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|          |                                     |   | calculations, and the control and reduction of errors. One hour lecture and four hours laboratory.  |
| DDT-1613 | Architectural Design I              | 3 | (Prerequisites: DDT 1313) This course is a study and development of architectural design principles for a residential structure. One hour lecture and four hours laboratory.                    |
| DDT-1713 | Fundamentals of Machining Processes | 3 | Basic machining equipment and safety procedures. Emphasis is placed on measurement techniques, machine technology, machine tools, and applications. One hour lecture and four hours laboratory. |
| DDT-2153 | Civil Planning & Design             | 3 | This course deals with the development of civil planning and design processes. Two hours lecture and two hours laboratory.  |
| DDT-2213 | Structural Detailing I              | 3 | Structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge   |

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is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. One hour lecture and four hours laboratory.

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| DDT-2233 | Structural Drafting | 3 | (Prerequisites: DDT 1313 and DDT 1114) Structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. One hour lecture and four hours laboratory. |
| DDT-2243 | Cost Estimating     | 3 | Preparation of material and labor quantity surveys from actual working drawings and specifications. Two hours lecture and two hours laboratory.  |

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| DDT-2253 | Statics & Strength of Material            | 3 | Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. Two hours lecture and two hours laboratory.  |
| DDT-2263 | Quality Assurance                         | 3 | The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two hours lecture and two hours laboratory. |
| DDT-2343 | Advanced CAD                              | 3 | (Prerequisite: DDT 1323 or consent of instructor) A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. One hour lecture and four hours laboratory.  |
| DDT-2363 | Computer Numerical Control (CNC) Drafting | 3 | Basics of numerical control machines. One hour lecture and four hours laboratory.  |
| DDT-2373 | 3D Modeling                               | 3 | This course will emphasize the user coordinate system  |

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and 3-D modeling.  
Two hours lecture  
and two hours  
laboratory.

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| DDT-2383 | Fundamentals of<br>CAD/CAM | 3 | This course is designed to provide the student with knowledge and skills of Computer Aided Design Manufacturing using CAD/CAM software packages as they relate to Machine Tool Technology. Two hours lecture and two hours laboratory. |
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| DDT-2423 | Mapping &<br>Topography | 3 | (Prerequisites: DDT 1413 and DDT 1323 or by consent of the instructor) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs and related references and materials including symbols, notations, and other applicable standardized materials. Two hours lecture and two hours laboratory. |
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| DDT-2433 | Legal Prin of<br>Surveying I | 3 | The study of location, |
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conveyance, ownership and transfer of real property under the laws of the State of Mississippi. Two hours lecture and two hours laboratory.

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| DDT-2623 | Architectural Design II       | 3 | (Prerequisites: DDT 1613 and DDT 1323 or by consent of the instructor) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. One hour lecture and four hours laboratory. |
| DDT-2813 | Inventor 3D Model & Animation | 3 | This course will provide instruction on the 3D applications of Inventor. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will  |

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also provide the utilization of assembly drawings and animation of working parts. One hour lecture and four hours laboratory.

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DDT-2823            Revit Architecture    3

This course provides instruction on the 3D applications of Revit Architecture. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the animation walk thru of the 3D building. One hour lecture and four hours laboratory.

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DDT-2913            Special Project        3

(Prerequisite: consent of the instructor) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Nine

|          |                               |   | hours laboratory<br>per week.   |
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| DDT-2923 | Supervised Work<br>Experience | 3 | Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. This training must include at least 135 clock hours. |

## Early Childhood Edu Technology

| Course   | Title                           | Hours | Description  |
|----------|---------------------------------|-------|--|
| CDT-1111 | Early Childhood Ed<br>Seminar I | 1     | This course focuses on objectives that would best prepare students for the national exam, collaborate club, and on campus activities, and network with state, regional, and national early childhood education activities. One hour lecture. |
| CDT-1113 | Early Childhood<br>Profession   | 3     | This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. Two          |

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|          |                                 |   | hours lecture and two hours laboratory.   |
| CDT-1121 | Early Childhood Ed 1 Seminar II |   | This course focuses on objectives that would best prepare students for the national exam, collaborate club, and on campus activities, and network with state, regional, and national early childhood education activities. One hour lecture.  |
| CDT-1214 | Infant & Toddler Development    | 4 | This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler caregiving (birth to 36 months) in group settings through classroom laboratory or collaborative centers. Three hours lecture and two hours laboratory. |
| CDT-1224 | Preschool & Primary Development | 4 | This course provides knowledge concerning the care, development, and education of the preschool child in group settings. Practice is  |

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given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (Ages 3 -8). Three hours lecture and two hours laboratory.

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| CDT-1313 | Creative Arts - Young Children | 3 | This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II. Three hours lecture. |
| CDT-1343 | Child Health Safety & Nutrit   | 3 | This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing  |

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Licensure of  
Childcare Facilities  
and referenced in  
the Infant Toddler  
Environmental  
Rating Scale  
Revised (ITERS-  
R) and Early  
Childhood  
Environmental  
Rating Scale  
Revised (ECERS-  
R). Three hours  
lecture.

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| CDT-1713 | Lang/Literacy for<br>Yng Children | 3 | This course<br>includes a study<br>of oral and<br>written language<br>development<br>of young<br>children and the<br>implementation of<br>a developmentally<br>appropriate<br>language arts<br>curriculum. The<br>Mississippi Early L<br>earning Guidelines,<br>Infant Toddler<br>Environmental<br>Rating Scale<br>Revised (ITERS<br>-R), and Early<br>Childhood<br>Environmental<br>Rating Scale<br>Revised (ECERS<br>-R) are utilized.<br>Three hours<br>lecture. |
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| CDT-2111 | Early Childhood Ed 1<br>Seminar III |  | This course<br>focuses on<br>objectives that<br>would best prepare<br>students for the<br>national exam, |
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|          |                                |   | collaborate club, and on campus activities, and network with state, regional, and national early childhood education activities. One hour lecture.   |
| CDT-2121 | Early Childhood Seminar IV     | 1 | This course focuses on objectives that would best prepare students for the national exam, collaborate club, and on campus activities, and network with state, regional, and national early childhood education activities. One hour lecture.   |
| CDT-2233 | Guiding Social & Emotional Dev | 3 | This course focuses on identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, |

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Mississippi  
Early Learning  
Guidelines,  
Infant Toddler  
Environmental  
Rating Scale  
Revised (ITERS  
-R), and Early  
Childhood  
Environmental  
Rating Scale  
Revised (ECERS  
-R). Lab activities  
will be implemented  
during Student  
Teaching I and  
II. Three hours  
lecture.

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| CDT-2413 | Dev of the<br>Exceptional Child | 3 | (Prerequisite:<br>Permission by the<br>Instructor.) This<br>course provides<br>knowledge<br>of atypically<br>developing<br>children, family,<br>and classroom<br>intervention<br>strategies and<br>available support<br>services. Legal,<br>ethical, legislative,<br>and family issues<br>will be explored.<br>Resources include<br>Infant Toddler<br>Environmental<br>Rating Scale<br>Revised (ITERS-<br>R), and Early<br>Childhood<br>Environmental<br>Rating Scaled<br>Revised (ECERS-<br>R). Two hours<br>lecture and two<br>hours laboratory. |
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| CDT-2513 | Fam Dynamics & Com Involvement | 3 | This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning. Three hours lecture.   |
| CDT-2613 | Methods, Materials, & Measure  | 3 | This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program |

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quality and meet the needs of individual children. The learning experience will be implemented during Practicum. Three hours lecture.

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| CDT-2713 | SS Math Sci for<br>Preschool     | 3 | This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture. |
| CDT-2714 | Soc Studies, Math, & Science     | 4 | This course provides instructional and hands on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Four hours lecture.  |
| CDT-2813 | Admin of Prog for<br>Young Child | 3 | (Prerequisite: First three semesters   |

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of core courses or by permission of ECE T Program Coordinator) This course provides an overview of the development and administration of programs for young children. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the Mississippi Childcare Quality Steps System (MCCQSS). Three hours lecture.

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| CDT-2915 | Initial Practicum | 5 | <p>(Prerequisites: Creative Arts for Young Children CDT 1313, Language and Literacy Development for Young Children CDT 1313, Child Health and Safety CDT 1343, Child Development I CDT 1313, and Child Development II CDT 1224 or by permission of ECET Program Coordinator. Co-requisite: Nutrition for Young Children CDT 1513) This course is supervised practicum which includes</p> |
|----------|-------------------|---|--|

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a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Ten hours lab.

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CDT-2925

Student Teaching II 5

Prerequisites: CDT 1314, CDT 2233, CDT 2613, CDT 2714, CDT 1214, and CDT 1224, or by permission of ECET Program Coordinator.  
Corequisite: CDT 1513. This course is a continuation of Student Teaching I, which allows advanced child development students to implement knowledge and experience in preparing and implementing positive

NEMCC Course Catalog

experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two student teaching courses. Ten hours laboratory.

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|          |                    |   |  |
|----------|--------------------|---|--|
| CDT-2945 | Advanced Practicum | 5 | <p>(Prerequisites: Creative Arts CDT 1313, Guiding Social and Emotional Behavior CDT 2233, Methods and Materials CDT 2613, Social Studies, Math, Science for Young Children CDT 2713, Child Development I CDT 1214, and Child Development II CDT 1224, Student Teaching I CDT 2915, or by permission of the ECET program coordinator. Co-requisite: Administration of Programs for</p> |
|----------|--------------------|---|--|

Young Children  
 CDT 2813)  
 This course is  
 a supervised  
 practicum  
 which includes  
 a minimum of  
 120 clock hours  
 of supervised  
 teaching in an  
 approved early  
 childhood setting.  
 The course is a  
 capstone course  
 which focuses  
 on the student's  
 demonstration  
 of competencies  
 throughout the  
 daily routine using  
 a unit of study for  
 young children.  
 It is usually the  
 last course taken  
 before completion  
 of the program. Ten  
 hours laboratory.

## Economics

| Course   | Title                             | Hours | Description   |
|----------|-----------------------------------|-------|---|
| ECO-2113 | Principles of<br>Economics(Macro) | 3     | The study of a<br>nation's economy<br>to include<br>the following<br>topics: supply<br>and demand,<br>production<br>possibilities,<br>monetary and fiscal<br>policies, factors of<br>production, GDP/<br>business cycles<br>and economic<br>growth and circular<br>flow of market |

economies. Three hours lecture.

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|          |                                |   |   |
|----------|--------------------------------|---|---|
| ECO-2123 | Principles of Economics(Micro) | 3 | The study of firms, industries, and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Three hours lecture. |
|----------|--------------------------------|---|---|

## Educational Psychology

| Course   | Title            | Hours | Description   |
|----------|------------------|-------|---|
| EPY-2513 | Child Psychology | 3     | A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial, and cognitive development from conception into emerging adolescence. implications for education. Three hours lecture. |

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|          |                              |   |  |
|----------|------------------------------|---|--|
| EPY-2533 | Human Growth and Development | 3 | A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development |
|----------|------------------------------|---|--|

with implications for health professionals and others who work with people. who work with people. Three hours lecture.

## Elective

| Course    | Title             | Hours | Description  |
|-----------|-------------------|-------|--|
| ACA-ELECT | Academic Elective | 3     | Approved advisor elective: AGR 1214 - Animal Science AGR 1313 - Plant Science AGR 2224 - Feeds and Feeding AGR 2254 - Livestock Judging and Evaluation AGR 2314 - Basic Soils AGR 2713 - Principles of Agricultural Economics ART 1113 - Art Appreciation ART 1313 - Drawing I ART 1323 - Drawing II ART 1383 - Photography I ART 1433 - Design I ART 1443 - Design II ART 1453 - Three-Dimensional Design ART 1513 - Computer Art ART 2513 - Painting I ART 2523 - Painting II ART 2613 - Ceramics I ART 2623 - Ceramics II ART 2713 - Art History I ART 2723 |

## NEMCC Course Catalog

- Art History II BIO  
1114 - Principles  
of Biology I BIO  
1124 - Principles of  
Biology II BIO 1134  
- General Biology I  
BIO 1144 - General  
Biology II BIO 1214  
- Environmental  
Science BIO 1314 -  
Botany I BIO 1534 -  
Survey of Anatomy  
and Physiology  
BIO 2514 -  
Anatomy and  
Physiology I BIO  
2524 - Anatomy  
and Physiology  
II BIO 2924 -  
Microbiology CHE  
1213 - General  
Chemistry I CHE  
1223 - General  
Chemistry II CHE  
1313 - Principles  
of Chemistry CHE  
1413 - Organic  
and Biochemistry  
Survey CHE 2423 -  
Organic Chemistry  
I, Lecture CHE  
2433 - Organic  
Chemistry II CRJ  
1313 - Introduction  
to Criminal Justice  
CRJ 1323 - Police  
Administration and  
Organization CRJ  
1363 - Introduction  
to Corrections CRJ  
1373 - Introduction  
to Homeland  
Security CRJ 2323  
- Criminal Law CRJ  
2333 - Criminal  
Investigation  
CRJ 2413 -

## NEMCC Course Catalog

Administration  
of Criminal  
Justice CRJ  
2513 - Juvenile  
Justice CSC  
1123 - Computer  
Applications  
I CSC 2134 -  
Programming I  
with C++ ECO  
2113 - Principles of  
Macroeconomics  
ECO 2123 -  
Principles of  
Microeconomics  
ENG 2133 -  
Creative Writing  
ENG 2153  
- Traditional  
Grammar ENG  
2223 - American  
Literature I ENG  
2233 - American  
Literature II ENG  
2323 - British  
Literature I ENG  
2333 - British  
Literature II ENG  
2423 - World  
Literature I ENG  
2433 - World  
Literature II ENG  
2513 - Survey of  
African American  
Literature ENG  
2613 - Film as  
Literature ENG  
2923 - Writing for  
Publication FCS  
1233 - Principles  
of Nutrition FCS  
1253 - Nutrition  
FCS 2813 - Family  
Relationships  
GEO 1113 -  
World Regional  
Geography HIS

## NEMCC Course Catalog

1113 - Western  
Civilizations I HIS  
1123 - Western  
Civilizations II  
HIS 1163 - World  
Civilizations I  
HIS 1173 - World  
Civilizations II HIS  
1613 - Survey of  
African-American  
History HIS 2213  
- American (US)  
History I HIS 2223  
- American (US)  
History II HON  
1913 MAT 1323 -  
Trigonometry MAT  
1343 - Elementary  
Functions (Pre-  
Calculus) MAT  
1513 - Business  
Calculus I MAT  
1523 - Business  
Calculus II MAT  
1613 - Calculus  
I MAT 1623  
- Calculus II  
MAT 1723 -  
Real Number  
System MAT  
1733 - Geometry,  
Measurement, and  
Probability MAT  
2113 - Introduction  
to Linear Algebra  
MAT 2323 -  
Statistics MAT  
2613 - Calculus  
III MAT 2623 -  
Calculus IV MAT  
2913 - Differential  
Equations MFL  
1113 - Elementary  
French I MFL  
1123 - Elementary  
French II MFL  
1213 - Elementary

NEMCC Course Catalog

Spanish I MFL  
 1223 - Elementary  
 Spanish II MFL  
 2113 - Intermediate  
 French I MFL 2123  
 - Intermediate  
 French II MFL  
 2213 - Intermediate  
 Spanish I MFL  
 2223 - Intermediate  
 Spanish II HPR  
 1213 - Personal  
 and Community  
 Health HPR  
 1213 - Personal  
 and Community  
 Health HPR 1313  
 - Introduction to  
 Kinesiology/Health,  
 Physical Education,  
 and Recreation  
 HPR 1593 - Health  
 Concepts of  
 Physical Activity,  
 Wellness, and  
 Nutrition HPR  
 2213 - First Aid &  
 CPR HPR 2711 -  
 Athletic Training  
 Terminology HPR  
 2723 - Prevention  
 and Care of Athletic  
 Injuries HPR 2733  
 - Introduction to  
 Athletic Training  
 MUS 1113 - Music  
 Appreciation MUS  
 2123 - Music  
 Survey (Majors)  
 MUS 1133 -  
 Fundamental

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|           |                             |   |
|-----------|-----------------------------|---|
| ACC-ELECT | Accounting Tech<br>Elective | 3 |
|-----------|-----------------------------|---|

Choose from:  
 BAD 2413 Legal  
 Environment of  
 Business I, BOT  
 2423 Income Tax  
 Accounting, or

NEMCC Course Catalog

|           |                                 |   |  |  |
|-----------|---------------------------------|---|--|--|
|           |                                 |   |  | BOT 2463 Payroll Accounting  |
| ADV-ELECT | Advisor Approved Elective       | 1 |  | Choose from any electives approved by advisor.   |
| AGR-ELECT | Agriculture Elective            | 1 |  | Choose from any AGR course.  |
| ART-ELECT | Art Elective                    | 3 |  | Choose from: ART 1113 Art Appreciation, ART 1383 Photography I, ART 1453 Three-Dimensional Design, ART 1513 Computer Art, ART 2353 Figure Drawing I, ART 2513 Painting I, ART 2523 Painting II, ART 2613 Ceramics I, or ART 2623 Ceramics II   |
| BIO-ELECT | Biology Elective                | 1 |  | Choose from: BIO 1114 Principles of Biology I, BIO 1124 Principles of Biology II, BIO 1134 General Biology I, BIO 1144 General Biology II, BIO 1214 Environmental Science, BIO 1314 Botany I, BIO 1534 Survey of Anatomy & Physiology, BIO 2514 Anatomy & Physiology I, BIO 2524 Anatomy & Physiology II, or BIO 2924 Microbiology |
| BOT-ELECT | Business & Office Tech Elective | 3 |  | Choose from any advisor approved elective in BOT   |

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|            |                                    |   |  |
|------------|------------------------------------|---|--|
| BSN-ELECT  | One Hour Elective<br>for BSN       | 1 | Choose from an<br>advisor approved<br>elective.  |
| CHE-ELECT  | Chemistry Elective                 | 3 | Choose from an<br>advisor approved<br>elective in CHE  |
| CMP-ELECT  | Computer<br>Technology<br>Elective | 3 | Choose from: BOT<br>2333 Microsoft<br>Access, IST 1123<br>IT Foundations,<br>IST 1133<br>Fundamentals<br>of Data<br>Communications   |
| CRJ-ELECT  | Criminal Justice<br>Elective       | 3 | Possible course<br>include: CRJ 1323,<br>CRJ 1363, CRJ<br>1373, CRJ 2323,<br>CRJ 2333, CRJ<br>2413, CRJ 2513   |
| ECO-ELECT  | Economics Elective                 | 3 | Choose from ECO<br>courses   |
| EL-A-ELECT | Academic Elective                  | 3 | Approved advisor<br>elective: AGR<br>1214 - Animal<br>Science, AGR 1313<br>- Plant Science,<br>AGR 2224 - Feeds<br>and Feeding,<br>AGR 2254 -<br>Livestock Judging<br>and Evaluation,<br>AGR 2314 -<br>Basic Soils, AGR<br>2713 - Principles<br>of Agricultural<br>Economics,<br>ART 1113 - Art<br>Appreciation, ART<br>1313 - Drawing<br>I, ART 1323 -<br>Drawing II, ART<br>1383 - Photography<br>I, ART 1433 -<br>Design I, ART |

## NEMCC Course Catalog

1443 - Design  
II, ART 1453 -  
Three-Dimensional  
Design, ART  
1513 - Computer  
Art ART 2513 -  
Painting I ART  
2523 - Painting  
II ART 2613 -  
Ceramics I ART  
2623 - Ceramics  
II ART 2713 - Art  
History I ART 2723  
- Art History II BIO  
1114 - Principles  
of Biology I BIO  
1124 - Principles of  
Biology II BIO 1134  
- General Biology I  
BIO 1144 - General  
Biology II BIO 1214  
- Environmental  
Science BIO 1314 -  
Botany I BIO 1534 -  
Survey of Anatomy  
and Physiology  
BIO 2514 -  
Anatomy and  
Physiology I BIO  
2524 - Anatomy  
and Physiology  
II BIO 2924 -  
Microbiology CHE  
1213 - General  
Chemistry I CHE  
1223 - General  
Chemistry II CHE  
1313 - Principles  
of Chemistry CHE  
1413 - Organic  
and Biochemistry  
Survey CHE 2423 -  
Organic Chemistry  
I, Lecture CHE  
2433 - Organic  
Chemistry II CRJ  
1313 - Introduction

## NEMCC Course Catalog

to Criminal Justice  
CRJ 1323 - Police  
Administration and  
Organization CRJ  
1363 - Introduction  
to Corrections CRJ  
1373 - Introduction  
to Homeland  
Security CRJ 2323  
- Criminal Law CRJ  
2333 - Criminal  
Investigation  
CRJ 2413 -  
Administration  
of Criminal  
Justice CRJ  
2513 - Juvenile  
Justice CSC  
1123 - Computer  
Applications  
I CSC 2134 -  
Programming I  
with C++ ECO  
2113 - Principles of  
Macroeconomics  
ECO 2123 -  
Principles of  
Microeconomics  
ENG 2133 -  
Creative Writing  
ENG 2153  
- Traditional  
Grammar ENG  
2223 - American  
Literature I ENG  
2233 - American  
Literature II ENG  
2323 - British  
Literature I ENG  
2333 - British  
Literature II ENG  
2423 - World  
Literature I ENG  
2433 - World  
Literature II ENG  
2513 - Survey of  
African American

## NEMCC Course Catalog

Literature ENG  
2613 - Film as  
Literature ENG  
2923 - Writing for  
Publication FCS  
1233 - Principles  
of Nutrition FCS  
1253 - Nutrition  
FCS 2813 - Family  
Relationships  
GEO 1113 -  
World Regional  
Geography HIS  
1113 - Western  
Civilizations I HIS  
1123 - Western  
Civilizations II  
HIS 1163 - World  
Civilizations I  
HIS 1173 - World  
Civilizations II HIS  
1613 - Survey of  
African-American  
History HIS 2213  
- American (US)  
History I HIS 2223  
- American (US)  
History II HON  
1913 MAT 1323 -  
Trigonometry MAT  
1343 - Elementary  
Functions (Pre-  
Calculus) MAT  
1513 - Business  
Calculus I MAT  
1523 - Business  
Calculus II MAT  
1613 - Calculus  
I MAT 1623  
- Calculus II  
MAT 1723 -  
Real Number  
System MAT  
1733 - Geometry,  
Measurement, and  
Probability MAT  
2113 - Introduction

to Linear Algebra  
MAT 2323 -  
Statistics MAT  
2613 - Calculus  
III MAT 2623 -  
Calculus IV MAT  
2913 - Differential  
Equations MFL  
1113 - Elementary  
French I MFL  
1123 - Elementary  
French II MFL  
1213 - Elementary  
Spanish I MFL  
1223 - Elementary  
Spanish II MFL  
2113 - Intermediate  
French I MFL 2123  
- Intermediate  
French II MFL  
2213 - Intermediate  
Spanish I MFL  
2223 - Intermediate  
Spanish II HPR  
1213 - Personal  
and Community  
Health HPR  
1213 - Personal  
and Community  
Health HPR 1313  
- Introduction to  
Kinesiology/Health,  
Physical Education,  
and Recreation  
HPR 1593 - Health  
Concepts of  
Physical Activity,  
Wellness, and  
Nutrition HPR  
2213 - First Aid &  
CPR HPR 2711 -  
Athletic Training  
Terminology HPR  
2723 - Care and  
Prevention of  
Athletic Injuries  
HPR 2733 -

## NEMCC Course Catalog

|            |                           |   |  |
|------------|---------------------------|---|--|
|            |                           |   | Introduction to Athletic Training<br>MUS 1113 - Music Appreciation<br>MUS 2123 - Music Survey (Majors)<br>MUS 1133 - Fun |
| ELEC-ACAD  | Academic Elective         | 3 | Choose from any academic course  |
| ELEC-ADVIS | Advisor Approved Elective | 3 | Choose from any advisor approved elective.   |
| ELEC-CSSPT | CSC SPT Elective          | 3 | Choose CSC 1113 Computer Concepts, CSC 1123 Computer Applications or SPT 1113 Public Speaking                            |
| ELEC-CSC   | CSC Elective              | 3 | Choose CSC 1113 Computer Concepts or CSC 1123 Computer Applications  |
| ELEC-MATSC | Math/Science Elective     | 3 | Choose MAT 1313 College Algebra (or higher MAT course) or a BIO, CHE, or PHY Science course                              |
| ELEC-MAT   | Math/Science Elective     | 3 | Choose MAT 1313 College Algebra or MAT 1723 Quantitative Reasoning   |
| ELEC-TECH  | Technical Elective        | 5 | Choose from any technical course.  |
| EL-T-ELECT | Technical Elective        | 3 | An advisor approved elective in the technical field.   |
| EL-V-ELECT | Vocational Elective       | 3 |  |

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|            |                               |   |   |
|------------|-------------------------------|---|---|
|            |                               |   | Elective used for recording transfer work.  |
| ENG-ELECT  | English Elective              | 3 | Choose from any ENG course.   |
| FINE-ELECT | Fine Arts Elective            | 3 | Choose from any fine arts classes.  |
| HIS-ELECT  | History Elective              | 3 | choose from any history courses.  |
| HUM-ELECT  | Humanities Elective           | 3 | Choose from any humanities courses in history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II |
| IST-ELECT  | Info Systems Tech Elective    | 3 | Choose from any IST course.   |
| LET-ELECT  | Paralegal Elective            | 3 | Choose from any LET course.   |
| MAT-ELECT  | Math Elective                 | 3 | Choose MAT 1233 Intermediate Algebra (or higher MAT course)   |
| MFL-ELECT  | Foreign Language Elective     | 3 | Choose from any MFL course.   |
| MUA-ELECT  | Applied Music Elective        | 1 | Choose any MUA course.  |
| MUO-ELECT  | Music Ensemble Elective       | 1 | Choose any MUO course.  |
| MUS-ELECT  | Music Elective                | 3 | Choose any MUS course.  |
| PHY-ELECT  | Physical Science Elective     | 4 | Choose any PHY course.  |
| PROG-ELECT | Computer Programming Elective | 3 | Choose from: CSC 2134 Programming I with C++, CSC 2144 Programming  |

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|            |                                    |   |  |
|------------|------------------------------------|---|--|
|            |                                    |   | II with C++, CSC 2833 Discrete Structures, or CSC 2844 Data Structures   |
| PSC-ELECT  | Political Science Elective         | 3 | Choose any PSC course.   |
| SBA-ELECT  | Social/Behavioral Science Elective | 3 | Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology. |
| SCI-ELECT  | Science Elective                   | 4 | Choose any BIO, PHY, or CHE course.  |
| SPT-ELECT  | Speech Elective                    | 3 | Choose any SPT course.   |
| TECH-ELECT | Technical Elective                 | 3 | Choose from any Technical Elective.  |

## Electrical Technology

| Course   | Title                         | Hours | Description   |
|----------|-------------------------------|-------|---|
| ELT-1113 | Residential/Light Comm Wiring | 3     | This course provides advanced skills related to the wiring of multifamily and small commercial buildings. This course includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. Two hours lecture |

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|          |                                |   |  |
|----------|--------------------------------|---|--|
|          |                                |   | and two hours laboratory.  |
| ELT-1123 | Commercial & Industrial Wiring | 3 | This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks Two hours lecture and two hours laboratory. |
| ELT-1143 | AC/DC Circuits for Electrical  | 3 | Principles and theories associated with AC and DC circuits in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Two hours lecture and two hours laboratory.                    |
| ELT-1193 | Fundamentals of Electricity    | 3 | This is a basic course designed to provide fundamental skill associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. Two hours   |

## NEMCC Course Catalog

|          |                                |   |   |
|----------|--------------------------------|---|---|
|          |                                |   | lecture and two hours laboratory.   |
| ELT-1213 | Electrical Power               | 3 | This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture and two hours laboratory.       |
| ELT-1223 | Motor Maintenance & Troublesho | 3 | This course provides instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture and two hours laboratory. |
| ELT-1253 | Branch Cir & Serv Ent Calc     | 3 | The course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code will be required. Two hours lecture                 |

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|          |                                |   |  |
|----------|--------------------------------|---|--|
|          |                                |   | and two hours laboratory.  |
| ELT-1263 | Electrical Drawing & Schematic | 3 | This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints and schematics diagrams. Prints and drawings associated with electrical wiring will be studied. Two hours lecture and two hours laboratory.   |
| ELT-1334 | Flex. Manu. Sys. for Ele. Tech | 4 | This course is a production project which requires the student to apply technical skills acquired in previous courses. Project management is provided by the instructor with the students working as teams in each particular area of the manufacturing system. The students are required to plan the project and prepare the integrated system to manufacture a product. This includes all software, hardware fixture, clamping mechanisms, |

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|          |                                |   |  |
|----------|--------------------------------|---|--|
|          |                                |   | material handling requirements sensors and interfacing, and external control devices. Two hours lecture and four hours laboratory.   |
| ELT-1413 | Motor Control Systems          | 3 | This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture and two hours laboratory. |
| ELT-2113 | Equip Maint Trblshoot & Repair | 3 | Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture and two hours laboratory.  |
| ELT-2423 | Solid State Motor Control      | 3 | This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor  |

NEMCC Course Catalog

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|          |                                |   |  |
|----------|--------------------------------|---|--|
|          |                                |   | control. Two hours lecture and two hours laboratory.   |
| ELT-2613 | Programmable Logic Controllers | 3 | This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two hours lecture and two hours laboratory.   |
| ELT-2623 | Advanced Prog Logic Controller | 3 | (Prerequisites: ELT 2613 and ELT 1413) This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture |

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and two hours laboratory.

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|          |                  |   |  |
|----------|------------------|---|--|
| ELT-2913 | Special Projects | 3 | This course provides practical application of skills and knowledge gained in other electrical or electrical related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Six hours laboratory. |
|----------|------------------|---|--|

## Electronics Technology

| Course   | Title       | Hours | Description  |
|----------|-------------|-------|--|
| EET-1114 | DC Circuits | 4     | This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two hours lecture and four hours laboratory. |
| EET-1123 | AC Circuits | 3     | (Prerequisite: EET 1114) This course is designed to provide students with the principles and theories  |

## NEMCC Course Catalog

associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture and two hours laboratory.

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|          |                             |   |  |
|----------|-----------------------------|---|--|
| EET-1192 | Fundamentals of Electronics | 2 | Courses to explain, demonstrate, and practice general safety procedures in the shop, lab, and industrial environments. This course will also allow the student to demonstrate and utilize the proper bread boarding techniques, proficiency in the use of a calculator, the proper use and operation of test equipment, and proper soldering and desoldering techniques. Two hours lecture and two hours laboratory. |
| EET-1214 | Digital Electronics         | 4 | This course is designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean   |

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NEMCC Course Catalog

|          |                                     |  |   |
|----------|-------------------------------------|--|---|
|          |                                     |  | algebra, and a basic computer system. Three hours lecture and two hours laboratory.   |
| EET-1334 | Solid State Devices 4<br>& Circuits |  | (Prerequisites: EET 114, EET 1123) This course is designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two hours lecture and four hours lab.                                |
| EET-2334 | Linear Integrated 4<br>Circuits     |  | (Prerequisite: EET 1314) This course is designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops. Three hours |

**NEMCC Course Catalog**

|          |                           |   |  |
|----------|---------------------------|---|--|
|          |                           |   | lecture and two hours laboratory.  |
| EET-2414 | Electronic Communications | 4 | (Prerequisite: EET 1314) This course is designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two hour lecture and four hours laboratory. |
| EET-2514 | Interfacing Techniques    | 4 | (Prerequisite: EET 1314) This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. Two hours lecture and four hours laboratory.   |

**EMS Technology - Paramedic**

| Course   | Title                       | Hours | Description            |
|----------|-----------------------------|-------|------------------------|
| EMS-1133 | Foundations of Paramedicine | 3     | This course includes a |

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comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, Well-Being of the EMT, medical legal issues, communication, and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/ intraosseous access, medication administration, patient assessment, and introductory pharmacological calculations. It also includes a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. (2 hr lecture, 2 hr lab)

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EMS-1213

Concepts of Airway 3  
& Resp. Med

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a

treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. This course also includes a lab that will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respirations for patients of all ages. (2 hr lecture, 2 hr lab)

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|          |                                  |   |
|----------|----------------------------------|---|
| EMS-1324 | Concepts of Cardio 4<br>Medicine | This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the |
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lifespan will also be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.(3 hr lecture, 2 hr lab)

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| EMS-1514 | Practicum I | 4 | Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, OR, respiratory therapy, and pediatrics. |
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| EMS-1525 | Practicum II | 5 | A continuation of EMS – 1514. Using supervised rotations in a definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon achieving competencies in |
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|          |                                  |   | the definitive care setting.   |
| EMS-1713 | Concepts of Neuro<br>Medicine    | 3 | This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system. This includes conditions related to structure and those associated with organic and nonorganic brain disease. Changes in the lifespan will be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. (2 hr lecture, 2 hr lab) |
| EMS-1913 | Concepts of<br>Reproductive Med. | 3 | This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the reproductive system. The course includes care of the newborn as part of the concepts in reproductive medicine. Changes in the lifespan will   |

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be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. (2 hour lecture, 2 hour lab)

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| EMS-2314 | Med Emergency<br>Secondary Assess | 4 | This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/ disposition plan for a patient with a medical complaint. (3 hr lecture, 2 hour lab) |
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| EMS-2315 | Med Emergency<br>2nd Assessment | 5 | This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate |
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## NEMCC Course Catalog

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|          |                                |   | a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.  |
| EMS-2566 | Practicum III                  | 6 | Under the supervision of an approved program preceptor, the student will continue to apply the concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the environment of EMS.  |
| EMS-2714 | Concepts of Traumatic Medicine | 4 | This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span. It also includes the trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts |

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|          |                            |   | developed in the lecture. (3 hour lecture, 2 hour lab)  |
| EMS-2912 | Concepts of EMS Operations | 2 | Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety. (2 hours lecture)   |
| EMS-2934 | Paramedic Capstone         | 4 | This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS. It will also serve as a comprehensive review of the program. This course will provide the student with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through cumulative practical skill evaluations and a comprehensive Final Examination. |

## Engineering

| Course | Title | Hours | Description |
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| EGR-2413 | Engineering<br>Mechanic I:Statics | 3 | (Co/Prerequisite:<br>MAT 1623) A<br>lecture course<br>covering the<br>equilibrium of<br>point objects and<br>extended objects<br>in two and three<br>dimensions using<br>vector algebra.<br>Also discussed are<br>distributed forces,<br>structures, friction,<br>and moments of<br>inertia in two and<br>three dimensions.<br>Three hours<br>lecture. |
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## English

| Course   | Title                      | Hours | Description  |
|----------|----------------------------|-------|--|
| ENG-0113 | Beginning English          | 3     | This course integrates reading, critical thinking, and writing assignments to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified essays. Three hours lecture. |
| ENG-0143 | Composition<br>Companion I | 3     | A companion course to ENG  |

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1113 designed to provide direct support and scaffolding exercises for specific projects in the credit-bearing course. Peer collaboration and one-on-one instructional support through writing process are emphasized. Recommended for students whose ACT English sub-score is 15 or 16. (Institutional Credit Only) Three hours lecture.

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| ENG-1113 | English Composition I  | 3 | English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.                           |
| ENG-1123 | English Composition II | 3 | ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Three hours lecture. |
| ENG-2133 | Creative Writing       | 3 | ENG 2133 involves reading and writing poetry, short   |

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|          |                        |   | fiction, creative nonfiction, and/or drama. Three hours lecture.   |
| ENG-2153 | Traditional Grammar    | 3 | ENG 2153 focuses on the basic elements of English grammar and mechanics. Three hours lecture.  |
| ENG-2223 | American Literature I  | 3 | ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three hours lecture.                                       |
| ENG-2233 | American Literature II | 3 | ENG 2233 surveys representative prose and poetry of the United States from Civil War to the present. Three hours lecture.  |
| ENG-2323 | British Literature I   | 3 | (Prerequisites: ENG 1113-1123)<br>ENG 2323 surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three hours lecture. |
| ENG-2333 | British Literature II  | 3 | (Prerequisites: ENG 1113-1123)<br>ENG 2333 surveys British literature from the Romantic Period to the present. Three hours lecture.                                    |
| ENG-2423 | World Literature I     | 3 |  |

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|          |                                |   | ENG 2423 surveys texts representative of global and historical diversity from the ancient world through the early modern world. Three hours lecture.                              |
| ENG-2433 | World Literature II            | 3 | ENG 2433 surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Three hours lecture.                                       |
| ENG-2513 | Survey of African American Lit | 3 | ENG 2513 surveys literature of major African American writers from its Vernacular Tradition to the present. Three hours lecture.  |
| ENG-2613 | Film As Literature             | 3 | ENG 2613 involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Three hours lecture.                                |
| ENG-2923 | Writing for Publication        | 3 | ENG 2923 is designed for students who are interested in writing for publication. Emphasis is given to meeting specific publishing requirements for novels, short fiction, poetry, |

drama, television scripts, and newspaper and magazine articles. Three hours lecture.

## Family and Consumer Sciences

| Course   | Title                   | Hours | Description   |
|----------|-------------------------|-------|---|
| FCS-1233 | Principles of Nutrition | 3     | A study of principles involved in food selection, food preparation, and food buying. Emphasis is placed on nutritive value of foods and planning for individual needs. Three hours lecture.   |
| FCS-1253 | Nutrition               | 3     | A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers. Three hours lecture. |
| FCS-2813 | Family Relationship     | 3     | Relationships and adjustments involved in modern family life that contribute to success and   |

happiness and marriage and family living. Three hours lecture.

## Geography

| Course   | Title           | Hours | Description   |
|----------|-----------------|-------|---|
| GEO-1113 | World Geography | 3     | A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. |

## Geology

| Course   | Title            | Hours | Description  |
|----------|------------------|-------|--|
| GLY-1114 | Physical Geology | 4     | A combined lecture and laboratory course that is designed to help students to more thoroughly understand the physical environment and forces that shape our Earth and affect our lives. It primarily covers the relationships of Earth processes and the resultant rocks, minerals, physical features, and natural resources on the Earth's surface and in its subsurface. Labs associated with this course include the study of common rocks, minerals, |

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| GLY-1124 | Historical Geology | 4 | topographic maps and geologic maps.  |
|          |                    |   | Study of the earth, its history and development and its life, as revealed by the character and fossil content of rock. |

## Health Information Technology

| Course   | Title               | Hours | Description   |
|----------|---------------------|-------|---|
| HIT-1213 | Medical Terminology | 3     | (Pre-requisite for Diagnostic Medical Sonography Program.) This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. Three hours lecture. |

## Health P.E. and Recreation

| Course   | Title                          | Hours | Description                      |
|----------|--------------------------------|-------|----------------------------------|
| HPR-1111 | Gen Physical Edu Activities I  | 1     | Freshman year.                   |
| HPR-1121 | Gen Physical Edu Activities II | 1     | Freshman year.                   |
| HPR-1131 | Varsity Sports I               | 1     | Participation in varsity sports. |
| HPR-1141 | Varsity Sports II              | 1     | Participation in varsity sports. |

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| HPR-1213 | Personal & Community Health         | 3 | Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours lecture.   |
| HPR-1313 | Intro to Kinesiology                | 3 | Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three hours lecture. |
| HPR-1551 | Fitness and Conditioning Training I | 1 | Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities  |
| HPR-1561 | Fitness and Condition Training II   | 1 | Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities  |
| HPR-1593 | Health Con of PA Well & Nutrit      | 3 | This course is designed to help   |

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students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and reduce risk of disease. The student will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control. Three hours lecture.

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| HPR-1613 | Physical Ed in Elem School I | 3 | This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on a conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem-solving situations. Theory |
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|          |                                   |   |  | and laboratory.<br>Three hours<br>lecture.  |
| HPR-2111 | Gen Physical Edu<br>ActivitiesIII | 1 |  | Sophomore year.   |
| HPR-2131 | Varsity Sports III                | 1 |  | Participation in<br>varsity sports.   |
| HPR-2141 | Varsity Sports IV                 | 1 |  | Participation in<br>varsity sports.   |
| HPR-2213 | First Aid                         | 3 |  | Instruction and<br>practice in methods<br>prescribed in the<br>American Red<br>Cross or American<br>Heart Association<br>standard and<br>advanced courses.<br>Three hours<br>lecture.   |
| HPR-2423 | Football Theory                   | 3 |  | Explores the<br>theories, practices,<br>tactics and<br>strategies involved<br>in coaching<br>football. Emphasis<br>will be placed upon<br>the objectives,<br>rules, regulations,<br>and policies<br>of competitive<br>athletics, as well<br>as on individual<br>skills, team tactics,<br>organization and<br>management<br>practices. Three<br>hours lecture. |
| HPR-2433 | Basketball Theory                 | 3 |  | Explores the<br>theories, practices,<br>tactics and<br>strategies involved<br>in coaching<br>basketball.<br>Emphasis will<br>be placed upon   |

## NEMCC Course Catalog

the objectives, rules, regulations, and policies of competitive athletics, as well as individual skills, team tactics, organization and management practices. Three hours lecture.

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| HPR-2453 | Baseball Theory | 3 | Explores the theories, practices, tactics and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Three hours lecture. |
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| HPR-2493 | Softball Theory | 3 | Explores the theories, practices, tactics and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management |
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|          |                                       |   | practices. Three hours lecture.   |
| HPR-2551 | Fitness and Conditioning Training III | 1 | Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities  |
| HPR-2561 | Fitness and Conditioning Training IV  | 1 | Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities  |
| HPR-2613 | Volleyball Theory                     | 3 | This course covers and explores the theories, practices, tactics and strategies involved in coaching volleyball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Three hours lecture. |
| HPR-2713 | Athletic Training Terminology         | 3 | This course develops students' knowledge of musculoskeletal and orthopedic terminology related to athletic training and other related health professions.   |

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|          |                                |   | Three hours lecture.  |
| HPR-2723 | Prev. & Care of Athl. Injuries | 3 | Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours lecture.   |
| HPR-2733 | Intro to Athletic Training     | 3 | Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation, and competencies. This course is recommended for Athletic Training majors. Three hours lecture. |

## Heating & Air Conditioning Tec

| Course   | Title                         | Hours | Description  |
|----------|-------------------------------|-------|--|
| ACT-1003 | Intro to Heat & Air Cond Tech | 3     | This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture |

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|          |                                |   | and two hours laboratory.  |
| ACT-1124 | Basic Comp Refrigeration       | 4 | An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two hours lecture and four hours laboratory.  |
| ACT-1133 | Brazing & Piping               | 3 | Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture and two hours laboratory. |
| ACT-1213 | Controls                       | 3 | Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and two hours laboratory.   |
| ACT-1313 | Refrigeration System Component | 3 | An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture and two hours laboratory.         |

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| ACT-1713 | Elec-Heat Vent Air<br>Cond Refrig | 3 | Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and two hours laboratory.   |
| ACT-2324 | Commercial<br>Refrigeration       | 4 | A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and four hours laboratory. |
| ACT-2414 | Heat, Vent, AC &<br>Refrig I      | 4 | Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. Two hours lecture and four hours laboratory.   |
| ACT-2423 | Air Conditioning II               | 3 | An indepth course in the installtion, startup, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture and two hours lab.  |

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| ACT-2433 | Refrigeration,<br>Retrofit, &Regs | 3 | Regulations<br>and standards<br>for new retrofit<br>and government<br>regulations.<br>Includes OSHA<br>regulations, EPA<br>regulations, local<br>and state codes.<br>Two hours lecture<br>and two hours<br>laboratory.  |
| ACT-2513 | Heating Systems                   | 3 | Various types of<br>residential and<br>commercial heating<br>systems. Includes<br>gas, oil, electric,<br>compression,<br>and hydroponic<br>heating systems.<br>Two hours lecture<br>and two hours<br>laboratory.  |
| ACT-2623 | Heat Load & Air<br>Properties     | 3 | Introduction to heat<br>load calculations<br>for residential and<br>light commercial<br>heating, ventilation,<br>air conditioning,<br>and refrigeration<br>systems. Included<br>are air distribution,<br>duct sizing,<br>selection of grills<br>and registers,<br>types of fans, air<br>velocity, and fan<br>performance. An<br>introduction is<br>provided to air<br>testing instruments<br>and computer<br>usage. Two hours<br>lecture and two<br>hours laboratory. |

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| ACT-2913 | Special Projects | 3 | A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student 's learning experience. Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Six hours laboratory. |
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| ACT-2923 | Sup Work Exp-<br>Heat & Air Cond | 3 | A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. Externship. |
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**History**

| Course | Title | Hours | Description |
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| HIS-1113 | Western Civilization 3<br>I         |  | This is a general survey of Western Civilization from ancient times to mid- seventeenth century. Three hours lecture. |
| HIS-1123 | Western Civilization 3<br>II        |  | This is a general survey of Western Civilization since the seventeenth century. Three hours lecture.                  |
| HIS-1163 | World Civilizations I 3             |  | This is a general survey of world history from ancient times to the 1500s. Three hours lecture.                       |
| HIS-1173 | World Civilizations 3<br>II         |  | This is a general survey of world history from the 1500s to modern times. Three hours lecture.                        |
| HIS-1613 | Survey of African 3<br>Amer. Histor |  | This is a survey of African-American History from Africa origins to modern times. Three hours lecture.                |
| HIS-2213 | US History I 3                      |  | This is a survey of American (U.S.) history to 1877. Three hours lecture.   |
| HIS-2223 | US History II 3                     |  | Survey of US History from Reconstruction to the present. Three hours lecture.   |

## Honors Forum

| Course   | Title                           | Hours | Description   |
|----------|---------------------------------|-------|---|
| HON-1131 | Academic Team I                 | 1     | Participation in Scholar's Bowl team.   |
| HON-1141 | Academic Team II                | 1     | Participation in Scholar's Bowl team.   |
| HON-1711 | Honors Leadership Development I | 1     | The central focus is the development of leadership skills. This course integrates leadership skills. This course integrates readings from the humanities and experiential learning exercises with readings and discussions of traditional theories. |
| HON-1911 | Honors Forum I                  | 1     | Students select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be researched, and discussed during the semester. A short paper is required on each topic. Admission is by invitation only.                  |
| HON-1913 | Leadership Honors Forum         | 3     | Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty,   |

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|          |                                  |   | and/or students.<br>Three hours<br>lecture.   |
| HON-1921 | Honors Forum II                  | 1 | Student select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be researched, and discussed during the semester. A short paper is required on each topic. Admission is by invitation only. |
| HON-2131 | Academic Team III                | 1 | Participation in Scholar's Bowl team.   |
| HON-2141 | Academic Team IV                 | 1 | Participation in Scholar's Bowl team.   |
| HON-2711 | Honors Leadership Development II | 1 | A continuation of HON/LEA 1711.   |
| HON-2911 | Honors Forum III                 | 1 | A continuation of HON 1921  |
| HON-2921 | Honors Forum IV                  | 1 | A continuation of HON 2911.   |

## Hospitality Management Tech

| Course   | Title                 | Hours | Description   |
|----------|-----------------------|-------|---|
| HRT-1114 | Culinary Principles I | 4     | Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture |

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|          |                                 |   | and four hours laboratory.   |
| HRT-1123 | Intro to Hospitality & Tourism  | 3 | An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.   |
| HRT-1213 | Sanitation & Safety             | 3 | Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab. |
| HRT-1223 | Restaurant & Catering Operation | 3 | Principles of organizing and managing a food and beverage  |

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|          |                                 |   | facilities and catering operations. Two hours lecture and four hours laboratory (ManageFirst Course)   |
| HRT-1224 | Restaurant & Catering Operation | 4 | Principles of organizing and managing a food and beverage operation. Two hours lecture and four hours laboratory.  |
| HRT-1413 | Rooms Division Management       | 3 | An operational approach to rooms division management in the hospitality industry, including front office management and housekeeping operations. Two hours lecture and two hours lab.  |
| HRT-1511 | Hospitality Seminar 1           | 1 | In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate. The course addresses computer based management systems. Emphasis will be placed on |

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developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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| HRT-1521 | Hospitality Seminar 1<br>II | In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities. |
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| HRT-1531 | Hospitality Seminar 1<br>III | In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or |
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any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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| HRT-1541 | Hospitality Seminar 1<br>IV     | <p>In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities</p> |
| HRT-2233 | Hospitality Cost Control      3 | Principles and procedures involved in an effective food   |

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and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost controls, menu pricing, labor cost control, and computer applications. Two hours lecture and two hours laboratory.

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| HRT-2613 | Hospitality Supervision   | 3 | This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory. (ManageFirst Course) |
| HRT-2623 | Hospitality HR Management | 3 | This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory.                      |

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| HRT-2713 | Marketing<br>Hospitality Services | 3 | This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets and developing marketing plans for hospitality and tourism operations. Two hours lecture and two hours lab. |
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| HRT-2913 | Supervised Work<br>Experience | 3 | (Prerequisite: Sophomore Classification)<br>Supervised work experience in hotel, restaurant or tourism management. A course which is a cooperative program between industry and education and is designed to integrate the student's technical skills with industrial experience. Firm and type of employment must be approved in advance by the instructor. Nine hours Externship (ManageFirst Course) 135 hours of industrial contact required |
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## Industrial Maintenance

| Course   | Title                               | Hours | Description   |
|----------|-------------------------------------|-------|---|
| IMM-1213 | Intro to Industrial Maintenance     | 3     | This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Two hours lecture and two hours laboratory. |
| IMM-1243 | Mechanical Industrial Maintenance I | 3     | This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. One hours lecture and four hours laboratory.  |
| IMM-1253 | Mechanical Indust. Maintenance II   | 3     | This course includes advanced settings baseplates and prealignment, conventional alignment, installing belt and chain drives, and installing mechanical seals.  |

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|          |                                |   | One hour lecture and four hours laboratory.  |
| IMM-1273 | Industrial Maintenance E & I I | 3 | This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, and craft-related mathematics. Instructors for this course must be certified as an NCCER Instructor. Two hours lecture and two hours laboratory.   |
| IMM-1283 | Industrial Maintenance E&I II  | 3 | This course includes construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Instructors for this course must be certified as an NCCER Instructor if administering the certification. Two hours lecture and two hours laboratory. |
| IMM-1313 | Prin of Hydraulics & Pneumati  | 3 | Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and  |

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|          |                              |   | repair of hydraulic and pneumatic systems. Two hours lecture and two hours laboratory.  |
| IMM-1383 | Industrial Robotics          | 3 | This course teaches the operating systems and advanced programming methods of industrial robots. Actual industrial-grade robots are used to train the student in the areas of operation, maintenance, troubleshooting, service procedures, and robotics applications. |
| IMM-1524 | Preventive Maintenance       | 4 | Instruction in basic maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture and four hours lab   |
| IMM-1734 | Maintenance Welding & Metals | 4 | This course includes different metals and their properties and in basic SMAW welding and oxy-fuel cutting and brazing. Components of this course are adopted from the NCCER Welding Level   |

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1 Certification. Instructors for this course must be certified as an NCCER Instructor if administering the certification. One hour lecture and six hours laboratory.

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| IMM-1813 | Industrial Electronics for Maint Technician | 3 | Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. One hour lecture and four hours laboratory.                            |
| IMM-1823 | Adv. Industrial Electric. for I.M.M.        | 3 | Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Six hours laboratory. |
| IMM-1913 | Special Projects                            | 3 | Practical application of skills and knowledge gained in other IMM courses. The instructor works closely with the student to insure that selection of   |

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a special project enhances the student 's learning experiences. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

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| IMM-1924 | Supervised Work Experience  | 4 | This course is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours.  |
| IMM-1933 | Manufacturing Skills Basics | 3 | Manufacturing Skills is the initial course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers five major areas of knowledge that are considered critical for employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, |

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|          |                                  |   | <p>Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem- solving. Two hours lecture and two hours laboratory.</p>   |
| IMM-2113 | Equip Main<br>Trbleshtng Repair  | 3 | <p>Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/ evaluation/repair of equipment. One hour lecture and four hours laboratory.</p>  |
| IMM-2623 | Adv Prog Log Cntrl<br>Maint Tech | 3 | <p>ELT/IMM 2613 and ELT/IMM 1413 This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output</p> |

programming, and logical and conversion instructions. Two hours lecture and four hours laboratory.

## Information Systems Technology

| Course   | Title                       | Hours | Description   |
|----------|-----------------------------|-------|---|
| IST-1123 | IT Foundations              | 3     | This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture and two hours laboratory. |
| IST-1133 | Fund of Data Communications | 3     | This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods.   |

## NEMCC Course Catalog

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|          |                                |   | Two hours lecture and two hours laboratory.   |
| IST-1143 | Security Principles & Policies | 3 | This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Two hours lecture and two hours laboratory. |
| IST-1153 | Web & Programming Concepts     | 3 | This course is an introduction to website development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this  |

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course, students will be able to create a website and post it on the Internet. Two hours lecture and two hours laboratory.

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| IST-1163 | Concepts of Database Design | 3 | This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory. |
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| IST-1183 | Essentials of IST | 3 | This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory. |
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| IST-1193 | Practical Applications in IST | 3 | This course will provide experience with operating |
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systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture and two hours laboratory.

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| IST-1213 | Client Install & Configuration | 3 | This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture and two hours laboratory. |
| IST-1273 | Career Development             | 3 | This course provides practical exercises in both the technical and social skills necessary for employment. INterpersonal skills, the job search process, and the importance of high standards of personal and   |

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|          |                          |   | professional relationships are stressed. Two hours lecture and two hours laboratory.  |
| IST-1413 | Client-Side Programming  | 3 | Prerequisite: Web & Programming Concepts (IST 1153) This course offers a comprehensive understanding of programming using JavaScript and CSS. Two hours lecture and two hours laboratory.   |
| IST-1423 | Web Design Applications  | 3 | (Prerequisite: Web & Programming Concepts IST 1153) Application of various professional and personal web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lecture and two hours laboratory. |
| IST-1433 | Web Dev Using HTML & CSS | 3 | This course involves the application of various professional and personal Web design techniques. Students will work with the  |

latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lecture and two hours laboratory.

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IST-1453

Principles of Mobile 3  
App Dev

(Prerequisite: IST 2373 C# Programming) This course is designed to help you build a solid foundation in programming fundamentals using Swift as the language. You'll get practical experience with the techniques, and concepts needed to build a basic iOS app from scratch. You'll also learn user interface design principles, which are fundamental to programming and making great apps. Prior programming experience is not required for this course. If you have programming experience, you can move through the early lessons quickly as you can continue to learn about software development tools, concepts, and best practices that go beyond

## NEMCC Course Catalog

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|          |                                |   | programming fundamentals. Two hours lecture and two hours laboratory.   |
| IST-1483 | Fundamentals of Virtualization | 3 | This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks. Two hours lecture and two hours laboratory.  |
| IST-1613 | Computer Forensics             | 3 | This course is an introduction to the various technical and administrative aspects of Computer Forensics and laws pertaining to cybercrime. This course provides the foundation for understanding the key issues associated with computer forensic investigations, understanding the boot processes and disk structure for multiple operating systems, and understanding the processes related to data acquisition during investigations. Two hours lecture and two hours laboratory. |

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IST-1633                      Wireless Security & 3  
   Privacy

This course provides a fundamental understanding of wireless architecture, security principles, and the technologies of principles involved in creating a secure wireless computer network environment. Topics include wireless hardware, protocols, encryption, and how to prevent weaknesses in wireless technology. Two hours lecture and two hours laboratory.

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IST-1643                      Network                      3  
   Defense&Countermeasure

This course provides a solid foundation of network security and the understanding of the process to create a network defense and counter defense strategy measure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network. Two hours lecture

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|          |                       |   | and two hours laboratory.   |
| IST-1723 | Programming in Python | 3 | (Instructor Approved) This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises.  |
| IST-1874 | XR Animation          | 4 | (Prerequisite: Instructor approval) This course is designed to introduce students to extended reality animation. Two hours lecture and four hours laboratory.   |
| IST-2213 | Network Security      | 3 | (Instructor Approved) This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic |

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|          |   |   | capture and protocol analysis  |
| IST-2253 | Adv Network Admin 3<br>Using Micros     |   | This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture and two hours laboratory.  |
| IST-2293 | Introduction to Artificial Intelligence | 3 | This course is designed to provide basic concepts and applications of Artificial Intelligence (AI), including AI project cycles. The focus is on issues surrounding AI, including ethics, bias, culture, regulations, and professional expectations. Three hours of lecture. |
| IST-2313 | Systems Analysis and Design             | 3 | This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two hours lecture and two hours laboratory.  |

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| IST-2323 | Script Programming Language | 3 | This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture and two hours laboratory.  |
| IST-2373 | C# Programming              | 3 | An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment. Two hours lecture and two hours laboratory. |
| IST-2423 | XML Programming             | 3 | (Prerequisite: Web & Programming Concepts IST 1153) Provides a comprehensive understanding of the Extensible Markup Language (XML). Two hours lecture and two hours laboratory.                        |
| IST-2433 | Server-Side Programming I   | 3 | (Prerequisite: Client-Side Programming IST 1413) An introduction to creating dynamic web applications using server-side technologies. Two hours lecture and two hours laboratory.                      |

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| IST-2443 | Server Side-Programming II     | 3 | (Prerequisite: Server-Side Programming I IST 2433) Continuation of Server-Side Programming I with increased emphasis on data-driven content. Two hours lecture and two hours laboratory.   |
| IST-2453 | Mobile Application Development | 3 | (Prerequisite: IST 2373) The emergence of a new generation of highly-capable mobile devices and platforms has opened up new opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screen, slower network connections, as well as limited memory and processing power. Two hours lecture and two hours laboratory. |
| IST-2483 | Web Server                     | 3 | (Prerequisite: IT Foundations IST 1123) Introduces students to web, e-mail, and proxy  |

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servers and the platforms on which they reside. Students will be able to install and configure web, e-mail, and proxy servers. Two hours lecture and two hours laboratory.

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| IST-2523 | Linux Operating System Fund | 3 | (Prerequisite: IST 1124 - IT Foundations)<br>In this course, students develop proficiency in using and customizing a Linux operating system for common command line processes and desktop productivity roles                       |
| IST-2533 | IT Project Management       | 3 | In this course, students develop proficiency in using and customizing a project timeline for IT implementation. Two hours lecture and two hours laboratory.  |
| IST-2543 | Cloud Computing             | 3 | (Prerequisite: IST 1483 Fundamentals of Virtualization) This course provides students with the technical skills in deployment, management, and operations of cloud services. This course provides students with the opportunity to |

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|          |                             | examine stability and scalability, provisioning of cloud resources, backup and recovery processes, deployment best practices, monitoring of cloud resources, and managing connectivity. Two hours lecture and two hours laboratory.   |
| IST-2593 | Advanced C# Prog Language 3 | This course is a continuation of the C# Programming Language course. Two hours lecture and two hours laboratory.  |
| IST-2623 | Linux/Unix Security 3       | This course provides the knowledge and fundamental understating of Linux/Unix security, how to harden Linux/Unix, and how to defend against potential attacks against vulnerabilities and unused system services. Topics include how to protect password files, monitor log files, and use port scanners and network scanners, and additional Linux/Unix security topics. Two hours |

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|          |                               |   | lecture and two hours laboratory.   |
| IST-2633 | Security Test & Implmentation | 3 | This course provides an in-depth exploration of various methods for gaining unauthorized access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics included hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage. Two hours lecture and two hours laboratory. |
| IST-2823 | XR 3D Modeling                | 3 | This course provides an introduction to 3D content creation using design visualization software with emphasis on the connection to the creative thought process. Students will learn an overview of the workflow relating to animation, modeling, texturing, lighting, and rendering. Two hours lecture   |

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|          |                     |   | and two hours laboratory.   |
| IST-2833 | XR Development      | 3 | This course is designed to introduce students to extended virtual reality development as it relates to various industries. This course will provide students an understanding of the tools and skill sets necessary to develop extended reality experiences. Two hours lecture and two hours laboratory.  |
| IST-2843 | XR Development      | 3 | This course is designed to immerse students into the creation process for multiple types of extended reality experiences. Students will gain an understanding of the complete design process of an extended reality experience, and the team effort required to create quality immersive experiences. Students will also develop a portfolio of entry-level work. Two hours lecture and two hours laboratory. |
| IST-2853 | XR Digital Artistry | 3 | This course is designed to provide an introduction to the tools required  |

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|          |                             |   | to create and edit graphic images. Two hours lecture and two hours laboratory.  |
| IST-2863 | XR Illustration & Rendering | 3 | This course is designed to provide an introduction to the tools used in visual design and illustration software. Two hours lecture and two hours laboratory.  |
| IST-2873 | XR Animation                | 3 | This course is designed to introduce students to extended reality animation. Two hours lecture and two hours laboratory.  |
| IST-2923 | Special Problem in IST      | 3 | This course provides students with an opportunity to utilize skills and knowledge gained in other closely together to select a topic and establish criteria for completion of this project. Six hours laboratory. |

## Journalism

| Course   | Title                  | Hours | Description   |
|----------|------------------------|-------|---|
| JOU-1111 | College Publications I | 1     | The laboratory course is designed to give practical experience in working with college newspaper and yearbook |

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production. News, features, and editorial writing, make up and layout, editing, advertising and photography will be emphasized according to student need.

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| JOU-1121 | College Publications II    | 1 | A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, makeup and layout, editing, advertising and photography will be emphasized according to student need. Two hours laboratory. |
| JOU-1313 | News Writing & Reporting I | 3 | An introductory course in journalism designed to teach news writing and reporting, the construction of the news article with an emphasis on source news, features, sports, and interview stories and editorials.   |
| JOU-2111 | College Publications III   | 1 | A continuation of JOU 1121.  |
| JOU-2121 | College Publications IV    | 1 |  |

A continuation of JOU 2111. Two hours laboratory.

## Leadership

| Course   | Title                       | Hours | Description  |
|----------|-----------------------------|-------|--|
| LEA-1811 | Leadership & Org Skills I   | 1     | A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/bylaws, principle of ethics, etiquette, and working with volunteers. One hour lecture. |
| LEA-1821 | Leadership & Org Skills II  | 1     | Continued study of LEA 1811, ice breakers; nonverbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One hour lecture.  |
| LEA-2811 | Leadership & Org Skills III | 1     | An application of leadership styles and skills, roles  |

and functions of officers of student organizations. One hour lecture.

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| LEA-2821 | Leadership & Org Skills IV | 1 | An evaluation of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. |
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## Learning Life Skills

| Course   | Title                       | Hours | Description  |
|----------|-----------------------------|-------|--|
| LLS-0111 | Essential College Skills I  | 1     | This course is designed to aid in the development of student potentials in the following fundamental areas; improving student confidence, setting life goals, developing effective study skills and habits and developing classroom learning skills. The course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. |
| LLS-0121 | Essential College Skills II | 1     | This course is designed to support the student in the successful completion of his or her college courses by teaching the application of specific study skills and learning strategies   |

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| LLS-1151 | College Life            | 1 | College Life offers group experiences in study skills and career exploration. This course is designed to assist the first time student in achieving academic success. One hour lecture.                      |
| LLS-1211 | Self Affirmation        | 1 | Group process to teach people to like themselves better and to become aware of their strengths. One hour lecture and group activities. One hour lecture.   |
| LLS-1223 | Life Skills Development | 3 | This course is designed to aid students in stress and anger management, and promote self-awareness. Three hours lecture.   |
| LLS-1311 | Orientation             | 1 | This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life. One hour lecture. |
| LLS-1321 | Career Exploration      | 1 | This course is designed to assist students in determining career goals. Interest   |

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|          |                                |   | tests, personality inventories, and aptitude tests are given to help students determine career choices. One hour lecture.   |
| LLS-1333 | Intro to Health Professions I  | 3 | This course looks at specific allied professions, describes the education necessary, certification requirements, and expected salary. The course discusses all levels of healthcare professionals from those requiring a certificate or diploma to those requiring an associate, bachelor, or doctoral degree. Three hours lecture. |
| LLS-1343 | Intro to Health Professions II | 3 | This course is designed as a continuation of the educational requirements, the position descriptions and work environment required for health professions. Three hours lecture.   |
| LLS-1353 | Intro to STEM Professions      | 3 | A presentation of the educational requirements, the various professions and the entry points for employment   |

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|          |                      |   | for students interested in STEM professions. Three hours lecture.  |
| LLS-1411 | Enhancement of Study | 1 | This course is designed to aid the student in study skills, promote student success in basic reading and note taking techniques, critical thinking, time management, test taking strategies, and listening and memory enhancement. One hour lecture. |
| LLS-1711 | Job Search Skills    | 1 | This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and job attitude. One hour lecture.  |
| LLS-1723 | Employment Readiness | 3 | This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture.                               |

## Logistics Management Technolog

| Course   | Title                         | Hours | Description   |
|----------|-------------------------------|-------|---|
| LGT-1113 | Fundamentals to Logistics     | 3     | This course is designed to give the student a firm foundation in the systems approach to managing activities associated with forecasting, procurement, inventory management, life cycle costing, and product support.                                   |
| LGT-1214 | Transportation & Distribution | 4     | This course is designed to give an overview of transportation and distribution issues. Emphasis is placed on domestic and international transportation, third-party selection, regulations, route and schedule development, and planning for shipments. |
| LGT-1233 | Materials Management          | 3     | This course provides managerial information concerning inventory information systems, managerial tools and techniques, the warehouse environment, and distribution  |

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|          |                               |   | planning and control.  |
| LGT-1313 | Supply Chain Management       | 3 | This course provides information concerning the flow of products and information among producers, suppliers, and customers. Emphasis is placed on acquiring, purchasing, and distribution of goods and services throughout the supply chain. |
| LGT-1413 | Logistic Support Analysis     | 3 | This course is a study of the support function and the development of analytical tools to support managerial decisions. Topics covered are maintenance planning, provisioning and support, system safety, and life cycle cost.               |
| LGT-1513 | Production Planning & Control | 3 | This course provides managerial information regarding material requirements, capacity planning and control techniques, master production scheduling, and techniques in cost analysis.  |

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| LGT-2113 | Logistics<br>Management         | 3 | This course is designed to help the student solve actual challenges they will encounter in the marketplace. Basic decision-making tools and concepts will be used for finding cost reduction and strategic opportunities.   |
| LGT-2213 | Info Sys & Perform<br>Measure   | 3 | This course discusses the proper management of warehousing and why it is vital to the fulfillment of customer demand and the ultimate success of a supply chain. Topics covered the application of various information systems used in warehousing and transportation as well as practical applications in warehousing management and administration. |
| LGT-2313 | Health & Safety in<br>Logistics | 3 | Logistics is a complex industry that exposes employees to a whole variety of risks. These include not only accidents on the road and deaths and injuries resulting from   |

unsafe use of forklifts, but also the consequences of poor fire safety, long-term health risks due to poor manual handling technique and problems relating to mental health. Many thousands of incidents are recorded every year. This course examines each aspect of health and safety in turn, with a focus on warehousing and transportation.

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| LGT-2813 | Business Capstone 3 Project   | This course is designed to write a research paper specific to an approved logistics/supply chain management topic either selected by the student or assigned by the instructor. |
| LGT-2814 | Business Logistics 4 Capstone | This course is designed to write a research paper specific to an approved logistics/supply chain management topic either selected by the student or assigned by the instructor. |

## Mathematics

| Course | Title | Hours | Description |
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| MAT-0111 | Algebra Lab I     | 1 | This course is an opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany MAT 1233. This lab is for institutional credit only. Two laboratory hours. |
| MAT-0121 | Algebra Lab II    | 1 | This course is an opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany MAT 1233. This lab is for institutional credit only. Two hours laboratory. |
| MAT-0123 | Beginning Algebra | 3 | This course includes operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Three hours lecture.             |
| MAT-0131 | Algebra Lab III   | 1 | This course is an opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab  |

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|          |                      |   | may accompany MAT 1313 or higher. This lab is for institutional credit only. Two hours laboratory.  |
| MAT-1233 | Intermediate Algebra | 3 | This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three hours lecture.  |
| MAT-1313 | College Algebra      | 3 | (Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes the following topics with applications: inequalities; functions; linear and quadratic equations, and their graphs; rational, radical, and higher order equations; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three hours lecture. |
| MAT-1323 | Trigonometry         | 3 | (Prerequisite: ACT math subscore 19 or above OR credit in MAT 1233 with a "C" or above.) This course includes   |

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trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours lecture.

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| MAT-1343 | Elementary Functions(Pre-Cal) | 3 | (Prerequisite: High School Algebra I, II and Trigonometry and an ACT Math subscore of 19 or above) This course is a review of college algebra and trigonometry in preparation for Calculus I. Topics include algebraic functions, algebraic equations, logarithmic and exponential functions, trigonometric functions, trigonometric equations, and graphs of functions. Three hours lecture. |
| MAT-1513 | Business Calculus I           | 3 | (Prerequisite: MAT 1313 with a C or above or high school equivalent and an ACT Math subscore of 22 or above) This   |

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|          |                      |   | course is a study of functions, limits, continuity, derivatives, and their applications to business and economics. Three hours Lecture   |
| MAT-1523 | Business Calculus II | 3 | (Prerequisite: MAT 1513 with a C or higher) This course is a study of antiderivatives, techniques of integration, applications of the definite integral, and applications to business and economics. Three hours lecture.  |
| MAT-1613 | Calculus I           | 3 | (Prerequisite: MAT 1313 and MAT 1323 with a C or above; or MAT 1343 with a C or above; or high school equivalents and ACT math subscore of 22 or above) This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; and applications. Three hours lecture. |
| MAT-1623 | Calculus II          | 3 | (Prerequisite: MAT 1613 with C or above) This course includes the following topics: antiderivatives, the definite integral,  |

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|          |                                   |   | indefinite integrals, techniques of integration, and applications. Three hours lecture  |
| MAT-1723 | The Real Number System            | 3 | (Prerequisite ACT Math subscore if 19 or above or MAT 1233 with a C or above) This course is designed for elementary and special education majors. Topics includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours lecture.                |
| MAT-1733 | GeometryMeasurementProbability    | 3 | (Prerequisite ACT Math subscore if 19 or above or MAT 1233 with a C or above) This course is designed for elementary and special education majors. Topics includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability. Three hours lecture. |
| MAT-1743 | Problem Solving with Real Numbers | 3 | This course is designed for elementary and special education majors. Topics   |

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|          |                         |   | includes logic, applications of real numbers, probability, and statistics. Three hours lecture.   |
| MAT-1753 | Quantitative Reasoning  | 3 | (Prerequisites: ACT Math sub-score of 19 or MAT 1233 with grade C or higher) Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, set theory, probability, descriptive statistics, and finance. Three hours lecture. |
| MAT-1754 | Quantitative Reasoning  | 4 | Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, set theory, probability, descriptive statistics, and finance. Three hours lecture.  |
| MAT-2113 | Intro to Linear Algebra | 3 | (Prerequisite: MAT 1613 with a grade of "C" or better) This course includes the following topics: systems of  |

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linear equations;  
matrices;  
determinants;  
vector spaces;  
orthogonality; linear  
transformations;  
applications;  
eigenvalues and  
eigenvectors Three  
hours lecture.

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| MAT-2323 | Statistics   | 3 | <p>(Prerequisite: High School Algebra I and II and ACT math subscore of 19 or above; or MAT 1233 with a "C" or above)<br/>This course is an introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture.</p> |
| MAT-2613 | Calculus III | 3 | <p>(Prerequisite: MAT 1623 with C or above) This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite sequences and series; Taylor</p>  |

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|          |                        |   | polynomial, vectors and geometry of space. Three hours lecture..  |
| MAT-2623 | Calculus IV            | 3 | (Prerequisite: MAT 2613 with a grade of "C" or better) This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces, line integrals, and divergence theorem. Three hours lecture |
| MAT-2913 | Differential Equations | 3 | (Prerequisite: MAT 2613 with "C" or above.) This course includes the following topics: solution of first and higher order differential equations, existence theorems, Laplace transforms; applications. Three hours lecture.                                  |

## Medical Assisting Technology

| Course   | Title               | Hours | Description   |
|----------|---------------------|-------|---|
| MET-1113 | Medical Terminology | 3     | This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical |

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specialities, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software. Two hours lecture and two hours laboratory.

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| MET-1214 | Medical Business Practices | 4 | <p>This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. Three hours lecture and two hours laboratory.</p> |
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| MET-1314 | Clinical Procedures I | 4 | <p>(Prerequisite: CPT 1113) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide</p> |
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the student with on-hands situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgement, act independently, and cope with interruptions. Three hours lecture and two hours laboratory.

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| MET-1323 | Clinical Procedures 3<br>II | <p>(Prerequisite: MET 1313 Clinical Procedures I)</p> <p>This course is a continuation of Clinical Procedures I and will expand the student's knowledge of the more complex activities encountered in the physician's office. The clinical duties include maintaining surgical asepsis, instructing patients in preparation for radiologic and sonographic studies, performing EKG's, preparing and administering medications as directed by the physician, and providing mobility assistance. Two hours lecture and two hours laboratory.</p> |
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| MET-1413 | Medical Law & Ethics           | 3 | This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability. Three hours lecture.   |
| MET-1513 | Pharmacology                   | 3 | The course reflects basic theory and clinical information related to drugs, including classifications, source, dosages and measurements, regulatory requirements, and basic principles of drug administration. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. Three hours lecture. |
| MET-2224 | Computer Con for Med Assistant | 4 | This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors' offices.   |

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After completion of this course, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. Two hours lecture and four hours laboratory.

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| MET-2234 | Medical Insurance 4 | <p>(Prerequisite: MET 1113) The purpose of this course is to acquaint the student with different types of insurance, including disability, Worker's Compensation, Medicare, Medicaid, Medicare-Medicaid Cross over claims, group plans such as Blue Cross and Blue Shield, and TRICARE (formerly known as CHAMPUS). Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9-CM and CPT coding will be presented. Three hours lecture and two hours laboratory.</p> |
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| MET-2334 | Medical Lab for<br>Med Assistants | 4 | This course covers techniques of the clinical laboratory including competent use of the microscope, and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Develops proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and biopsy; as well as accurately reporting test results commonly performed in a physician's office. Three hours lecture and two hours laboratory. |
| MET-2613 | Clinical Review                   | 3 | This summary course is designed to reivew the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, the review of critical clinical skills and professional developmental   |

issues. Three hours laboratory.

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| MET-2716 | Practicum | 6 | This course includes supervised experience in medical offices to provide student with a comprehensive application of administrative and clinical skills. This course is designed to give the student an opportunity to discuss, evaluate, and share learning experiences; designed to strengthen learning situations brought up in a clinical externship. Successful completion of of all freshman and sophomore courses is required. |
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## Medical Laboratory Tech

| Course   | Title   | Hours | Description  |
|----------|---|-------|--|
| MLT-1112 | Fundamentals of Medical Lab Technology/<br>Phlebotomy | 2     | The course includes an overview of the field of Medical Laboratory Technology, as well as familiarization with laboratory safety, microscopes, glassware, and equipment. It also includes laboratory organization, medical ethics, |

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and employment opportunities. Basic laboratory specimen collection techniques are introduced. Two hours laboratory.

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| MLT-1212 | Urinalysis/Body Fluids | 2 | This course is an introduction to urinalysis and laboratory analysis of miscellaneous body fluids. It includes the basic principles of routine and special urine tests, and specimen examination through laboratory work. Theory and test profiles are also presented for miscellaneous body fluids with correlation to diseased states. One hour lecture and two hours laboratory. |
| MLT-1313 | Clinical Hematology I  | 3 | This course is a study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. Two hours lecture and two hours laboratory.  |
| MLT-1324 | Hematology II          | 4 | The study of abnormal cell  |

morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Two hours lecture and four hours laboratory.

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| MLT-1413 | Immunology/<br>Serology | 3 | This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition. Two hours lecture |
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| MLT-1515 | Clinical Chemistry 5 | and four hours laboratory.<br>(Prerequisites: CHE 1213 and CHE 1211, CHE 1223 and CHE 1221, or CHE 1313 and CHE 1311, AND CHE 1413 and CHE 1411)<br>This course is the study of human biochemistry as an aid in the diagnosis of disease processes. It includes chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. Three hours lecture and four hours laboratory. |
| MLT-2424 | Immunohematology 4   | This course includes collection, processing, storage, and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross matching, antibody detection, identification, and investigation of hemolytic disease of the newborn. Two hours lecture and four hours laboratory.   |

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| MLT-2522 | Pathogenic<br>Microbiology I  | 2 | Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical importance are emphasized in this course. This course covers the morphology, physiology life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included. One hour lecture and two hours laboratory. |
| MLT-2614 | Pathogenic<br>Microbiology II | 4 | Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. Two hours   |

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|          |                            |   | lecture and four hours laboratory.  |
| MLT-2723 | Certification Fundamentals | 3 | (Completion of all didactic MLT courses) An in-depth study and review of material covered in the MLT Curriculum. Designed to prepare the student for the National Registry/Certifying exams. Three hours lecture.   |
| MLT-2916 | Clinical Practice I        | 6 | (Prerequisite: MLT 1313, MLT 1324, and MLT 1413 with a grade of C or above) Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology and immunology. Eighteen hours clinical.   |
| MLT-2926 | Clinical Practice II       | 6 | (Prerequisites: MLT 1515, MLT 2322, MLT 1212 with a grade of C or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are clinical chemistry and urinalysis. Forty hours a week for 8 weeks. Eighteen hours clinical per week for full semester. |
| MLT-2936 | Clinical Practice III      | 6 |   |

(Prerequisites: MLT 2715, MLT 2424, and MLT 2611 with a grade of C or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are immunohematology and microbiology. Forty hours a week for 8 weeks.

## Modern Foreign Languages

| Course   | Title                | Hours | Description  |
|----------|----------------------|-------|--|
| MFL-1113 | Elementary French I  | 3     | This course is designed to develop basic language skills; reading, speaking, and writing. Classroom and laboratory drills are employed. Extensive study guides are provided, and daily test and quizzes are given.* Three hours lecture. |
| MFL-1123 | Elementary French II | 3     | (Prerequisite: MFL 1113) Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Extensive study guides are provided, and tests and quizzes are given at every                    |

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|          |                       |   | classroom and laboratory session.*   |
| MFL-1213 | Elementary Spanish I  | 3 | MFL 1213, an oral-aural approach stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. Three hours lecture.  |
| MFL-1223 | Elementary Spanish II | 3 | MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Three hours lecture.  |
| MFL-2113 | Intermediate French I | 3 | (Prerequisites: MFL 1113-1123, or two years of high school French and consent of instructor) A review of French grammar and continued development of basic language skills. Reading materials are used which have literary and cultural value. Extensive study guides are provided, and tests and quizzes are given during every class session. Three hours lecture. |

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| MFL-2123 | Intermediate<br>French II  | 3 | (Prerequisite: MFL 2113) Literary and cultural appreciation of the language and the country is enhanced by further reading in class and by special reports. Extensive study guides are provided, and tests and quizzes are given during every class session. Three hours lecture. |
| MFL-2213 | Intermediate<br>Spanish I  | 3 | MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Three hours lecture.  |
| MFL-2223 | Intermediate<br>Spanish II | 3 | MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three hours lecture.  |

## Music Applied

| Course   | Title             | Hours | Description   |
|----------|-------------------|-------|---|
| MUA-1141 | Brass Non-Major I | 1     | Brass instruction for non-brass/ music education majors and non-music majors. |

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|          |                         |   | Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour laboratory.   |
| MUA-1151 | Brass Non-Major II      | 1 | Brass instruction for non-brass/ music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour laboratory.   |
| MUA-1172 | Brass Major Education I | 2 | Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two hours laboratory. |

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| MUA-1173 | Brass Performance 3<br>I    |   | Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Three hours laboratory.  |
| MUA-1182 | Brass Major<br>Education II | 2 | Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two hours laboratory. |
| MUA-1183 | Brass Performance 3<br>II   |   | Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's  |

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|          |                    |   | interest in playing and strengthen the student's playing ability. Three hours laboratory.   |
| MUA-1211 | Class Guitar I     | 1 | Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.   |
| MUA-1221 | Class Guitar II    | 1 | Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.   |
| MUA-1241 | Elective Guitar I  | 1 | Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature. One hour laboratory. |
| MUA-1251 | Elective Guitar II | 1 | Guitar instruction for non-music majors and music majors who wish to take guitar as an elective.  |

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|          |                           |   | Introduction to classical guitar technique, repertoire, and performance of standard literature. One hour laboratory.   |
| MUA-1272 | Guitar Major Education I  | 2 | Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory. |
| MUA-1282 | Guitar Major Education II | 2 | Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory. |
| MUA-1331 | Organ Non-Major I         | 1 | Individual organ instruction. One hour laboratory.   |
| MUA-1341 | Organ Non-Major II        | 1 | Individual organ instruction. One hour laboratory.   |
| MUA-1362 | Organ Major Educ. I       | 2 | Individual organ instruction including technique and appropriate repertoire. Two hours laboratory.   |
| MUA-1363 | Organ Performance I       | 3 | Intensive individual organ instruction including technique   |

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|          |                             | and appropriate repertoire. Three hours laboratory.  |
| MUA-1372 | Organ Major Educ. 2<br>II   | Individual organ instruction including technique and appropriate repertoire. Two hours laboratory.   |
| MUA-1373 | Organ Performance 3<br>II   | Intensive individual organ instruction including technique and appropriate repertoire. Three hours laboratory.   |
| MUA-1441 | Elective Percussion 1<br>I  | Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory. |
| MUA-1451 | Elective Percussion 1<br>II | Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory. |

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| MUA-1472 | Percussion Major<br>Education I  | 2 | Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory. |
| MUA-1473 | Percussion<br>Performance I      | 3 | Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.   |
| MUA-1482 | Percussion Major<br>Education II | 2 | Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore  |

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|          |                           |   | moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory.  |
| MUA-1483 | Percussion Performance II | 3 | Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.      |
| MUA-1511 | Piano Class I             | 1 | Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. One hour laboratory. |
| MUA-1521 | Piano Class II            | 1 | Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to                                  |

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|          |                          |   | university. One hour laboratory.  |
| MUA-1541 | Piano Non-Major I        | 1 | Individual piano instruction for non-music majors. One hour laboratory.   |
| MUA-1551 | Piano Non-Major II       | 1 | Individual piano instruction for non-music majors. One hour laboratory.   |
| MUA-1572 | Piano Major Education I  | 2 | Individual piano instruction including technique, appropriate repertoire, and memorization. Two hours laboratory.             |
| MUA-1573 | Piano Performance I      | 3 | Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Three hours laboratory. |
| MUA-1582 | Piano Major Education II | 2 | Individual piano instruction including technique, appropriate repertoire, and memorization. Two hours laboratory.             |
| MUA-1583 | Piano Performance II     | 3 | Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Three hours laboratory. |
| MUA-1711 | Voice Class I            | 1 | Class voice is designed to teach  |

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the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory.

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| MUA-1721 | Voice Class II               | 1 | Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory. |
| MUA-1741 | Voice Non Music Major I      | 1 | Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop and improve the student's vocal ability. One hour laboratory.                                      |
| MUA-1751 | Voice Non Major Education II | 1 | Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop  |

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|          |                          |   | and improve the student's vocal ability. One hour laboratory.  |
| MUA-1772 | Voice Major Education I  | 2 | Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Two hours laboratory. |
| MUA-1773 | Voice Performance I      | 3 | Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Three hours laboratory.   |
| MUA-1782 | Voice Major Education II | 2 | Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Two hours laboratory. |

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| MUA-1783 | Vocal Performance II  | 3 | Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Three hours laboratory.  |
| MUA-1841 | Elective Woodwinds I  | 1 | Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. One hour laboratory. |
| MUA-1851 | Elective Woodwinds II | 1 | Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and                                   |

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|          |                              |   | performance. One hour laboratory.   |
| MUA-1872 | Woodwinds Major Education I  | 2 | Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two hours laboratory. |
| MUA-1873 | Woodwinds Performance I      | 3 | Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Three hours laboratory.   |
| MUA-1882 | Woodwinds Major Education II | 2 | Woodwind instruction for music education majors and advanced non-   |

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music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two hours laboratory.

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| MUA-1883 | Woodwinds<br>Performance II | 3 | Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Three hours laboratory. |
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| MUA-2141 | Brass Non-Major III | 1 | Brass instruction for non-brass/ music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the |
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|          |                           |   | student's interest in playing. One hour laboratory.  |
| MUA-2151 | Brass Non-Major IV        | 1 | Brass instruction for non-brass/ music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour laboratory.   |
| MUA-2172 | Brass Major Education III | 2 | Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two hours laboratory. |
| MUA-2173 | Brass Performance III     | 3 | Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore   |

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|          |                          |   | advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Three hours laboratory.   |
| MUA-2182 | Brass Major Education IV | 2 | Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two hours laboratory. |
| MUA-2183 | Brass Performance IV     | 3 | Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing   |

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and strengthen the student's playing ability. Three hours laboratory.

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|----------|---------------------|---|---|
| MUA-2211 | Class Guitar III    | 1 | Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.   |
| MUA-2221 | Class Guitar IV     | 1 | Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.   |
| MUA-2241 | Elective Guitar III | 1 | Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature. One hour laboratory. |
| MUA-2251 | Elective Guitar IV  | 1 | Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction   |

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|          |                            |   | to classical guitar technique, repertoire, and performance of standard literature. One hour laboratory.  |
| MUA-2272 | Guitar Major Education III | 2 | Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory. |
| MUA-2282 | Guitar Major Education IV  | 2 | Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory. |
| MUA-2362 | Organ Major Educ. III      | 2 | Individual organ instruction including technique and appropriate repertoire. Two hours laboratory.   |
| MUA-2363 | Organ Performance III      | 3 | Intensive individual organ instruction including technique and appropriate repertoire. Three hours laboratory.   |
| MUA-2372 | Organ Major Educ. IV       | 2 | Individual organ instruction including technique and appropriate   |

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|          |                                  | repertoire. Two hours laboratory.  |
| MUA-2373 | Organ Performance 3<br>IV        | Intensive individual organ instruction including technique and appropriate repertoire. Three hours laboratory.   |
| MUA-2441 | Elective Percussion 1<br>III     | Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory. |
| MUA-2451 | Elective Percussion 1<br>IV      | Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory. |
| MUA-2472 | Percussion Major Education III 2 | Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion   |

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|          |                               |   | instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory.   |
| MUA-2473 | Percussion Performance III    | 3 | Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.  |
| MUA-2482 | Percussion Major Education IV | 2 | Percussion instruction for music majors and non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory. |

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| MUA-2483 | Percussion<br>Performance IV | 3 | Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.      |
| MUA-2511 | Piano Class III              | 1 | Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. One hour laboratory. |
| MUA-2521 | Piano Class IV               | 1 | Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. One hour laboratory. |
| MUA-2541 | Piano Non-Major III          | 1 | Individual piano instruction for non-music majors. One hour laboratory.   |

NEMCC Course Catalog

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| MUA-2551 | Piano Non-Major IV 1      |   | Individual piano instruction for non-music majors. One hour laboratory.  |
| MUA-2572 | Piano Major Education III | 2 | Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Two hours laboratory.  |
| MUA-2573 | Piano Performance III     | 3 | Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory. |
| MUA-2582 | Piano Major Education IV  | 2 | Individual piano instruction including technique, appropriate repertoire, and memorization. Two hours laboratory.  |
| MUA-2583 | Piano Performance IV      | 3 | Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Three hours laboratory.  |
| MUA-2711 | Voice Non-Major III       | 1 | Class voice is designed to teach the fundamental principles of   |

NEMCC Course Catalog

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|          |                           |   | singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory.  |
| MUA-2721 | Voice Non-Major IV        | 1 | Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory. |
| MUA-2772 | Voice Major Education III | 2 | Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Two hours laboratory.               |
| MUA-2773 | Vocal Performance III     | 3 | Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal  |

NEMCC Course Catalog

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|          |                          |   | literature, and develop and improve the student's singing ability. Three hours laboratory.   |
| MUA-2782 | Voice Major Education IV | 2 | Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Two hours laboratory. |
| MUA-2783 | Vocal Performance IV     | 3 | Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Three hours laboratory.   |
| MUA-2841 | Elective Woodwinds III   | 1 | Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's                              |

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|          |                                  |   | knowledge of woodwind instruction and performance. One hour laboratory.   |
| MUA-2851 | Elective<br>Woodwinds IV         | 1 | Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. One hour laboratory.   |
| MUA-2872 | Woodwinds Major<br>Education III | 2 | Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two hours laboratory. |

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| MUA-2873 | Woodwinds<br>Performance III    | 3 | Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Three hours laboratory.   |
| MUA-2882 | Woodwinds Major<br>Education IV | 2 | Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Two hours laboratory. |
| MUA-2883 | Woodwinds<br>Performance IV     | 3 | Woodwind instruction for performance majors. Designed to teach the fundamental principles of  |

playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Three hours laboratory.

## Music Ensembles

| Course   | Title               | Hours | Description  |
|----------|---------------------|-------|--|
| MUO-1111 | Band I              | 1     | Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Six hours laboratory. |
| MUO-1121 | Band II             | 1     | Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Six hours laboratory. |
| MUO-1131 | Small Band Groups I | 1     | Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles  |

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|          |                      |   | and auxiliary groups. One hour laboratory.   |
| MUO-1141 | Small Band Groups II | 1 | Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One hour laboratory.                                 |
| MUO-1171 | Stage Band I         | 1 | A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. One hour laboratory.  |
| MUO-1181 | Stage Band II        | 1 | A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. Two hours laboratory. |
| MUO-1211 | Chorus I             | 1 | A course for music majors and non-majors focused on performing   |

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|          |                         |   | choral music from a variety of style periods. One hour laboratory.   |
| MUO-1221 | Chorus II               | 1 | A course for music majors and non-majors focused on performing choral music from a variety of style periods. One hour laboratory.  |
| MUO-1241 | Small Singing Groups I  | 1 | A course for select singers focused on performing from one or more genres of music. One hour laboratory.   |
| MUO-1251 | Small Singing Groups II | 1 | A course for select singers focused on performing from one or more genres of music. One hour laboratory.   |
| MUO-2111 | Band III                | 1 | Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Six hours laboratory. |
| MUO-2121 | Band IV                 | 1 | Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of  |

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|          |                         |   | performance technique. Six hours laboratory.  |
| MUO-2131 | Small Band Groups 1 III |   | Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One hour laboratory.                                |
| MUO-2141 | Small Band Groups 1 IV  |   | Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One hour laboratory.                                |
| MUO-2171 | Stage Band III          | 1 | A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. One hour laboratory. |
| MUO-2181 | Stage Band IV           | 1 | A course designed to give students the opportunity to perform jazz and a variety  |

## NEMCC Course Catalog

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|          |                          |   | of music styles in a “big band” setting or similar instrumentation. Instructor permission required. One hour laboratory.          |
| MUO-2211 | Chorus III               | 1 | A course for music majors and non-majors focused on performing choral music from a variety of style periods. One hour laboratory. |
| MUO-2221 | Chorus IV                | 1 | A course for music majors and non-majors focused on performing choral music from a variety of style periods. One hour laboratory. |
| MUO-2241 | Small Singing Groups III | 1 | A course for select singers focused on performing from one or more genres of music. One hour laboratory.                          |
| MUO-2251 | Small Singing Groups IV  | 1 | A course for select singers focused on performing from one or more genres of music. One hour laboratory.                          |

## Music Theory

| Course   | Title              | Hours | Description   |
|----------|--------------------|-------|---|
| MUS-1113 | Music Appreciation | 3     | A course designed to give the student, through listening and written work, the ability to |

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|          |                       |   | understand, appreciate, and evaluate music of Western Culture. Three hours lecture.  |
| MUS-1123 | Music Survey          | 3 | Listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three hours lecture.                                     |
| MUS-1133 | Fundamentals of Music | 3 | Study of basic knowledge of music fundamentals to prepare students for music theory. Concepts include: notation, scales, keys, rhythm, intervals, triads, and their inversions. Three hours lecture. |
| MUS-1211 | Music Theory I Lab    | 1 | Lab instruction. Development of music sight-singing, ear training, and dictation skills. One hour laboratory.  |
| MUS-1213 | Music Theory I        | 3 | Study of functional harmony through analysis and part-writing. Three hours lecture.  |
| MUS-1221 | Music Theory II Lab   | 1 | Lab instruction. Development of music sight-singing, ear training, and dictation skills. One hour laboratory.  |
| MUS-1223 | Music Theory II       | 3 |  |

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|          |                                |   | Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training. Three hours lecture.  |
| MUS-1413 | Basic Computer Skills-Musician | 3 | This course is designed to introduce students to digital media skills and the Apple Operating System. Three hours lecture.   |
| MUS-1423 | Survey of Popular Music        | 3 | Advanced listening course, designed to acquaint the Music Industry major with a broad overview of popular musical styles and repertoire from the beginnings of American Popular Music to the present. Three hours lecture. |
| MUS-1811 | Musical Theatre Workshop I     | 1 | The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors. One hour laboratory.                     |
| MUS-1821 | Musical Theatre Workshop II    | 1 | The workshop is designed to introduce and engage students  |

## NEMCC Course Catalog

in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors. One hour laboratory.

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| MUS-1911 | Recital I    | 1 | Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour laboratory. |
| MUS-1921 | Recital II   | 1 | Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour laboratory. |
| MUS-2123 | Music Survey | 3 | Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three hours lecture.  |

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| MUS-2211 | Music Theory III<br>Lab | 1 | Lab instruction.<br>Development of<br>music sight-singing,<br>ear training, and<br>dictation skills. One<br>hour laboratory.   |
| MUS-2213 | Music Theory III        | 3 | Continued study<br>and review of<br>functional harmony<br>through analysis<br>and part-writing.<br>Three hours<br>lecture.   |
| MUS-2214 | Music Theory III        | 4 | Continued study<br>and review of<br>functional harmony<br>through analysis<br>and part-writing.<br>Lab instruction.<br>Development of<br>music sight-singing,<br>ear training and<br>dictation skills. |
| MUS-2221 | Music Theory IV<br>Lab  | 1 | Lab instruction.<br>Development of<br>music sight-singing,<br>ear training, and<br>dictation skills. One<br>hour laboratory.   |
| MUS-2223 | Music Theory IV         | 3 | Continued study<br>and review of<br>functional harmony<br>through analysis,<br>part-writing.<br>Introduction to<br>twentieth century<br>techniques. Three<br>hours lecture.                            |
| MUS-2224 | Music Theory IV         | 4 | Continued study<br>and review of<br>functional harmony<br>through analysis<br>and part-writing.<br>Introduction to<br>twentieth century  |

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|          |                                 |   | techniques.<br>Lab instruction.<br>Development of<br>music sight-singing,<br>ear training and<br>dictation skills.  |
| MUS-2443 | Audio Engineering I             | 3 | Practical<br>techniques and<br>application of<br>session procedures<br>and recording.<br>Includes vocal<br>and instrument<br>characteristics,<br>microphone<br>placement, track<br>assignment,<br>mixing, and<br>console and<br>recorder operation<br>in a native or<br>proprietary DAW<br>environment. Three<br>hours lecture. |
| MUS-2811 | Musical Theatre<br>Workshop III | 1 | The workshop<br>is designed to<br>introduce and<br>engage students<br>in all facets of<br>music theatre.<br>One performance<br>will be given each<br>semester. Open<br>to music majors<br>and non-music<br>majors. One hour<br>laboratory.  |
| MUS-2821 | Musical Theatre<br>Workshop IV  | 1 | The workshop<br>is designed to<br>introduce and<br>engage students<br>in all facets of<br>music theatre.<br>One performance<br>will be given each<br>semester. Open   |

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to music majors and non-music majors. One hour laboratory.

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| MUS-2911 | Recital III | 1 | Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour laboratory. |
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| MUS-2921 | Recital IV | 1 | Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour laboratory. |
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**Nursing (Associate Degree)**

| Course   | Title              | Hours | Description   |
|----------|--------------------|-------|---|
| NUR-1001 | Nursing CPR Skills | 1     | The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR |

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for infants, children, an adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included. One hour lecture.

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| NUR-1011 | Nursing<br>Organization | 1 | (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. |
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The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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| NUR-1021 | Nursing Memb<br>Org(MOSA) | 1 | (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, |
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2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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|----------|----------------------------|---|--|
| NUR-1101 | Nursing Process Transition | 1 | (Co-requisite: Enrollment in NUR 1229 or NUR 2339) Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning |
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materials to meet program objectives. Validation of nursing knowledge and skills included. Self-study activities, skills laboratory performance, counseling and self-evaluation included. Study program arranged with Assistant Academic Head. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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| NUR-1111 | Strategies for Success in Nurs | 1 | (Required) This course fosters the student 's identification of personal strengths, challenges, and goals by review of topics including: career choice, study habits, note taking, learning styles, professional communication, time management, test taking techniques, clinical behaviors, documentation and informatics competency, preparation for clinical responsibilities, self-evaluation, |
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evidenced based nursing practice, and learning resources. May be completed any semester of the curriculum. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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| NUR-1118 | Nursing<br>Fundamentals | 8 | (Prerequisites: BIO 2514 and BIO 2524) The nursing process is introduced with emphasis on assessment of adults. Basic human needs and developmental tasks are viewed from the theoretical frameworks of Maslow and Erikson as they relate to the adult client experiencing stress due to normal variations and/or threats to human needs. Concepts of caring and interpersonal relationships are integrated throughout course content. The interpersonal component focuses on the geriatric client through the life review process. Nursing |
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skills are taught, demonstrated, and evaluated. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and nine hours laboratory/clinical.

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|----------|------------------------|---|---|
| NUR-1121 | Nursing<br>Mathematics | 1 | (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution calculations is explained. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory. |
| NUR-1131 | Nursing Heritage       | 1 | (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339,  |

or NUR 2449).  
 A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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| NUR-1141 | Nursing Case Studies | 1 | (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, |
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instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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|----------|----------------------------|---|--|
| NUR-1142 | Nursing Case Studies       | 2 | <p>(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course.) NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Two hours laboratory.</p> |
| NUR-1151 | Nursing Clinical Reasoning | 1 | <p>(Co-requisite: Enrollment in NUR 1118, 1229, 2339, or 2449) This course provides opportunities for nursing students to enhance their</p>  |

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clinical reasoning and clinical judgment skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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| NUR-1161 | Nursing<br>Pharmacology | 1 | (Prerequisite: Admission to ADN program; Co-requisite: NUR 1118) This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side-effects, interactions and essential nursing knowledge. NOTE: Admission to the A.D.N. Program is required for |
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|          |                                |   | enrollment in any NUR Course listed in this section. One hour lecture.   |
| NUR-1171 | Evidence Based Nursing Practic | 1 | (Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or 2449). This course will introduce the nursing student to basic research concepts. Emphasis will be placed on critique of published nursing research and discussion of the impact of the research findings to clinical nursing practice. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture. |
| NUR-1229 | Nursing Care of the 9 Family   | 9 | (Prerequisites: NUR 1118, Prerequisite or Co-requisite EPY 2533.) The nursing process continues with emphasis on analysis and planning of care for the family in hospital and community settings. The interpersonal  |

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component focuses on the family. Planned assessment and teaching interventions are directed toward family members. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Six hours lecture and nine hours of clinical/ laboratory.

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| NUR-1233 | Nursing<br>Preceptorship | 3 | (Prerequisites: Successful completion of NUR 1118 and 1229). This elective course is designed to provide application of learned Nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization |
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and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. The student will also be required to attend 15 hours of classroom activities. One hour of lecture and 2 hours of clinical/ laboratory

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| NUR-1261 | Nursing<br>Pharmacology II | 1 | (Co-requisite: Enrollment in NUR 1229). This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children. NOTE: |
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Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.. One hour lecture.

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| NUR-1333 | Nursing Externship 3 | <p>(Prerequisites: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nurse Intern Program by a participating clinical agency). This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors</p> |
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to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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| NUR-2011 | Nursing<br>Organization | 1 | (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This |
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course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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| NUR-2021 | Nursing Memb Org 1<br>(MOSA) | (Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the "member within |
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the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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| NUR-2333 | Nursing Trends & Issues | 3 | (Prerequisites: All first-year courses. Co-requisite NUR 2339). This course explores the development of self |
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as a member of the nursing profession. Management aspects are addressed along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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| NUR-2339 | Nursing Care of the 9 Adult I | <p>(Prerequisites: NUR 1118, NUR 1229, and BIO 2924. Co-requisites: NUR 2333). The nursing process continues with emphasis on the implementation of care for adult clients experiencing deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is</p> |
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included. NOTE:  
Admission to the  
A.D.N. Program  
is required for  
enrollment in any  
NUR Course listed  
in this section.  
Five hours lecture  
and twelve hours  
laboratory.

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| NUR-2361 | Nursing<br>Pharmacology III     | 1 | (Co-requisite:<br>Enrollment in<br>NUR NUR 2339).<br>This overview of<br>pharmacology<br>focuses on<br>the nurse's<br>responsibility in<br>drug administration<br>as relative to<br>nursing care<br>of clients with<br>respiratory, cardiac,<br>or endocrine health<br>issues. NOTE:<br>Admission to the<br>A.D.N. Program<br>is required for<br>enrollment in any<br>NUR Course listed<br>in this section. One<br>hour lecture. |
| NUR-2443 | Nursing Readiness<br>Evaluation | 3 | (Prerequisites:<br>NUR 1118, NUR<br>1229, and NUR<br>2339) This course<br>is designed to<br>help the fourth<br>semester nursing<br>student prepare<br>for the state board<br>nursing exam<br>using computer-<br>based exams.<br>Diagnostic testing<br>is used to evaluate  |

critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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| NUR-2449 | Nursing Care of the 9 Adult II | <p>(Prerequisites: NUR 1118, NUR 1229, and NUR 2339. Prerequisite or Co-requisite: NUR 2333). The nursing process continues with emphasis on the evaluation of care for the adult client experiencing deprivations and/or threats to human needs. Emphasis is placed on decision-making skills and critical thinking. Care for clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program</p> |
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is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours clinical/laboratory.

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| NUR-2461 | Nursing<br>Pharmacology IV | 1 | (Co-requisite: Enrollment in NUR 2449). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture. |
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## Paralegal Technology

| Course   | Title               | Hours | Description   |
|----------|---------------------|-------|---|
| LET-1123 | Introduction to Law | 3     | This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives |

## NEMCC Course Catalog

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|          |                 |   | an overview of different areas of law, and presents ethics. Three hours lecture.  |
| LET-1213 | Legal Research  | 3 | This course is an introduction to basic sources of law and the methods of legal research, including ethics. Three hours lecture.  |
| LET-1513 | Family Law      | 3 | This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture.   |
| LET-1523 | Wills & Estates | 3 | This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lecture. |
| LET-1713 | Legal Writing   | 3 | This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Three hours lecture.                                     |

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| LET-2313 | Civil Litigation I  | 3 | This course presents the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lecture. |
| LET-2323 | Torts               | 3 | This course provides instruction in the area of law which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. Three hours lecture.  |
| LET-2333 | Civil Litigation II | 3 | This course is designed to continue the study of the litigation process from discovery through appeal. Emphasis is placed on collecting  |

and organizing discovery materials and demonstrating knowledge of the limits placed on discovery by the federal and states rules of civil procedure. The course also includes the trial and appeal phases of litigation, with emphasis on trial preparation and appellate procedure. Three hours lecture.

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| LET-2453 | Real Property I | 3 | This course is an introduction to real property law including ownership, transfer of property, liens and encumbrances, and the various types of deeds. Three hours lecture. |
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| LET-2463 | Real Property II | 3 | (Prerequisite: LET 2453) This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file |
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|          |                               |   | from transaction through closing and post-closing implementing ethics. Three hours lecture.  |
| LET-2523 | Bankruptcy Law                | 3 | This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters, and forms. Three hours lecture.   |
| LET-2633 | Paralegal Skills Applications | 3 | This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture. |
| LET-2923 | Internship for Paralegal      | 3 | Practical experience in law office, bank, government office, or court house. Minimum of 135 clock hours. Nine hours externship.  |

## Philosophy

| Course   | Title                | Hours | Description                     |
|----------|----------------------|-------|---------------------------------|
| PHI-1113 | Old Testament Survey | 3     | The student will survey the Old |

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Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three hours lecture.

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| PHI-1133 | New Testament Survey | 3 | A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three hours lecture. |
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| PHI-2113 | Introduction to Philosophy | 3 | An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three hours lecture. |
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## Physics

| Course   | Title                     | Hours | Description  |
|----------|---------------------------|-------|--|
| PHY-1114 | Introduction to Astronomy | 4     | A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with |

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this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

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| PHY-1214 | Survey of Physics | 4 | (Pre-requisite for Diagnostic Medical Sonography Program.) A combined lecture and laboratory course covering the concepts of mechanics, sound, light, fluids, and waves. Non-calculus based. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory. |
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|----------|------------------------------|---|---|
| PHY-2244 | Physical Science<br>Survey I | 4 | A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments |
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## NEMCC Course Catalog

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|          |                            |   | and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.  |
| PHY-2254 | Physical Science Survey II | 4 | A combined lecture and laboratory course that includes studies of chemistry and earth science. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.  |
| PHY-2414 | General Physics I          | 4 | (Prerequisite: MAT 1313 and MAT 1323 OR MAT 1613.) A trigonometry-based combined lecture and laboratory course covering mechanics and conservation laws, primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. |

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|          |                        | Three hours lecture and three hours laboratory.  |
| PHY-2424 | General Physics II 4   | (Prerequisite: PHY 2414) A trigonometry-based combined lecture and laboratory course covering electricity, magnetism, and optics, primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and three hours laboratory. |
| PHY-2514 | General Physics I- A 4 | (Pre/Corequisite: MAT 1623) A calculus-based combined lecture and laboratory course covering mechanics and conservation laws, primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.                            |

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|          |                          |   | Three hours lecture and three hours laboratory.   |
| PHY-2524 | General Physics II-<br>A | 4 | (Prerequisite: PHY 2514) A combined lecture and laboratory course covering electricity, magnetism, and optics. This is a calculus-based course primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and three hours laboratory. |

## Political Science

| Course   | Title                          | Hours | Description  |
|----------|--------------------------------|-------|--|
| PSC-1113 | American National Government   | 3     | Survey of the organizations, political aspects, and basis of national government. Three hours lecture.                         |
| PSC-1123 | American State & Local Govern. | 3     | The relationship among states, national and local governments. The organization, function, and operation of the three branches |

with emphasis on the state and local government. Three hours lecture.

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| PSC-2113 | Comparative Government | 3 | A survey of various governmental systems beyond the United States. Three hours lecture. |
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## Practical Nursing

| Course   | Title                           | Hours | Description   |
|----------|---------------------------------|-------|---|
| PNV-1444 | Nursing Fundamentals & Clinical | 14    | This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. Study includes beginning use of the nursing process; causes and prevention of illness; patient, family, and community health care provisions; and resource agencies available. This course also includes personal health care, medical terms, preparation to assist the patient in meeting basic living needs, and provides demonstration of the supervised practice of the |

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fundamental skills related to practical nursing. Successful completion of PNV 1444 requires minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Six hours lecture, twelve hours laboratory and six hours clinical.

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| PNV-1524 | IV Therapy Concepts | 4 | This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is eligible to apply for IV Therapy in accordance with the Mississippi Nursing Practice Law and Administrative Code. Additionally, this course is designed to provide the student with appropriate basic theoretical |
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and clinical information related to drugs, including: classifications, sources, dosages, drug calculations, regulatory requirements, and basic principles of drug administration. In addition, tuberculosis surveillance and testing certification will be provided in association with the American Lung Association of MS and the Mississippi Department of Health. This course meets the requirements of the Mississippi Board of Nursing for IV cert. Three hours lecture and two hours laboratory.

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| PNV-1682 | Adult Health Nurs<br>Cncpts &Clin | 12 | This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy for various disorders is included. In |
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addition, this course includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life threatening physical conditions in all body systems. Successful completion of PNV 1682 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Eight hours lecture and twelve hours clinic.

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PNV-1728

Specialty Areas in Nursing 8

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well being of the

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client and family experiencing a mental health alteration. Successful completion of PNV 1728 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Seven hours lecture and two hours clinical.

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| PNV-1914 | Nursing Transition 4 | This course discusses the legal aspects of nursing employment opportunities, responsibilities, and preparation of the student for role transition. In addition this course further develops decision making skills, promotes an interest in continued professional development, and aides in preparing the student to take the National Council Licensure Examination (NCLEX-PN). Students must demonstrate the role of an entry level LPN in the clinical setting in addition to classroom assignments. Three |
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hours lecture and three hours clinical.

## Precision Man & Machine Tech

| Course   | Title                     | Hours | Description  |
|----------|---------------------------|-------|--|
| MST-1114 | Power Machinery I         | 4     | This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture and four hours laboratory. |
| MST-1124 | Power Machinery II        | 4     | A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture and four hours laboratory.  |
| MST-1313 | Advanced Shop Mathematics | 3     | An applied mathematics course designed for machinists which includes instruction and practice in algebraic and trigonometric operations. Two hours lecture and two hours laboratory.   |
| MST-1413 | Blueprint Reading         | 3     |  |

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|          |                            |   | <p>Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. Two hours lecture and two hours laboratory.</p>   |
| MST-1423 | Advanced Blueprint Reading | 3 | <p>A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. Two hours lecture and two hours laboratory.</p> |
| MST-1613 | Precision Layout           | 3 | <p>An introduction to the concepts and practice of layout for machining operations. Includes instruction and practice in the use of layout instruments. Two hours lecture and two hours laboratory.</p>   |
| MST-2134 | Power Machinery III        | 4 | <p>A continuation of the Power Machinery II course with emphasis on advanced applications</p>   |

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|          |                                |   | of the engine lathe, milling, and grinding machine. Two hours lecture and four hours laboratory.   |
| MST-2144 | Advanced Power Machinery IV    | 4 | A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture and four hours laboratory.  |
| MST-2714 | Computer Numerical Cont Oper I | 4 | An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Two hours lecture and four hours laboratory. |
| MST-2724 | CNC Operations II              | 4 | A continuation of Computer Numerical Control Operations I. Includes instruction  |

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|          |                         |   | in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture and four hours laboratory.  |
| MST-2734 | Fundamentals of CAD/CAM | 4 | This course is designed to provide the student with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. Two hours lecture and four hours laboratory. |
| MST-2813 | Metallurgy              | 3 | An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. One hour lecture and four hours laboratory.   |
| MST-2913 | Special Problem         | 3 | A course designed to provide the student with practical application of skills and knowledge gained in other Machine   |

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Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student 's learning experience. Six hours laboratory.

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| MST-2914 | Special Problem in<br>Machine Ope | 4 | A course to provide students with an opportunity to utilize skills and knowledge gained in other Machine Tool Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Eight hours laboratory. |
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| MST-2923 | Supervised Work<br>Experience | 3 | A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. |
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| TDT-1124 | Die Repair | 4 | An introduction to the repair and maintenance of industrial dies, |
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|          |                              |   | including practice using industrial dies. Two hours lecture and four hours laboratory.  |
| TDT-1133 | Die Design I                 | 3 | Basic design of industrial dies that includes instruction and practice in calculations and processes of die design. Two hours lecture and two hours laboratory.   |
| TDT-2183 | Jigs, Fixtures, & Tools      | 3 | A course to provide students with specialized skills associated with the design and fabrication of work holding devices including jigs, fixtures, and other tools. One hour lecture and four hours laboratory.  |
| TDT-2233 | Computer Numerical Oper. III | 3 | A continuation of Computerized Numerical Control Operations II with special emphasis on die making operations. Includes instruction and practice in the use of the traveling wire electrical discharge machine. One hour lecture and four hours laboratory. |
| TDT-2913 | Special Problems             | 1 | A course to provide the student with practical application of skills  |

and knowledge gained through other courses in the Tool and Die Making Technology program. Involves application of skills learned in other courses to design, produce, and test an industrial quality die. Six hours laboratory.

## Psychology

| Course   | Title                         | Hours | Description   |
|----------|-------------------------------|-------|---|
| PSY-1513 | General Psychology            | 3     | An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture. |
| PSY-2113 | Lab Psy: Cognition & Behavior | 3     | Students will experience discussion and application of descriptive (survey, case study, archival, and observational) correlation and experimental research methods. Specifically, the purpose is to   |

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train students to understand and use research principles, ethics, issues, and methodology for conducting entry-level independent research projects by studying specific areas of human behavioral, perceptual, and cognitive functioning. The student will be introduced to research ethics and issues. Three hours lecture.

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| PSY-2223 | Perspectives on Child Mal/Adv | 3 | This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. Three hours lecture. |
| PSY-2323 | Stats - Behavioral Science    | 3 | This course is an introduction to descriptive and  |

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|          |                            |   | inferential statistics, including measures of central tendency and variability, correlation, t-tests, and analysis of variance. Three hours lecture.   |
| PSY-2513 | Child Psychology           | 3 | A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence. Three hours lecture. |
| PSY-2523 | Adolescent Psychology      | 3 | A study of various aspects of human growth and development during adolescence. Topics include biological, physiosocial, and cognitive development. Three hours lecture.  |
| PSY-2533 | Human Growth & Development | 3 | A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three hours lecture.                 |

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| PSY-2553 | Psychology of Personal Adjustment | 3 | A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration. Three hours lecture. |
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## Radiologic Technology

| Course   | Title                 | Hours | Description   |
|----------|-----------------------|-------|---|
| RGT-1114 | Clinical Education I  | 4     | This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical.                     |
| RGT-1124 | Clinical Education II | 4     | This course is a continuation of Clinical Education I. This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic |

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| RGT-1139 | Clinical Education<br>III      | 9 | procedures. Twelve hours clinical.   |
| RGT-1213 | Fundamentals of<br>Radiography | 3 | This course is a continuation of Clinical Education II. This course is a clinical practice and instruction in a clinical affiliate. Area included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-seven hours clinical.   |
|          |                                |   | This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and legal concerns. Patient care procedures related to radiographic exams, body mechanics, emergency procedures for drug reactions and injured and critical care patients, and basic CPR techniques are also covered. Three hours lecture. |

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| RGT-1223 | Patient Care and Radiography | 3 | This course will provide the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education will be identified. Two hours lecture and two hours laboratory. |
| RGT-1312 | Radiation Protection         | 2 | This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are   |

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|          |                        |   | incorporated. Two hours lecture.   |
| RGT-1323 | Image Production       | 3 | This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversions, and problem solving. Two hours lecture and two hours laboratory. |
| RGT-1333 | Digital Image Analysis | 3 | Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Two hours lecture  |

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|          |                              |   | and two hours laboratory.  |
| RGT-1513 | Radiographic Procedures I    | 3 | This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, digestive system, and urinary system. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory.                    |
| RGT-1523 | Radiographic Procedures II   | 3 | This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, urinary system, lower extremities, bony thorax, and the mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory. |
| RGT-1613 | Physics of Imaging Equipment | 3 | This course is designed  |

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to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. Three hours lecture.

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| RGT-2132 | Ethical & Legal Responsibility | 2 | Legal terminology, concepts, and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's family, and professional peers through comparison of diverse populations based on their |
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value systems, cultural and ethnic influences, communication styles, socioeconomic influences, health risks, and life stage. Two hours lecture.

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| RGT-2147 | Clinical Education IV       | 7 | This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical.  |
| RGT-2157 | Clinical Education V        | 7 | This course is a continuation of Clinical Education IV. Included is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical. |
| RGT-2533 | Radiographic Procedures III | 3 | This course includes principles and procedures involved in radiographic  |

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positioning of the entire cranium, facial bones, reproductive systems, and special senses. Included is a review of radiographic anatomy on each procedure.

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| RGT-2542 | Radiographic Procedures IV | 2 | <p>This course is a continuation of Radiographic Procedures</p> <p>This course is a study of special radiographic procedures which utilizes sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedures involved in radiographic positioning of the reproductive system. Two hours lecture.</p> |
| RGT-2911 | Radiation Biology          | 1 | <p>This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects, instrumentation for detection, and measurement and calculation of</p>  |

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|          |                            |   | dosage. One hour lecture.  |
| RGT-2921 | Radiographic Pathology     | 1 | This course is designed to introduce theories of disease causation and the pathophysiologic responses, clinical manifestation, radiographic appearance, and management of alterations in body systems will be presented. One hour lecture. |
| RGT-2933 | Certification Fundamentals | 3 | This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession. Three hours lecture.  |

## Respiratory Therapy Technology

| Course   | Title                    | Hours | Description   |
|----------|--------------------------|-------|---|
| RCT-1213 | Respiratory Care Science | 3     | This course is designed to introduce the student respiratory care therapist to fundamental elements important to the delivery of health care in a safe, efficient, and professional manner. occurrences, clinical |

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|          |                               |   | manifestations, treatment, and   |
| RCT-1223 | Patient Assessment and Plan   | 3 | Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. Two hours lecture and two hours laboratory. |
| RCT-1313 | Cardio Anatomy & Physiology   | 3 | This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. Three hours lecture.   |
| RCT-1322 | Pulmonary Function Testing    | 2 | This course is an introduction to pulmonary function technique and testing equipment.  |
| RCT-1416 | Respiratory Care Technology I | 6 | This course is a study of respiratory treatments and equipment   |

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|          |                                |   | design and operation related to noncritical care procedures. Two hours lecture and eight hours laboratory.  |
| RCT-1424 | Respiratory Care Technology II | 4 | This course is a continuation of Respiratory Care Technology I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture and two hours laboratory.          |
| RCT-1515 | Clinical Practice I            | 5 | Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Fifteen hours clinical. |
| RCT-1523 | Clinical Practice II           | 3 | In this course, students rotate through various respiratory subspecialty areas for evaluation of competency and performance of respiratory care procedures. Nine hours clinical.  |

## NEMCC Course Catalog

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| RCT-1613 | Respiratory Care<br>Pharmacology | 3 | This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Three hours lecture.  |
| RCT-2334 | Cardiopulmonary<br>Pathology     | 4 | This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Four hours lecture. |
| RCT-2434 | Respiratory Care<br>Tech III     | 4 | A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Three hours lecture and two hours laboratory.   |
| RCT-2534 | Clinical Practice III            | 4 | In this course, students rotate  |

## NEMCC Course Catalog

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|          |                          |   | through various clinical areas for evaluation of competency and performance of respiratory care procedures. Twelve hours clinical.   |
| RCT-2546 | Clinical Practice IV     | 6 | This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. Eighteen hours clinical.                 |
| RCT-2613 | Neonatal/Pediatrics Mgt  | 3 | This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary birth defects, neonatal, and pediatric disease process, and the mode of treatment. Three hours of lecture. |
| RCT-2714 | Respiratory Care Seminar | 4 | This course is designed to integrate the essential elements of respiratory care practice through the use of care plans,  |

case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Two hours lecture and four hours laboratory.

## Smart Start Pathway (CTE)

| Course   | Title               | Hours | Description   |
|----------|---------------------|-------|---|
| SSP-1003 | Smart Start Pathway | 3     | This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. |

## Social Work

| Course   | Title                | Hours | Description  |
|----------|----------------------|-------|--|
| SWK-1113 | A Helping Profession | 3     | The course exposes students to a “helping” profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of “real” |

social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry. Three hours lecture.

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|          |                               |   |   |
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| SWK-2223 | Perspectives on Child Mal/Adv | 3 | <p>This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. Three hours lecture.</p> |
|----------|-------------------------------|---|---|

## Sociology

| Course   | Title                     | Hours | Description   |
|----------|---------------------------|-------|---|
| SOC-2113 | Introduction to Sociology | 3     | <p>This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are</p> |

NEMCC Course Catalog

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|          |                               |   | examined. Three hours lecture.   |
| SOC-2133 | Social Problems               | 3 | (Prerequisite: SOC 2113 Introduction to Sociology)<br>A study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three hours lecture.   |
| SOC-2143 | Marriage and Family           | 3 | A study of the development of marriage and family as cultural units in society. Three hours lecture.   |
| SOC-2223 | Perspectives on Child Mal/Adv | 3 | This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. Three hours lecture. |

## Speech

| Course   | Title                       | Hours | Description   |
|----------|-----------------------------|-------|---|
| SPT-1113 | Public Speaking             | 3     | Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.   |
| SPT-1153 | Voice, Diction, & Phonetics | 3     | A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production. Three hours lecture. |
| SPT-1213 | Fundamentals of Theatre     | 3     | A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. Three hours lecture.   |

NEMCC Course Catalog

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| SPT-1223 | Movement for the Actor         | 3 | Techniques for stage movement for the actor. Three hours lecture.  |
| SPT-1233 | Acting I                       | 3 | An introduction to the basic techniques of acting for the stage. Three hours lecture.  |
| SPT-1241 | Drama Production I             | 1 | Participation in college drama productions. Required for theatre majors. Two hours laboratory.                                 |
| SPT-1251 | Drama Production II            | 1 | Participation in college drama productions. Required for theatre majors. Two hours laboratory.                                 |
| SPT-1273 | Theatrical Make-Up             | 3 | Techniques in the application of makeup for the stage. Three hours lecture.  |
| SPT-2223 | Intro to Drama Arts Stagecraft | 3 | Implementation and application of all technical elements of production, design and operation. Three hours lecture.             |
| SPT-2233 | Theatre Appreciation           | 3 | An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and |

performance art to develop audience standards through demonstration of the unique characteristics of theatre. A fine arts elective. Three hours lecture.

|          |                      |   |  |
|----------|----------------------|---|--|
| SPT-2241 | Drama Production III | 1 | Participation in college drama. Required for theatre majors. Two hours laboratory. |
| SPT-2251 | Drama Production IV  | 1 | Participation in college drama. Required for theatre majors. Two hours laboratory. |

## Technical

| Course     | Title                          | Hours | Description  |
|------------|--------------------------------|-------|--|
| TECH-ELE-M | Technical, Math or Science Ele | 3     | Advisor approved elective from technical, math, or science courses |

## Work Based Learning

| Course   | Title                 | Hours | Description   |
|----------|-----------------------|-------|---|
| WBL-1913 | Work-based Learning I | 3     | A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training |

NEMCC Course Catalog

agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.

|          |                         |   |  |
|----------|-------------------------|---|--|
| WBL-1923 | Work Based Learning II  | 3 | A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews. |
| WBL-1933 | Work Based Learning III | 1 | A structured work-site learning experience in which the student, program area  |

NEMCC Course Catalog

teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.

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|          |                        |   |  |
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| WBL-2913 | Work Based Learning IV | 3 | A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental |
|----------|------------------------|---|--|

NEMCC Course Catalog

|          |                        |   |  |
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|          |                        |   | instruction and progress reviews.  |
| WBL-2923 | Work Based Learning V  | 1 | A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews. |
| WBL-2933 | Work-Based Learning VI | 1 | A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic   |

and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.

# Tuition and Fees

## Tuition and Fees

Northeast strives to make higher education affordable for its students. Current tuition and fees are listed below to help you estimate your total college costs.

Be sure to thoroughly explore all of the [Financial Aid](#) pages to learn about scholarship and loan opportunities that may be available to help fund your education.

*All tuition and fees subject to change by action of the Board of Trustees. Applicants should anticipate an increase in tuition and fees. All fees are due upon registration.*

### Tuition (per semester)

Effective 2026--2027

#### Tuition – Full Time

Based on day/evening classes and 12–21 semester hours. Additional tuition for semester credit hours above 21 will be charged part-time. Summer classes will also be charged at the part-time rate.

| Residency                      | Amount  |
|--------------------------------|---------|
| Residents of Mississippi       | \$1,915 |
| Residents of Other States      | \$3,640 |
| Residents of Foreign Countries | \$3,885 |

#### Tuition – Part-Time & Summer

Based on day/evening classes and 1–11 semester hours. Summer classes are charged at the part-time rate.

| Residency                      | Rate                   |
|--------------------------------|------------------------|
| Residents of Mississippi       | \$191.50 / credit hour |
| Residents of Other States      | \$364.00 / credit hour |
| Residents of Foreign Countries | \$388.50 / credit hour |

#### Senior Citizen Tuition Waiver Notice

All other fees still apply and must be paid.

| Eligibility            | Amount |
|------------------------|--------|
| Age 62 years and older | \$0    |

### Tuition – Dual-Enrolled\*

This reduced cost for dual enrollment tuition is effective only for the first 15 hours of college credit. After 15 credit hours, dual-enrolled students will be charged the regular part-time rate.

| Residency                 | Rate           |
|---------------------------|----------------|
| Residents of Mississippi  | \$50 / course  |
| Residents of Other States | \$100 / course |

### Audited Courses

Tuition for audited courses is the same as regular tuition, as applicable above.

Total tuition and fees must be paid by the fee payment dates published by the Business Office.

If a student cannot pay the total cost of tuition and fees at the time of registration, the college offers a Payment Plan. Registered students can visit the [Payment Plans](#) for more details.

In certain circumstances, the college can prepare a manual payment plan. Students should visit the Business Office to determine if they qualify for this payment plan.

A \$40 Administrative Fee will be charged on all manual Deferred Payment Arrangements and must be paid in addition to the down payment.

Registration is completed and students are officially enrolled in college after tuition and fees are paid.

### Fees per semester

Effective 2026- 2027

| Program                                | Full Time Rate | Part Time Rate      |
|--|----------------|---------------------|
| iPad Fee                               | Cost plus 10%  |                     |
| Academic/University Parallel           | \$430          | \$43/credit hour    |
| Accounting Technology                  | \$835          | \$83.50/credit hour |
| Administrative Office Technology       | \$835          | \$83.50/credit hour |
| Automotive Mechanic/Service Technology | \$290          | \$29/credit hour    |
| Business Management Technology         | \$835          | \$83.50/credit hour |
| Civil Engineering Technology           | \$440          | \$44/credit hour    |
| Collision Repair Technology            | \$265          | \$26.50/credit hour |

## NEMCC Course Catalog

| Program   | Full Time Rate | Part Time Rate       |
|---|----------------|----------------------|
| Computer Technology                             | \$835          | \$83.50/credit hour  |
| Construction Engineering<br>Technology          | \$560          | \$56/credit hour     |
| Culinary Arts Technology                        | \$595          | \$59.50/credit hour  |
| Dental Hygiene<br>Technology                    | \$1,545        | \$154.50/credit hour |
| Diagnostic Medical<br>Sonography                | \$1135         | \$113.50/credit hour |
| Diesel Power Technology                         | \$520          | \$52/credit hour     |
| Drafting, Design, & 3D<br>Modeling              | \$630          | \$63/credit hour     |
| Early Childhood Education<br>Technology         | \$400          | \$40/credit hour     |
| Electrical Technology                           | \$685          | \$68.50/credit hour  |
| Heating & Air Conditioning<br>Technology        | \$460          | \$46/credit hour     |
| Hospitality Management<br>Technology            | \$620          | \$62/credit hour     |
| Industrial Maintenance<br>Technology            | \$685          | \$68.50/credit hour  |
| Information Systems<br>Technology               | \$793          | \$79.30/credit hour  |
| Global Supply Chain<br>Management Technology    | \$835          | \$83.50/credit hour  |
| Medical Assisting<br>Technology                 | \$935          | \$93.50/credit hour  |
| Medical Laboratory<br>Technology                | \$1,200        | \$120/credit hour    |
| ADN Nursing                                     | \$1,675        | \$167.50/credit hour |
| Paralegal Technology                            | \$510          | \$51/credit hour     |
| Paramedic Technology                            | \$725          | \$72.50/credit hour  |
| Practical Nursing<br>Education                  | \$1,365        | \$136.50/credit hour |
| Precision Manufacturing &<br>Machine Technology | \$410          | \$41/credit hour     |
| Radiologic (Medical)<br>Technology              | \$1,080        | \$108/credit hour    |
| Respiratory Care<br>Technology                  | \$1,045        | \$104.50/credit hour |

| Fee Description  | Amount  |
|--|---------|
| Z-Credit Fee per course - replaces CLEP, AP & Challenge Exam Fees                                      | \$52.50 |
| Nursing Related Challenge Exam fee of approximately \$50.00 that will be collected by Elsevier         |         |
| Replacement ID Card per occurrence   | \$25    |
| Replacement/Additional Parking Decal   | \$50    |
| Premium Parking Decal - Cunningham Boulevard - per decal/per year                                      | \$50    |
| Class Reinstatement per class  | \$10    |
| Class Withdrawal per class   | \$10    |
| \$25 maximum if simultaneously withdrawing from 3 or more classes                                      |         |
| College Withdrawal   | \$25    |
| Returned Check Fee - per occurrence  | \$40    |
| Deferred Payment Arrangement Administrative Fee (manual)   | \$40    |
| Deferred Payment Late Fee - per occurrence, based on amount due (manual)                               | 2%      |
| Late Payment Fee (based on total balance due, or payment due if deferred payment plan has been set up) | 2%      |

## Tuition Pro-Ration

*A student who officially withdraws from all classes within a semester may obtain a tuition pro-ration in accordance with the tuition proration policy. It is the student's responsibility to complete the withdrawal process in accordance with College Policy.*

[Tuition Pro-ration and Housing Refund Processes](#)

## Dormitory Fees & Meal Plans per semester

Effective 2026 - 2027

Students that select to live on campus must pay dormitory and meal charges in addition to charges for tuition and fees. Students that pre-register for the upcoming semester must pay tuition, fees, dormitory, and meal charges, if applicable, in accordance with a schedule to be determined each semester.

Each dormitory resident is **required** to purchase a meal ticket each semester.

|                   |        |
|-------------------|--------|
| Room Deposit      | \$100  |
| Wood Hall         | \$1100 |
| Wood Private Room | \$2175 |

## NEMCC Course Catalog

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|--|--------|
| Mississippi & Yarber                                       | \$930  |
| Mississippi & Yarber (Private Room - Limited Availability) | \$1835 |
| Murphy & White   | \$820  |
| Murphy (Semi-Private Bath - Limited Availability)          | \$1415 |
| Murphy (Private Bath - Limited Availability)               | \$1615 |
| Summer Dorm (per 4-week term)                              | \$240  |

|  |        |
|--|--------|
| Resident 4-Day*  | \$1466 |
| Resident 5-Day*  | \$1565 |
| Resident 7-Day*  | \$1768 |
| Commuter Meal Ticket (4 Meals per Week, Monday – Thursday, Breakfast, Lunch or Dinner) | \$406  |
| Summer Resident 5-Day, 9 Meal Plan (June Term only)                                    | \$291  |
| Summer Resident 5-Day, 14 Meal Plan (June Term only)                                   | \$447  |

\*Includes a \$75 Declining Balance Account in the Tiger Grill, Coffee Shop, or Cafeteria. Unused declining balance account is refundable upon written request at the end of each Spring semester or when no longer registered as a student.

Dormitory residents must pay the total entrance fee in accordance with a schedule to be determined each semester. A deferred payment plan may be set up for dormitory residents.

A room deposit of \$100.00 will be refunded provided the reservation is canceled two weeks before registration for the fall or spring semester. Room deposits will not be refunded if a student has a balance due on their account.

### Statement of Student Financial Responsibility

The following policy applies to all students who register for classes, receive services, or incur charges at Northeast Mississippi Community College (NEMCC). This catalog policy is intended to summarize general student financial responsibility requirements and does not replace any separate authorization, acknowledgment, payment plan, financial aid requirement, or other agreement required by NEMCC or applicable law.

### Registration and Payment Responsibility

By registering for classes, receiving services, or incurring charges at NEMCC, students accept responsibility for all tuition, fees, housing and meal plan charges, books,

supplies, fines, returned payment fees, and other costs assessed to the student account. Registration creates a financial obligation to NEMCC, and students are responsible for paying all amounts due by the published or assigned due date.

Students remain responsible for charges even if they do not attend class, do not receive a billing statement, expect financial aid or another payment source to cover the balance, or have not completed all financial aid or third-party payment requirements.

### **Billing and Electronic Statements**

NEMCC uses electronic billing as its official billing method. Students are responsible for reviewing their student account balance, payment due dates, financial aid status, and outstanding requirements through their online portal or other College-designated systems. Failure to review an electronic bill, email, notice, or account statement does not relieve a student of the obligation to pay charges by the scheduled due date.

Administrative, clerical, or technical billing errors do not eliminate a student's responsibility to pay the correct amount of tuition, fees, and other charges assessed because of enrollment, registration, or receipt of College services.

### **Schedule Changes, Drops, Withdrawals, and Attendance**

Students who drop, withdraw from, or stop attending one or more classes remain responsible for charges in accordance with the College's published tuition proration schedule. Failure to attend class, failure to complete the official withdrawal process, or failure to receive a bill does not eliminate a student's financial responsibility for charges incurred.

Dropping, withdrawing, or failing to attend may reduce financial aid eligibility, require the return or reversal of previously disbursed aid, and create or increase a balance owed to NEMCC. Students are responsible for reviewing the academic, financial, and financial aid consequences before changing their schedule or withdrawing.

### **Financial Aid, Scholarships, Grants, and Other Resources**

Financial aid, scholarships, grants, waivers, third-party sponsorships, and other anticipated resources are not considered final payment until funds have been authorized, received, and applied to the student account. Aid shown as estimated, anticipated, or pending is not guaranteed and may change based on eligibility, enrollment status, attendance, class schedule changes, withdrawal, or other applicable requirements.

If financial aid or another payment source is reduced, canceled, delayed, reversed, or otherwise does not cover the student's charges, the student remains responsible for any unpaid balance. Students are responsible for repaying any aid or credit balance refund that must be returned or reversed because the student dropped, withdrew, failed to attend, or otherwise became ineligible for all or part of the aid.

Scholarships, grants, and student loans awarded through NEMCC, including federal and state grants and loans, are credited to the student account and applied toward

outstanding balances in accordance with federal, state, and institutional requirements. Receipt of a scholarship or grant may affect eligibility for other federal or state financial aid and may require previously disbursed aid to be adjusted or returned.

### **Federal Title IV Financial Aid Authorizations**

Federal Title IV financial aid, excluding Federal Work-Study wages, is applied to allowable current-year institutional charges such as tuition, required fees, and, if applicable, housing and meal plan charges in accordance with federal regulations.

Students may be asked to voluntarily authorize NEMCC to apply Title IV financial aid to other allowable education-related charges assessed to the student account, such as books and supplies, ID replacement fees, childcare fees, testing fees, late fees, printing or copying charges, parking or library fines, and other institutional or non-institutional education-related charges. Students may also be asked to authorize NEMCC to apply Title IV funds to prior-year charges up to the amount permitted by federal regulation.

Title IV authorization is optional. A student may modify or cancel the authorization by following procedures established by NEMCC, including contacting the Business Office. Cancellation applies as provided by federal regulation and does not eliminate responsibility for any balance owed. Students who do not provide or who rescind the authorization must pay charges not covered by Title IV funds by the applicable due date and may receive any Title IV credit balance according to the College's refund schedule.

### **Past Due Accounts, Holds, and Collection Activity**

If a student fails to pay any amount owed to NEMCC by the scheduled due date, the College may place a financial hold on the student account. A financial hold may prevent or restrict schedule changes, future registration, diploma release, transcript services, or other institutional services as permitted by College policy and applicable law.

Transcript requests for students who received Title IV funds will be processed in accordance with applicable federal requirements and the College's transcript policy. NEMCC will not withhold an official transcript or take another negative action against a student for a balance owed that resulted from an error in NEMCC's administration of Title IV federal financial aid or from fraud or misconduct by the College or its personnel. Upon request, NEMCC will provide an official transcript that includes credit or clock hours for payment periods in which the student received Title IV funds and for which all institutional charges were paid or included in an agreement to pay at the time of the request.

NEMCC may assess late payment charges, finance charges, or similar charges on past due accounts in accordance with the rates and procedures published in the Student Catalog, the Schedule of Tuition and Fees, or other College publications until the account is paid in full.

If a past due account is not paid or brought current through acceptable payment arrangements, the account may be referred to one or more outside entities for collection, including the Mississippi Department of Revenue for tax refund offset, a

collection agency, or one or more national credit bureaus. Students are responsible for collection costs and fees to the extent permitted by applicable state and federal law.

### **Returned Payments and Failed Payment Agreements**

Returned or failed payments may result in returned payment fees in accordance with Mississippi law and College policy. Multiple returned payments may result in cancellation of classes, suspension of eligibility to register for future classes, and placement on pay-in-advance status.

Failure to comply with the terms of any payment plan or payment agreement may result in cancellation of classes, loss of eligibility for future payment arrangements, placement on financial hold, and/or suspension of eligibility to register for future classes.

### **IRS Form 1098-T and Taxpayer Identification Information**

Students must provide a Social Security number (SSN) or taxpayer identification number (TIN) to NEMCC upon request as required for IRS Form 1098-T reporting. Failure to provide required tax identification information may result in penalties or fines assessed under IRS requirements, which may be the responsibility of the student.

Students may elect (and are encouraged) to receive IRS Form 1098-T electronically through the College's designated process. Students who consent to electronic delivery may withdraw that consent by submitting a written request to the NEMCC Business Office and may request a paper copy in accordance with Business Office procedures.

### **Official Communications and Student Contact Information**

NEMCC uses College email, student portals, mailed notices, telephone, text messages, and other methods permitted by law to communicate with students about account balances, financial obligations, deadlines, payment arrangements, financial aid, and related matters. Students are responsible for reading College communications in a timely manner.

Students are responsible for keeping their mailing address, physical address, email address, and telephone numbers current with the College. After leaving NEMCC for any reason, students remain responsible for providing updated contact information for continued communication about any amounts owed to NEMCC.

The College and its agents or contractors may contact students regarding student accounts, unpaid balances, loans, or other obligations owed to NEMCC using contact information provided to the College, including current or future cellular telephone numbers, email addresses, or wireless devices, as permitted by law and any applicable consent. Revocation of consent for automated calls, text messages, or similar communication methods does not relieve a student of responsibility for any balance owed.

### **Disputes and Questions**

Students who have questions about account balances, charges, payment deadlines, financial aid application of funds, or payment arrangements should contact the NEMCC Business Office as soon as possible. Students are encouraged to use appropriate College procedures to resolve account questions or disputes.

NEMCC does not require students to agree to pre-dispute arbitration or to waive the right to participate in a class action lawsuit for borrower defense claims related to Title IV federal financial aid. Borrower defense claims and other disputes will be handled in accordance with applicable federal requirements, College procedures, and other applicable law.

### **Periodic Review and Acceptance**

Students may be required to review and accept the College's Student Financial Responsibility terms periodically, including at the start of each term of enrollment. If any portion of this policy is determined to be invalid or unenforceable by a court or other authority of competent jurisdiction, the remaining provisions will continue in effect to the extent permitted by law.

### **Contact Information**

Questions regarding student account balances, payment deadlines, payment arrangements, financial holds, or student financial responsibility should be directed to the NEMCC Business Office.

Business Office email: [businessoffice@nemcc.edu](mailto:businessoffice@nemcc.edu)

# Financial Assistance

## Financial Assistance

### Application Procedures

Northeast Mississippi Community College participates in the following Federal Financial Aid Programs for student assistance: Federal Pell Grant, Federal-Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, and Federal Family Education Loan Program.

Students who are enrolled or accepted for enrollment in an approved post-secondary educational institution and who are citizens or permanent residents of the United States are eligible to apply for assistance under the programs. Remember grants are gifts, but loans must be repaid. There are many sources of aid for students. Some are sponsored by the Federal Government, others by the State of Mississippi, business organizations, and other private sources. To find programs for which a student may qualify, contact the Financial Aid Office at Northeast.

Students should apply for Financial Aid early. Many programs have early deadlines. Financial aid must be completed and approved in the Financial Aid Office before students may charge tuition and fees to the aid.

Student tuition and fees are deducted from the first financial assistance - loan, grant, scholarship, etc. - received by the college.

Financial aid/scholarship information and applications are available to all students through the college website at <https://www.nemcc.edu/financial-aid/>, by mail, by phone at 662.720.7205, by e-mail at [finaid@nemcc.edu](mailto:finaid@nemcc.edu) or in person by visiting the Financial Aid Office in Ramsey Hall.

### Work Study Programs

**Federal Work-Study Program** - This program provides the student an opportunity to earn wages to assist with college expenses. A student who demonstrates financial need and is making satisfactory progress in his/her studies is eligible to work under this program. Job placement is based on the availability of funds and positions.

**Northeast Work-Study Program** - This program offers part-time employment to the student who may not be eligible for the Federal Work-Study Program, but who does need financial assistance to further his/her education. Job placement is based upon the availability of funds.

### Loans

**Subsidized Federal Stafford Loans** - Federal Stafford Subsidized Loans are low-interest loans made to a student by private lenders to help a student pay for his/her

college education. Students must prove need to be eligible to borrow under the Federal Family Education Loan Program.

**Unsubsidized Federal Stafford Loans** - Federal Stafford unsubsidized loans are loans available to students who have unmet Financial needs.

## Grants

**Federal Pell Grant** - The Federal Pell Grant is a Federal aid program designed to provide financial aid to a student who needs assistance for education beyond high school.

**Federal Supplemental Educational Opportunity Grant** - The Federal Supplemental Educational Opportunity Grant Program (FSEOG) provides grant funds for undergraduate students who have not completed their first baccalaureate degree and who are financially in need of this grant to enable them to pursue their education. The amount of the grant is determined by both the availability of funds and regulations set by the Federal government.

**Mississippi Resident Tuition Assistance Grant Program** - The MTAG program provides funds for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements pertaining to the program.

**Mississippi Eminent Scholars Grant Program** - The MESHG program provides tuition grants for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements of this program.

# Financial Aid Requirements

## Financial Aid Requirements

### Financial Aid Satisfactory Progress Requirements

To be eligible to receive Federal student aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Education Assistance Partnership Educational Program, Federal Stafford Loan, Federal Work-Study Program, and Academic Competitiveness Grant, a student must progress satisfactorily toward completion of his/her educational objective. Failure to achieve satisfactory progress will result in the termination of all Federal financial aid.

Satisfactory progress will be measured according to the following tables:

#### Academic and Technical Students

| Hours Attempted | Percentage Hours | Cumulative GPA |
|-----------------|------------------|----------------|
| 0 - 32          | 50%              | 1.50           |
| 33 or more      | 67%              | 2.00           |

#### Maximum Hours Allowed

Students pursuing a degree in an eligible program may be eligible to receive aid for a maximum of 150% of attempted hours of the program's published required hours.

#### Cumulative Record

A student's entire academic record will be evaluated to determine eligibility for financial aid, regardless of whether financial aid was received for all semesters. Transfer credits earned from other colleges that are placed on the NEMCC transcript will be included.

#### Notification of Ineligibility

Attempts to notify all students by mail or e-mail will be made; however, [MyNEMCC](#), will serve as official notification of financial aid.

#### Remedial Classes

Developmental studies classes will be treated the same as all the regular classes.

#### Incomplete Courses

Grades of incomplete are counted as an F until the course is completed and the registrar records the grade.

#### Repeat Courses

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course, which you may repeat until passed.

## **Financial Aid Eligibility**

Federal Financial Aid recipients will be given a total of 150% of the published program in credit hours (including withdrawal hours) to complete to complete such program. At the end of this period, the student will not be eligible to participate in the Federal financial aid program regardless of grade point average, hours accumulated, or change of program unless approved by the appeals committee.

A student will be required to enroll in courses pertaining to his/her program of study to be eligible for financial aid.

Developmental courses, for which institutional credit is granted and grades are recorded, will be treated in the same manner as regular courses.

Awards will be reduced proportionately for part-time students. A student must enroll in at least six academic hours to receive some type of Federal Aid. All part-time semesters, including summer terms, will be considered when determining satisfactory progress.

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course which you may repeat until passed.

## **Financial Aid Attendance**

A student receiving financial aid is expected to remain in all classes throughout each semester. Any semester in which a student withdraws will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid programs.

Federal regulations specify that the return of Title IV funds must be calculated for recipients of Title IV aid who withdraw or cease attendance from all classes during a semester. The institution must calculate the amount of Title IV aid the student earned (based on the last day of class attendance). Therefore, any unearned portion of Title IV awards must be returned to the proper fund. The Return of Title IV Funds Federal Policy can be viewed in the Financial Aid Office.

## **Financial Aid Warning/Probation**

If you are denied aid based on your academic progress, that denial takes precedence over any previous award notification you may have received. If you do not meet the minimum standards at the end of a semester, you will be placed on financial aid warning for the next semester. You may continue to receive financial aid for that warning semester. If you are placed on an initial financial aid warning, you will have one academic semester to meet the minimum Satisfactory Academic Progress standards. If you are not meeting minimum Satisfactory Academic Progress standards by the end of your initial warning semester, you will not be eligible for aid (including grants, student loans, and/or Federal Work-Study) in subsequent semesters, and will be placed on suspension.

## Appeals for Financial Aid Suspension

A student who wishes to appeal the suspension status should submit an appeal ([https://nemcc.formstack.com/forms/financial\\_aid\\_appeal](https://nemcc.formstack.com/forms/financial_aid_appeal)) to the Financial Aid Appeals Committee. The request should indicate why the student did not achieve the minimum academic requirements and why financial aid should not be suspended. The Financial Aid Appeals Committee will review the appeal to determine whether financial aid suspension is justified. The decision of the committee is final. (Note: Financial aid suspension must be appealed separately from academic suspension.)

# Agency Scholarships

## Agency Scholarships

All interested students are encouraged to carefully review the numerous scholarships available through the Northeast Development Foundation. An application for scholarships is required to be considered for one of these scholarships. Applications should be completed online by March 15th for priority consideration. Applications received after March 15th will be considered based on the date received and the availability of funds.

For a complete list of Agency Scholarships available and to complete an application, please visit the Northeast Development Foundation's Award Spring page located at <https://nemcc.awardspring.com/>.

# Institutional Scholarships

## Institutional Scholarships

Northeast offers a large number of scholarships which are based on ACT performance, academic achievement, career/technical incentive, activity, leadership, participation, and competition.

Institutional Scholarships along with specific criteria for each scholarship are listed below. An application is required and should be submitted to Coordinator of Scholarships. Scholarships are subject to the availability of scholarship funds.

Applications should be submitted by April 1st for priority consideration. Applications received after April 1st will be processed in order determined by the date received and availability of funds. Students will be notified promptly regarding the status of their application.

General criteria applying to Institutional Scholarships is as follows:

- Institutional Scholarships may be awarded for four (4) semesters.
- Institutional Scholarships awarded, regardless of type and budget of funds, will be considered in determining the maximum number of semesters provided.
- **Students must enroll in and complete at least 15 semester hours (12 academic hours) to receive institutional scholarships with a minimum 3.0 GPA per semester.**
- **Students must enroll in and complete at least 12 semester hours to receive Participation and Competition scholarships with a minimum 2.0 GPA per semester.**
- Academic, ACT, Career/Technical, Activity, Leadership and participation/competition scholarships may be combined up to the amount for regular tuition, dorm, meals, registration fee and technology/activity fee. A 90+ GPA and any ACT scholarship may not be combined. iPads are not covered by any institutional scholarships.
- These scholarships are awarded in an amount of one-fourth each semester and are renewable based upon the criteria listed under each scholarship.
- These scholarships do not cover the out-of-state portion of tuition.

Specific scholarships and criteria for each are as follows:

### ACT Performance

#### Presidential ACT Scholarship (ACT 28+)\*\*

**Average Semester Value:** \$4,675

**Average Two-Year Value:** \$18,700

Covers tuition and fees, dorm, and meal plan. Renewable for four semesters with:

- **Completion of 15 credit hours per semester**
- **3.0 semester GPA**

### **Vice-Presidential ACT Scholarship (ACT 24–27)**

**Semester Value:** \$1,915

**Two-Year Value:** \$7,660

Tuition scholarship renewable for four semesters with:

- **Completion of 15 credit hours per semester**
- **3.0 semester GPA**

### **Tiger Merit ACT Scholarship (ACT 22–23)**

**Semester Value:** \$957.50

**Two-Year Value:** \$3,830

Half-tuition scholarship renewable for four semesters with:

- **Completion of 15 credit hours per semester**
- **3.0 semester GPA**

### **Tiger Academic Scholarship (ACT 19–21 or GPA 90+)**

**Semester Value:** \$200

**Two-Year Value:** \$800

Renewable for four semesters with:

- **Completion of 15 credit hours per semester**
- **3.0 semester GPA**

**Note:** The GPA 90+ scholarship cannot be combined with any ACT scholarship.

### **Additional Information**

- Scholarships are available to first-time freshman students only.
- Transfer and returning students should contact the Scholarship Office for additional scholarship opportunities.
- \*\* Begins - Fall of 2026. Replaces the current requirement of 30+

## Academic Achievement

### Valedictorian/Salutatorian

**Semester Value: \$1,915**

**Two-Year Value: \$7,660**

First and second in class based on GPA. A tuition scholarship renewable based upon completing a

15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

*Please note that these scholarships are for first time freshman students. Transfer and Returning Students please see the scholarship office for scholarship opportunities.*

## Career/Technical Incentive

### Special/Career Incentive

**Semester Value: \$1,915**

**Two-Year Value: \$7,660**

A tuition scholarship for students who are first place winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization on the state and/or national level.

### Career Incentive

**Semester Value: \$957.50**

**Two-Year Value: \$3,830**

A one-half (1/2) tuition scholarship for students who are a second or third place winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization on state and/or national level.

*Please note that both the Special Career Incentive and Career Incentive are renewable based on a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters. These scholarships are for first time freshman students. Transfer and Returning Students please see the scholarship office for scholarship opportunities.*

## Leadership

Criteria: Must be an entering freshman with demonstrated participation and contributions in a minimum of two (2) high school clubs or civic organizations and leadership ability as demonstrated by selection as an officer in a church, school, or community organization. Verification is required by the student's high school counselor or principal. This scholarship is renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters. (Scholarship application required)

\*NOTE: These scholarships are for first time freshman students. Transfer and Returning Students please see the scholarship office for scholarship opportunities.

## Presidential Leadership

The Presidential Leadership Scholarship is a distinguished award granted to high school seniors who have been nominated by their principals, counselors, and career coaches for exemplifying outstanding leadership within their schools and communities. A tuition scholarship is renewable upon completing a 15-semester hour credit load each semester with a 3.0 GPA each semester for four semesters. (Scholarship application required)

### Activity

Criteria: Must excel in school sponsored clubs, organizations and extra-curricular activities. A letter of recommendation is required. The scholarship is renewable based upon completing a 15 semester hour credit load each semester for four semesters with a GPA of 3.0 each semester. Awarded by the Vice President of Student's Office. (Scholarship Application Required) \* Limited Number Available\*

\*NOTE: These scholarships are for first time freshman students. Transfer and Returning Students please see the scholarship office for scholarship opportunities.

## Participation and Competition

These scholarships are awarded to students who have special abilities, skills or talents who are selected to participate in a related activity while attending NEMCC. Included are athletic scholarships, band scholarships, cheerleading scholarships, chorus scholarships, piano and voice scholarships, journalism scholarships, commercial art scholarships and country western music scholarships. All students awarded these scholarships are required to maintain enrollment as full time students (minimum of 12 semester hours or greater) each semester for which scholarships are received. Selection is made by respective NE coach, Director, or instructor based upon previous exemplary performance and/or competitive try-outs.

Scholarship amounts and requirements vary according to the particular scholarship. Requirements specific to a particular scholarship are set by the Coach, Director, or instructor. Some scholarship requirements may be determined by national, state, and/or NEMCC regulations and guidelines. Expectations and requirements for various scholarships will be clearly communicated in writing to respective students. Failure to comply will be grounds for reducing or terminating the scholarship upon sufficient notice. Scholarships may not be awarded in amount greater than the amount that could be awarded to a Mississippi resident with the exception of regulations that apply to athletics.

**Athletic Scholarships** are awarded by the Athletic Department. Interested applicants should contact the head coach of the various intercollegiate sports.

**Band Scholarships** are awarded to members of the Northeast Tiger Band. Scholarships average one-half tuition and fees and one-half room and board per

semester. The Director of the Northeast Band should be contacted for additional information and application forms.

**Cheerleaders** at Northeast Mississippi Community College are selected by a panel of judges to represent the college at athletic events. Selections are made for one academic year, and are made on the basis of try-outs. Cheerleaders are awarded a scholarship each semester. Cheerleaders must be enrolled as full-time students each semester and must maintain a 2.00 GPA.

**Chorus Scholarships** are awarded to students comprising the Northeast Chorus. Selections are made by the Director of the Northeast Chorus.

**Commercial Artist Scholarship** recipient is selected by the Department of Art. Northeast provides annually a full tuition scholarship to a commercial art student who does commercial art work, upon request, for the various departments on campus. Hours worked are equal to tuition rate divided by the current work study hourly rate.

**Country Western Music Scholarships** are awarded to students comprising the Country Western Chorus. Selections are made by the Director of the Country Western program.

**Journalism Scholarships** are offered annually to freshman or sophomore editors of the student newspaper. Recipient is selected by the faculty advisor of student publications.

**Music Department Scholarships** are awarded in piano and voice to talented students. Selections are made by the Music Department.

**Pom Squad Scholarships** are awarded to outstanding dances that perform at basketball games and other select activities. Selection is made from the Tiger Dancers. Students must participate as a Tiger Dancer in order to have the opportunity to participate with the Pom Squad. Tiger Dancers will be notified about try outs.

**Theatre Department Scholarships** are awarded to actors, crew, and stagecraft applicants. Contact the Director of Theatre for more information.

**Tiger Ambassadors** are offered a work study position on a semester basis to represent and assist the college at recruiting/college fairs and to assist with other duties involving contact with prospective students. To apply see the Director of Enrollment Services or call 662.720.7591 for information.

**Tiger Dancer** scholarships are awarded to outstanding dancers for their participation in the Northeast Tiger Band. For more information about tryouts contact the Director of Bands.

**NOTE:** Try-outs, if required, for the above scholarships will be announced and publicized. For information, call 662.720.7273 and ask to speak to the appropriate coach, director, or instructor. Information may also be obtained on-line at [www.nemcc.edu](http://www.nemcc.edu).

# Proration and Refund Process

## Tuition Pro-Ration and Housing Refund Processing

All payments on account, including applicable financial aid, will be applied first to any outstanding college financial obligations. Any credit balance refund will be processed through [BankMobile Disbursements](#), a technology solution, powered by BMTX Inc. If payment was by credit card, then reimbursement will be refunded back to the credit card used for payment when feasible.

Please note that while we make every effort to ensure the information on this page is consistent with that contained in the Northeast Mississippi Community College Student Catalog, information in the Catalog will always take precedence and is subject to change with action of the Board of Trustees.

### Tuition Pro-Ration Policy

- All student fees are non-refundable.
- Refunds on student meal tickets shall be on a pro-rated basis according to the schedule below. The identification card of a dormitory student serves as the meal ticket. The identification card will be surrendered to the Office of Event Planning and Residential Services when the student withdraws from the dormitory. A student must officially withdraw from the dormitory before refund calculation will be made.
- Refunds on student dormitory charges shall be pro-rated according to the schedule below. Students must officially withdraw from the dormitory by submitting a completed housing withdrawal form to the Office of Event Planning and Residential Services before refund calculation will be made.
- A student may request an appeal for a fee refund by submitting in writing a request for a hearing before the refund committee consisting of the Vice President of Finance, Vice President of Instruction, and the Director of Enrollment Services. The decision of the refund committee is final.

| Fall & Spring Semesters | Percentage Pro-Rated | Summer Term          |
|-------------------------|----------------------|----------------------|
| Through First Week *    | 100%                 | Prior to First Class |
| Through Second Week *   | 75%                  | Through Second Day   |
| Through Third Week *    | 50%                  | Through Third Day    |

\*In order to be eligible for a refund, a student must officially complete the residence hall checkout procedure. The following scale applies to room and board refunds:

| Time Period                | Refund Amount |
|----------------------------|---------------|
| During the 1st week        | 90%           |
| During the 2nd - 3rd week  | 80%           |
| During the 4th - 5th week  | 70%           |
| During the 6th - 7th week  | 60%           |
| During the 8th week        | 50%           |
| During the 9th - 10th week | 40%           |

## NEMCC Course Catalog

After the 10th week

0%

# Student Support Services

## Student Support Services

### Student Support Services

Student Support Services provide resource areas for tutorial assistance and supplemental learning enhancement. These services offer learning opportunities through individual assistance and computer-based instruction. The main objective of Student Support Services is to enhance and improve student's abilities and subsequently elevate their success as a college student. The Student Support Services program is coordinated by the Counseling Center in Ramsey Hall and offers assistance in English, mathematics, and reading.

### Academic Advising

Each student enrolled at Northeast is assigned an academic advisor. The student is encouraged to meet with their advisor periodically during each semester. The role of the faculty advisor is (1) to plan the class schedule, (2) to provide up-to-date information about careers, (3) to refer students to the proper sources for assistance, (4) to encourage students in their efforts to be successful, and (5) to approve academic programs for graduation from Northeast Mississippi Community College.

### Student Responsibilities

- All colleges establish certain requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, programs of study, and campus residence requirements. Advisors, counselors, faculty, and division heads will help a student meet these requirements, but the student is responsible for fulfilling the degree requirements.
- The student is responsible for being acquainted with regulations and procedures as stated in the college catalog and other official publications of the college. For these reasons, it is important for each student to familiarize himself with these publications and remain currently informed throughout his college career.

### Priority Registration Day

The first day of pre-registration for the Fall and Spring semesters will be designated as Priority Registration Day. Currently enrolled students will meet with their faculty advisor on that day and during the next week to review the student's academic progress and to plan a class schedule for the next semester.

### Orientation

All students who apply for admission are invited to an orientation on campus. Students who are interested in enrolling in E-Learning courses may participate through an on-campus orientation or virtual orientation.

### College Program of Study

A program of study is defined as a concentration of coursework within a particular discipline. The program of study is designed to produce entry-level competencies for specific career fields.

### **Changing of Program of Study**

To change a program of study, currently enrolled students should go to the Success Center in Wright Hall for assistance. Prospective students may contact the Office of Enrollment Services in Ramsey Hall.

### **Class Scheduling**

- The academic advisor will assist students in planning class schedules before each semester. Dates for student registration will be assigned by the Director of Enrollment Services. Students should schedule an appointment with the academic advisor several days before the registration date to plan schedules for the upcoming semester.

### **Conference Periods**

- The instructors have scheduled one period each day to be used for make-up work and individual counseling. The conference periods/office hours will be announced in each class and will be posted on each faculty member's door.

# Campus Housing

## Campus Housing

The College provides comfortable and safe residence halls for students who wish to live on the campus. The college has five multi-level residence halls for men and women students: Murphy Hall, Wood Hall, Mississippi Hall (women's residence), and White Hall and Yarber Hall (men's residence). Each facility is equipped with furniture and utilities essential for comfortable living. Students must furnish bedspread and bed linens, towels, personal hygiene supplies, and other supplies necessary for resident's personal comfort.

Each of the suites in White Hall and Murphy Hall has two bedrooms with connecting baths, accommodating four students. Yarber Hall, Wood Hall, and Mississippi Hall have single units with baths, accommodating two students.

### Eligibility for Campus Housing

- Students must be enrolled full-time to reside in a residential hall. The college will terminate the residency of students who do not maintain full-time status unless a waiver is approved by the Director of Event Planning and Housing. (Full-time status is twelve or more semester hours).
- All residents are required to purchase either a 13 meals per week or a 19 meals per week meal ticket as long as they reside in residence halls.

### Application and Deposit Information

- Residence Hall contracts are for the academic semester. An initial reservation request must be confirmed by a signed contract with a deposit. A deposit must accompany each application for student housing. This deposit shall remain on file with the college as long as the student occupies the residence hall, and is reduced by the amount of unpaid damages or any other financial obligation due to the college at the time residence hall space is vacated.
- Admission to the college does not guarantee the student the reservation of a dormitory room on campus.
- Students are encouraged to complete their residence hall applications as early as possible. Receipt of application and deposit is used to establish priority for room assignment. The priority deadline is May 1st for the Fall semester and December 1st for the Spring semester.

### Room Assignment

Housing assignments are based on the following criteria:

#### Current Students

- Rooms will first be assigned to students who are presently living in a dormitory and who apply by May 1, for the Fall semester and December 1, for the Spring semester.

### **New/Returning Students**

- Special needs
- Students involved in college activities and required to live on campus
- Roommate preference and
- Date of application.

### **All Students**

- Preferred roommates are required to submit their housing applications together or within seven working days of each other. Should the preferred roommate not request the student, cancel their application, or not apply within the seven-day time restrictions, students will be assigned another roommate without notification, prior to registration. All requests will be honored whenever possible.
- Before the end of the fall and spring semesters, current residence hall students must update their housing status by indicating if they will be returning or not returning for the next semester. This form is to be completed via the online form sent in Canvas.
- Students who fail to notify the Office of Event Planning and Housing of their intent to return within the next semester will be viewed as "not returning" and their room will be reassigned.
- Students may cancel their room reservation by notifying the Office of Event Planning and Housing in writing or by telephone at 662.720.7311.

### **Refunds for Deposits**

The college will provide a full refund of the deposit if residence hall space is not available or the student:

- Cancels prior to deadline dates. (July 1 - Fall semester, December 2 - Spring semester),
- Is denied admission to the college,
- Is prevented from entering the college because of medical reasons, which are confirmed in writing by a licensed physician.
- A student who fails to claim an assigned room or notify the Office of Event Planning and Housing of their intentions to cancel will automatically forfeit his/her deposit.

### **Dormitory Fees & Meal Plans per semester**

Effective 2026 - 2027

Students that select to live on campus must pay dormitory and meal charges in addition to charges for tuition and fees. Students that pre-register for the upcoming semester

## NEMCC Course Catalog

must pay tuition, fees, dormitory, and meal charges, if applicable, in accordance with a schedule to be determined each semester.

Each dormitory resident is **required** to purchase a meal ticket each semester.

|  |        |
|--|--------|
| Room Deposit   | \$100  |
| Wood Hall  | \$1100 |
| Wood Private Room  | \$2175 |
| Mississippi & Yarber                                       | \$930  |
| Mississippi & Yarber (Private Room - Limited Availability) | \$1835 |
| Murphy & White   | \$820  |
| Murphy (Semi-Private Bath - Limited Availability)          | \$1415 |
| Murphy (Private Bath - Limited Availability)               | \$1615 |
| Summer Dorm (per 4-week term)                              | \$240  |

|  |        |
|--|--------|
| Resident 4-Day*  | \$1466 |
| Resident 5-Day*  | \$1565 |
| Resident 7-Day*  | \$1768 |
| Commuter Meal Ticket (4 Meals per Week, Monday – Thursday, Breakfast, Lunch or Dinner) | \$406  |
| Summer Resident 5-Day, 9 Meal Plan (June Term only)                                    | \$291  |
| Summer Resident 5-Day, 14 Meal Plan (June Term only)                                   | \$447  |

\*Includes a \$75 Declining Balance Account in the Tiger Grill, Coffee Shop, or Cafeteria. Unused declining balance account is refundable upon written request at the end of each Spring semester or when no longer registered as a student.

Dormitory residents must pay the total entrance fee in accordance with a schedule to be determined each semester. A deferred payment plan may be set up for dormitory residents.

A room deposit of \$100.00 will be refunded provided the reservation is canceled two weeks before registration for the fall or spring semester. Room deposits will not be refunded if a student has a balance due on their account.

# Campus Law Enforcement

## Campus Law Enforcement

145 Frank & Audrey Haney Union

662.720.7576 - Office

662.720.6687 or 662.554.7233 - 24 Hours

The college has a 24-hour campus law enforcement department and a controlled parking system. The purpose of the NE Campus Police Department is to provide an environment that is safe and secure for students, staff, faculty, and visitors. The NE Police Department upholds and enforces the rules and regulations of NEMCC, the laws of the State of Mississippi, and the Constitution of the United States of America. Security concerns should be directed to the Chief of Campus Police at 662.720.7576.

### Safety

The personal safety of students and staff at Northeast Mississippi Community College is a high priority. It is also a shared responsibility between the students, staff, and administration to notify the police department of all safety concerns.

Please refer to the list below for helpful safety tips:

1. Students should lock the doors to their rooms at all times.
2. Students should not prop doors or entrances.
3. Students should not allow strangers to enter their rooms.
4. Walk in groups at night.
5. Report crimes immediately to Campus Law Enforcement.
6. Students should take steps to secure personal property like bikes, cars, jewelry, etc.
7. Students should report suspicious individuals to the resident hall staff or campus law enforcement.
8. Provide insurance coverage for personal belongings.
9. Report all maintenance needs as soon as possible.
10. Do not leave valuables in plain view.
11. Never cover or disconnect a smoke detector.

### Procedures for Reporting Crime or Emergencies

Campus crime is a reality, and preventing it is the responsibility of everyone. If you are suspicious of any activity you believe to be criminal, report the crime to Northeast Campus Police Department at **662.720.6687 or 662.554.7233**, or in the event of an emergency, simply **call 911**.

When you call Campus Police or 911, please provide the following information:

- Your name (optional)

- Location of incident
- Description of persons or vehicles involved
- Nature of incident

## **If You Are Sexually Assaulted**

- Report the incident to Campus Police immediately
- The victim should **NOT** bathe or otherwise change or remove items on the person or area where the assault occurred
- Resident hall occupants should be notified immediately
- A counselor will be notified for victim support.

## **Emergency Evacuation Plans**

Emergency evacuation plans are posted in buildings on campus. Each faculty and staff member is aware of the emergency exit plan. Students are to follow the instructions of the faculty and staff in the event an alarm is given. Also, students should be aware of the evacuation procedures in each building. For more information regarding emergency evacuation procedures, contact the Chief of Campus Law Enforcement at 662.720.7576.

## **Severe Weather Warning**

**The City of Booneville has a severe weather warning system, which will be activated in the event of a tornado. Please be familiar with the information below as to how to proceed in case of a tornado.**

1. Tornado warning - Siren blast for 3 minutes, 30 seconds of silence, siren blast for an additional 3 minutes.
2. Once a warning has been sounded (**seek shelter immediately**) as directed by the college staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, proceed to the lowest floor of the building, interior room or hallway. Stay away from windows.
3. Campus Law Enforcement will give the "All Clear" when the threat of a tornado has passed.

## **Tiger Alert Emergency Notifications**

Northeast Mississippi Community College is pleased to announce the use of a state-of-the-art; rapid alert and notification system called Tiger Alert. Tiger Alert will provide students, faculty, and staff members with an advanced rapid communication solution to be used by the College during emergencies.

The Tiger Alert system will be used to notify students, faculty, and staff of weather-related events and other emergencies that may occur on campus. Through the use of Tiger Alert, Northeast will be able to reach all members of our college community, whether on campus or not, within moments of an alert being sent. Tiger Alert will allow

Northeast to keep you informed of important decisions and safety procedures in the event of an emergency on campus.

**Students should sign up for the Tiger Alert system.** Tiger Alert messages will be sent via text messages, cell phone calls, landline calls, and other mechanisms. Additional information may be obtained from the Chief of Campus Law Enforcement.

## **Lost and Found**

**145 Frank & Audrey Haney Union**  
**662.720.7576**

The lost and found is located in the Campus Law Enforcement Office in Frank & Audrey Haney Union.

## **Clery Act Reporting**

Dru Sjodin National Sex Offender Public Website - <https://www.nsopw.gov/>

Clery Act information can be found on the website for [Campus Police's annual safety report](#).

# Child Care Center

## Child Care Center

### Child Care Center

The Northeast Mississippi Community College Childcare Center is located on the first floor of Waller Hall. The purpose of the Child Care Center is to provide a learning-readiness environment for young children, to demonstrate principles of guidance, and to provide NEMCC students with opportunities for observing, interacting with, and teaching young children.

Enrollment is open to three- and four-year-old children of NEMCC students, faculty, and staff. Children must be potty-trained and able to feed themselves. A completed application form and Immunization Compliance Form 121 must be on file before school begins. Upon notification of acceptance, a fifteen (\$15) dollar registration fee must be paid for each child.

The Child Care Center operates from 7:30 a.m. until 3:30 p.m. Monday through Thursday, in conjunction with traditional day classes for the NEMCC Fall and Spring semesters. The first week of each semester is a Teacher/Student Teacher work week. The NEMCC Child Care Center will be closed during this time. Child Care students will begin one week after regular classes start. The Center reserves the right to close for one day per semester to allow for staff and student development.

For more information, contact Jenniffer Newell at [jenniffer@nemcc.edu](mailto:jenniffer@nemcc.edu) or 662.720.7214. Slots are filled on a first-come, first-serve basis.

# **Clubs and Organizations**

## **Clubs and Organizations**

### **Current Student Organizations**

# Counseling Center

## Counseling Center

The Office of Counseling Services is a student-centered department that works to enhance and support the development of mentally and emotionally healthy students as they face the new and challenging opportunities college provides. Northeast Mississippi Community College offers short-term solution-focused counseling services to students, prospective students, college personnel, and graduates. The Office of Counseling Services, located in Wright Hall, is staffed with licensed professional counselors available to help students with personal, social, career, and academic concerns. These services are confidential, free, and virtual sessions are available as well. To access these services, simply complete our referral form [Counseling Center Referral Form](#) or email us at [counselingcenter@nemcc.edu](mailto:counselingcenter@nemcc.edu).

### ADA - Disabilities

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 (ADA)

Northeast Mississippi Community College provides adaptations and modifications to the learning environment for eligible impaired and/or disabled students. All students with a disability, including eLearning students, are strongly encouraged to contact the ADA/Section 504 Coordinator, Leigh Ann Stewart, in Wright Hall at 662.720.7192, or via email at [lastewart@nemcc.edu](mailto:lastewart@nemcc.edu) to discuss their disability and the appropriate accommodations. Students may also contact the ADA/Section 504 Compliance Officer Ray Scott located in Ramsey Hall Room 216, or at 662.720.7235.

In order to receive accommodations, students must self-identify. NEMCC Disability Applications can be obtained in the office of the Counseling Services in Wright Hall or online from NEMCC's website at [Disability Accommodations](#).

### Career Counseling

The office of Counseling Services is available to assist students with identifying personal interests and values, as well as individual needs as they relate to developing career goals. To begin this process, we recommend students navigate to the Northeast career coach page ([Career Coach](#)), sign up, and complete the career assessment (long-version). The data derived from this assessment will be utilized in career counseling sessions, which should be scheduled after completing the career coach assessment. Remember to sign up before completing this assessment; completing this step allows your data to be saved and utilized in upcoming counseling sessions.

## **Welcome to Career Coach**

We give students the skills they need to be competitive in today's economy. We share a vision of a better future by exemplifying exceptional leadership, advocacy, and support on behalf of the community colleges.

[Career Coach](#)

## **Small-Group Counseling/Support Groups**

Group counseling and support groups offer a safe and supportive environment for students to meet others with similar concerns. These groups are similar but different, in nature, because small group counseling provides a therapeutic environment, which requires screening for participation; whereas support groups are offered to all students and are normally peer-led and peer-supported. We offer a variety of groups designed to reflect the student's needs and interests. Groups allow students to share their experiences with others who understand and relate as well as offer support, encouragement, and comfort to others.

## **Success Workshops**

The Office of Counseling Services offers Success Workshops, which are proactive psychoeducational seminars designed to address a variety of topics; these workshops are offered bi-monthly. Academic support is provided to students in the following areas: time management, organizational skills, study skills, test-taking tips, utilizing resources on campus, and communication skills. Mental health support is provided to students in the following areas: anxiety, stress, depression, problem-solving, and conflict resolution.

# Distance Learning

## Distance Learning

### eLearning Office

*Kim Harris, eLearning Coordinator*

Northeast recognizes the needs of students who, because of various time or space barriers, cannot attend courses in the traditional classroom setting. Through the use of the Internet, Northeast offers students the opportunity to receive classes at their homes or offices. Northeast is an active participant in the Mississippi Virtual Community College (MSVCC), a joint online effort between the Community Colleges within the State of Mississippi and the State Board for Community and Junior Colleges. This partnership increases the number of Internet-based courses that are available to Northeast students.

Faculty and students participating in eLearning courses interact through phone, email, discussion boards, and chat rooms. All online courses meet the same educational requirements as traditional classroom courses.

Admission/registration procedures for eLearning courses are the same as outlined for the traditional classes. Many textbooks for eLearning students are available through the learning management system as eBook offerings. Any textbooks outside of the learning management system are available in the Northeast Bookstore located in Cartwright Hall. Northeast Bookstore staff will assist students in obtaining books for courses originating from other schools. The registration process is not complete until fees have been paid in the Business Office. Fees may be paid by cash, money order, credit card, approved financial aid (i.e. PELL, MTAG, SEOG, and student loans) or the promissory note plan. For convenience, students may also pay fees via their MyNEMCC dashboard under - Student Resources - Pay My Bill Online - Payment Plans/ Make a Payment.

Additional information regarding the Northeast eLearning program can be obtained by following the eLearning link from the NEMCC website at <https://www.nemcc.edu>.

### Hybrid Courses

- Northeast Mississippi Community College recognizes the needs of students who, because of various time and space barriers, cannot attend courses in the traditional classroom setting. We also have taken into consideration the fact that many of these students feel unprepared to complete a course solely through an online environment. In order to accommodate the needs of these students, NEMCC has developed hybrid courses that are taught using a combination of two instructional formats. NEMCC hybrid courses combine traditional face-to-face classroom instruction with Internet-based distance education.
- In the state of Mississippi, according to the MSVCC Policy and Procedures Manual, hybrid courses are defined as those courses with less than 75% of student contact

hours provided online. In a hybrid course, a portion of the student's regularly scheduled classroom time will be replaced throughout the semester by required online activities.

- Students who wish to enroll in a hybrid course will need to adhere to the same admission and registration procedures as those enrolling in traditional NEMCC courses. Likewise, class attendance and withdrawal processes for hybrid courses will be the same as those that are outlined for traditional students through the NEMCC Student Catalog.

### Canvas

- Canvas is the online learning management system at Northeast Mississippi Community College. In Canvas, students can access course materials, view grades, submit assignments, participate in hybrid or online courses, and much more. Canvas offers mobile applications that allow you quick access to content on the go. The Canvas applications are available for iOS and Android users. You have full content access from an internet browser, as well.
- Go to <https://nemcc.instructure.com> to access your Canvas courses today.

# Library Resources

## Library Resources

The library serves NEMCC by providing instructional and leisure-reading materials, movies, board games, and computers with Microsoft Office products, wifi access, online databases, maker equipment, and a variety of other products. Audiobooks, eBooks, and digital periodicals are also available for library patrons through the Overdrive and Hoopla platforms. Group study rooms are available by reservation on the library's website.

The library staff is eager to give personal or group instruction to library users. If assistance is needed when the library is closed, students can contact a librarian through the 24/7 link located on the library homepage.

## Library Loan Privileges

- The length of a library loan is determined by the item type. All items may be renewed if there are no hold requests.
  - # Physical books & movies may be checked out for two weeks.
  - # Board games may be checked out for one week.
  - # Lending periods for eBooks, audiobooks, and periodicals vary depending on the platform.
- The NEMCC Library does not charge overdue fines. A hold is placed in the Banner system on all overdue materials. As a result of the hold, students with overdue materials are not allowed to register for classes or receive their transcript, and final grades are held until materials are returned
- Material placed on reserve by faculty must be used within the library during normal hours.
- Non-circulating materials (such as A/V or maker equipment) must be used in the library during normal hours.

## Library Printing

All student/public access printers in the library are governed by a print-management system. Students receive 400 free prints each semester. To print, students must log in with their Netid and password. Once the free copies have been used, students may pay (\$0.10 per page) to add additional funds to their print accounts. People not enrolled as Northeast students must pay \$0.10 per page for prints. There is no color printing.

A copy machine is available for students and non-students to use.

## Regulations

- Further borrowing privileges may be denied to a student who has overdue items or delinquent library records.

- Lost or missing items should be reported as soon as possible to the library staff.
- The replacement fee for a lost item is the current cost of the item.
- Northeast is a “tobacco-free” campus. The use of tobacco products is prohibited in the libraries.
- **The Mississippi Library Security Act of 1978**, states, "It shall be unlawful for any persons to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization. It shall be unlawful for any persons to willfully mutilate library materials." This means that it is a violation of state law to remove books or other library materials without checking them out or to damage them by cutting out sections, writing in them, or otherwise defacing them.
- **The United States Copyright Act of 1976**, states that it is a crime to photocopy any and all copyrighted materials. Certain portions of copyrighted articles may be photo-duplicated for study and other educational purposes.

# Center for Student Success

## Student Support Services

### Center for Student Success

The Center for Student Success, located on the first floor of Wright Hall, serves all Northeast students (seated, online, and dual-enrolled) by providing resources that promote and encourage student success.

Students are successful at Northeast Mississippi Community College as they recognize their potential, overcome challenges, and achieve their educational and career goals. The Center for Student Success helps students as they build relationships, support students, and empower them to achieve their goals. This shared mission is accomplished through the Three Pillars of Student Success:

1. Academic Advising
2. Success Coaching
3. Counseling Services

### Academic Advising

Through academic advising, the College community motivates students to create a path through which educational, career, personal, and social goals may be achieved beyond their aspirations. Academic advisors act as navigators on the student's path to reach his or her goals. Advising includes the essential activity of schedule making but is not limited to schedule making. Academic advising is a teaching, learning, and empowering process wherein advisors guide and students decide.

Academic Advisors are interested in:

- Helping students define academic goals
  - # Degree planning: long term
  - # Course schedule planning: short-term
- Providing essential information
  - # Transfer planning
  - # Career planning
  - # NEMCC policy and procedure (registration, withdrawal, etc.)
- Establishing relationships
- Empowering students to make informed decisions (We advise, you decide)

Each student enrolled at Northeast is assigned an academic advisor. The student is encouraged to meet with their advisor periodically during each semester.

### Faculty Advisor Responsibilities

1. Provide advisees with current information regarding their particular program of study, including required coursework, degree requirements, transfer requirements, job placement, scholarships, and career opportunities.
2. Be available to advisees during posted conference periods or for scheduled appointments.
3. Review student academic records and learning history (ACT scores, transcripts, placement scores, learning problems, etc.) and use this information to help the student plan their curriculum and schedule their courses to complete the planned course of study.
4. Periodically review student academic progress and provide academic counseling and/or referral services for students who require academic intervention - (Student Success Center).
5. Show concern/patience in assisting students with unfamiliar tasks and maintain student confidentiality.
6. Maintain accurate records of student progress and implement procedures to enhance retention.
7. Assist with recruiting prospective students by letters, phone calls, etc.
8. Make students aware of college and professional clubs and organizations, particularly those that are related to their major.

### **Student Responsibilities**

All colleges establish certain requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, programs of study, and campus residence requirements. Advisors, counselors, faculty, and division heads will help a student meet these requirements, but the student is responsible for fulfilling the degree requirements.

1. The student is responsible for being acquainted with regulations and procedures as stated in the college catalog and handbook, and other official publications of the college. For these reasons, it is important for each student to familiarize himself with these publications and remain currently informed throughout his college career.

### **Priority Registration Day**

The first day of pre-registration for the Fall and Spring semesters will be designated as Priority Registration Day. Currently, enrolled students will meet with their faculty advisor during Advising Month leading up to registration day to review the student's academic progress and plan a class schedule for the next semester.

### **Orientation**

All students who apply for admission are invited to an orientation on campus.

### **College Program of Study**

A program of study is defined as a concentration of coursework within a particular discipline. The program of study is designed to produce entry-level competencies for specific career fields.

### **Changing of Program of Study**

To change a program of study, currently enrolled students should go to the Success Center in Wright Hall for assistance. Prospective students may contact the Office of Enrollment Services in Ramsey Hall.

### **Class Scheduling**

- The academic advisor will assist students in planning class schedules before each semester. Dates for student registration will be assigned by the Director of Enrollment Services. Students should schedule an appointment with the academic advisor several days before the registration date to plan schedules for the upcoming semester.

### **Conference Periods**

- The instructors have scheduled one period each day to be used for make-up work and individual counseling. The conference periods/office hours will be announced in each class and will be posted on each faculty member's door.

### **Success Coaching**

Success Coaches support, encourage, and empower students to recognize their potential, overcome challenges, and achieve their personal and educational goals. They show an active concern for students, providing both proactive and reactive interventions through ongoing conversations. Success coaching is a teaching, learning, and empowering process wherein coaches guide and students decide.

Success Coaches are interested in:

- Helping students make concrete plans to achieve academic goals
- Helping students move toward independence
- Providing proactive and reactive interventions to at-risk populations
- Connecting students to resources
- Establishing relationships
- Empowering critical thought

### **Individual Peer Tutoring**

Free peer tutoring is available at no cost to all NEMCC students. Students may schedule appointments by downloading the Penji App and creating a profile using the official student NEMCC email or by visiting the Center for Student Success located in Wright Hall.

### **Become a Tutor**

Students interested in being a tutor can apply through the Penji app or by visiting the Center for Student Success in Wright Hall.

### **Counseling Services**

Counselors provide specialized proactive care and reactive interventions for students, especially regarding mental health, wellness, disability accommodations, coping skills,

self-affirmation, self-discovery, and career exploration. Counselors promote personal growth and a sense of responsibility within students such that they are empowered to reach their personal, social, and educational goals. Counseling is a teaching, learning, and empowering process wherein counselors guide and students decide.

Counselors are interested in:

- Mental health wellness
- Disability accommodations
- Support services (workshops and groups)
- Interventions (disciplinary and substance abuse)
- Affirmation
- Career assessment and counseling
- Building relationships
- Developing coping skills
- Developing interpersonal skills
- Faculty and staff consultancy and seminars
- Community professional development and growth opportunities

The Office of Counseling Services, located in Wright Hall, is staffed with licensed professional counselors available to help students with personal, social, career, and academic concerns. These services are confidential and free. Virtual sessions are available as well. To access these services, simply complete our referral form [Counseling Center Referral Form](#) or email us at [counselingcenter@nemcc.edu](mailto:counselingcenter@nemcc.edu).

### **ADA - Disabilities**

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 (ADA) Northeast Mississippi Community College provides adaptations and modifications to the learning environment for eligible impaired and/or disabled students. All students with a disability, including eLearning students, are strongly encouraged to contact the ADA/Section 504 Coordinator, Leigh Ann Stewart, in Wright Hall at 662.720.7192, or via email at [lastewart@nemcc.edu](mailto:lastewart@nemcc.edu) to discuss their disability and the appropriate accommodations. Students may also contact the ADA/Section 504 Compliance Officer Ray Scott located in Ramsey Hall Room 216, or at 662.720.7235.

To receive accommodations, students must self-identify. NEMCC Disability Applications can be obtained in the office of the Counseling Services in Wright Hall or online from NEMCC's website at [Disability Accommodations](#).

### **Career Counseling**

The Office of Counseling Services is available to assist students with identifying personal interests and values, as well as individual needs as they relate to developing career goals. To begin this process, we recommend students navigate to the Northeast career coach page ([Career Coach](#)), sign up, and complete the career assessment (long-version). The data derived from this assessment will be utilized in career counseling sessions, which should be scheduled after completing the career coach assessment. Remember to sign up before completing this assessment; completing this step allows your data to be saved and utilized in upcoming counseling sessions.

### **Welcome to Career Coach**

We give students the skills they need to be competitive in today's economy. We share a vision of a better future by exemplifying exceptional leadership, advocacy, and support on behalf of the community colleges.

### **Small-Group Counseling/Support Groups**

Group counseling and support groups offer a safe and supportive environment for students to meet others with similar concerns. These groups are similar but different, in nature, because small group counseling provides a therapeutic environment, which requires screening for participation; whereas support groups are offered to all students and are normally peer-led and peer-supported. We offer a variety of groups designed to reflect student's needs and interests. Groups allow students to share their experiences with others who understand and relate as well as offer support, encouragement, and comfort to others.

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## **Other Center for Student Success Resources**

### **Co-Lab**

The Co-Lab, a designated study area within the Center for Student Success, was designed and sponsored by Phi Theta Kappa. Members of Phi Theta Kappa recognized the need for a space on campus where students could work collaboratively during and after school hours. The Co-Lab is supplied with iPad charging stations for convenience.

The Co-Lab is open to students Monday-Thursday 8:00 a.m. to 9:00 p.m. and Friday 8:00 a.m. to 12:00 p.m.

### **Tiger D.E.N. Food Pantry**

The purpose of the [Tiger D.E.N Food Pantry](#) is to provide supplemental food and other necessities to students in need. The Tiger D.E.N. is a free resource for all enrolled students. First-time recipients submit an online application. Once the application is processed the student will submit the online request form each month requesting desired items. The confidentiality of the recipients is maintained as much as possible.

# Student Rights and College Policies

## Student Rights and College Policies

### Student Rights

Students have the right to an encouraging classroom environment. Students and instructors should work together to create an environment of trust and mutual respect.

All students at Northeast Mississippi Community College have the following rights:

- **Students have the right of respect** from all instructors and staff at the College, regardless of their race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification (Civil Rights Compliance).
- **Students have the right to expect certain practices from their instructors.** These include establishing clear course objectives and requirements through the use of the syllabus, clearly stating grading scales and criteria, evaluating students fairly, holding regularly scheduled office hours, acknowledging student contributions to an instructor's academic work, and protecting students' intellectual freedom.
- **Students have the right to file complaints.** Complaints may concern inappropriate instructor conduct, incompetence in oral communication, scheduling of exams other than at the authorized examination times, failure to provide disability accommodations, grading grievances, and other such issues. Students should bring any complaints to the attention of the instructor, departmental head, and/or the Vice President of Instruction (academic matters) or Vice President of Students (non-academic matters) (see process below) **as soon as possible.**
- **If you are a student who has a concern about unwelcome sexual behavior or sexual harassment,** disregard the steps outlined below and immediately schedule an appointment with the Title IX Coordinator or with any College administrative officer (non-confidential resources), or for confidential resources, with the Counseling Center to discuss your concerns and identify possible courses of action.

**If a student has a complaint about any other aspect of a course,** such as a classroom environment, the instructor, the course's grading system, or class activities (including online and out-of-class activities), please follow the procedure outlined in the Student Catalog under the section "Complaints & Grievances".

### Student Responsibilities

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work promptly with attention to quality of work.
- avoid making excuses for their behavior.
- communicate carefully and respectfully with instructors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.
- become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the catalog.
- are responsible for any communication disseminated through the College website, the official College email address, or Canvas, the Learning Management System.

## Student Pregnancy Rights

- Pregnant students cannot be barred from activities enjoyed by fellow students, including but not limited to: club memberships, academic programs, and intramural activities.
- Pregnant students should not be barred from utilizing campus housing and upon the birth of her child, should be permitted to make her own decisions about off-campus housing.
- Pregnant students cannot have their academic or athletic scholarships revoked due to pregnancy or be subject to penalties regarding any other types of financial aid.
- Professors and other staff may not punish pregnant students as a result of a medically necessary absence. Concessions must be made to re-take tests and complete other assignments if necessary.
- Instructors cannot penalize a student because of his or her parenting status.
- Recipients of scholarships, athletic or otherwise, are to be fully informed of their Title IX rights. Coaches or other school officials who fail to fully inform students are to be deemed negligent.
- Athletic directors or coaches may not bully students into abortion threatening loss of future or present opportunity.
- Campus Title IX offices are responsible for ensuring this law is followed.
- Student problems and concerns must be addressed in a timely manner to ensure an uninterrupted education.
- Failure to provide these protections to students must be reported.

Students may contact the following personnel regarding pregnancy rights:

Title IX Coordinator - Liz Calvery 662.720.7334 [lrcalvery@nemcc.edu](mailto:lrcalvery@nemcc.edu)

## NEMCC Course Catalog

Director of Counseling Services - Leigh Ann Stewart 662.720.7192  
[lastewart@nemcc.edu](mailto:lastewart@nemcc.edu)

VP of Student Services - Ray Scott 662.720.7235 [jrscott@nemcc.edu](mailto:jrscott@nemcc.edu)

# Complaints and Grievances

## Complaints and Grievances

### Appeal Procedures for Students

The Northeast Mississippi Community College complaint/grievance appeal procedure is designed to assure a systematic method for resolving complaints involving students. A complaint/grievance is defined as a claim by a student that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure. A complaint/grievance may be initiated as a result of claims of discrimination, faculty/staff misconduct, grade appeals, or other issues between students and faculty/staff members. Complaints involving sexual harassment are covered under a separate policy which can be found under [Title IX policies](#).

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty, and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions, or any other campus matters may seek to resolve them as outlined below.

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### Non-Academic Matters

The student should first contact the faculty/staff member involved and attempt to resolve the complaint/grievance individually. If the student is unable to resolve the issue satisfactorily, then the following appeal procedure should be followed. Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

#### The Appeal Procedure

- The student will submit a written appeal of the complaint/grievance to the immediate supervisor of the college employee within ten (10) workdays of his or her awareness of the “failure to reach resolution”.
- The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.
- If the student is not satisfied with the immediate supervisor’s decision, the student may file a written grievance with the immediate supervisor’s supervisor within ten (10) workdays of the receipt of the supervisor’s response.

- The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.
- If the student is not satisfied with the second appeal, he or she may, within ten (10) workdays of the response, request an appellant hearing before the Student Appeal Committee.

### **The Student Appeal Committee**

- The Student Appeal Committee is composed of the Vice President of Student Services or Vice President of Instruction (Co-Chair), two faculty members (one male, one female), two staff members (one male, one female), one academic division head, and one student services director.
- The appeal must be written and must be submitted to the chair of the Student Appeal Committee.
- The Vice-President chairing the committee will notify the student of the time, date, and location of the Student Appeal Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Student Appeal Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: In the event a grievance is filed against the both Vice-President co-chairs, the President of the College will name a replacement/chairman.)
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees' Grievance Committee. In an attempt to resolve the grievance, the committee will meet with the student and his/her representative within thirty (30) business days of the receipt of the appeal. A copy of the response of the Board's Grievance Committee will be mailed by certified mail to the student within ten (10) business days following the meeting.
- If the student has not been satisfied by the above procedures, the student may contact the regional office of the Office of Civil Rights, U.S. Department of Education.

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### **Academic Matters**

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

### **The Appeal Procedure**

- If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Association Vice President of Academic Programs, followed by the Vice President of Instruction.
- If the student is not satisfied with the decision of the Vice President of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Appeal Committee.

### **The Student Appeal Committee**

- The Student Appeal Committee is composed of the Vice President of Student Services or Vice President of Instruction(Co-Chair), two faculty members (one male, one female), two staff members (one male, one female), one academic division head, and one student services director.
- The appeal must be written and must be submitted to the chair of the Student Appeal Committee.
- The Vice-President chairing the committee will notify the student of the time, date, and location of the Student Appeal Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Student Appeal Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: In the event a grievance is filed against the both Vice-President co-chairs, the President of the College will name a replacement/chairman.)
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College. The decision of the President will be final.

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### **Student Complaint Resolution Process**

1. Please note: this process does not apply to complaints related to student grades or disciplinary/conduct matters.

Northeast Mississippi Community College (NEMCC) is committed to resolving student concerns and complaints in a fair, equitable, and timely manner. Students are encouraged to first seek resolution by following the College's internal complaint and grievance procedures, as outlined in institutional policies.

If a complaint cannot be resolved through internal processes, students may file a formal complaint with the appropriate state portal entity.

For matters that remain unresolved internally, students may submit a formal complaint to:

## NEMCC Course Catalog

Mississippi Commission on College Accreditation (MCCA)  
3825 Ridgewood Road  
Jackson, MS 39211

The current MCCA complaint process and form are available on the MCCA website.

For distance learning students residing outside the state of Mississippi, complaints may be submitted to the appropriate State Portal Entity.

A current list of State Portal Entity Contacts is available on the National Council for State Authorization Reciprocity Agreements (NC-SARA) website.

# Civil Rights Compliance Policy

## Civil Rights Compliance Policy

### Civil Rights Compliance Policy

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Americans with Disabilities Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.

Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Student Services Office is responsible for compliance with these policies. Individuals may reach the Vice President of the Student Services Office by calling 662.720.7235 or by mail:

**NEMCC Vice President of Student Services**  
**101 Cunningham Blvd**  
**Booneville, MS 38829**

# Copyright Infringement Policy

## Copyright Infringement Policy

Last Updated: August 2024

Applies To: All Faculty, Staff, Students, Affiliates, Retirees

### I. Purpose

The Higher Education Opportunity Act (HEOA) of 2008 was signed into law by President George W. Bush in August 2008. Proposed regulations were issued by the Department of Education in August 2009, and final regulations were issued in October 2009. Several sections of the HEOA deal with unauthorized file sharing on campus networks, imposing three general requirements on all U.S. colleges and universities:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to "effectively combat" copyright abuse on the campus network using a "variety of technology-based deterrents."
- To the extent practicable, offer alternatives to illegal downloading of peer-to-peer copyrighted material.

This policy is to outline Northeast Mississippi Community College's ("NEMCC", "Northeast", "College") response to the requirements of the HEOA of 2008 regarding copyright infringement.

### II. Annual Disclosure

Northeast Mississippi Community College respects the intellectual property rights of others and holds its students, faculty, and staff to the highest level of integrity. As such, the College strictly prohibits the unauthorized distribution of any copyrighted material, including peer-to-peer file sharing and illegal downloading. Individuals who participate in such activity via Northeast's computer system and network may subject themselves to civil and criminal liabilities as well as discipline as outlined in college policies. NEMCC's *Appropriate Computer Use Policy*, adopted by the Board of Trustees, permits the use of the College's computer resources under college policies as well as any applicable federal, state, and local laws. The College strictly prohibits illegal activities on its computer systems and network. All users consent to monitoring for certain purposes and if monitoring reveals evidence of criminal activity or misuse of state resources, this evidence will be referred to the appropriate legal and law enforcement agencies. The College reserves the right to limit, restrict, or deny access to users who engage in illegal activities. Further, users may be subject to disciplinary sanctions which include, but are not limited to, reprimand, suspension, and involuntary dismissal.

Students and prospective students may obtain a copy of the College's Appropriate Computer Use Policy from the college website at <https://www.nemcc.edu> and the Student Code of Conduct from the College's Catalog at <https://catalog.nemcc.edu>.

### **III. Federal Penalties for Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. See Title 17, United States Code, Sections 504, 505 for details. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at <https://www.copyright.gov>, especially their FAQs at <https://www.copyright.gov/help/faq>.

### **IV. Deterring Copyright Infringement**

#### **A. Educational Deterrents**

Provide a "Notice to Students, Faculty & Staff" email every semester outlining federal law, College policy, campus practices, and the potential internal and external sanctions applicable to copyright infringement, including unauthorized P2P file sharing via the campus network.

Information on copyright violations will be posted on the Information Technology Services webpage, the Student Conduct section of the College Catalog under the heading DMCA Violations.

Notice of this policy and violation will also be presented during student orientation sessions along with a Disclosure Statement on all College Course Syllabi.

#### **B. Policy Enforcement Deterrent**

- Create, maintain, and enforce a campus computer use policy clause prohibiting the unauthorized duplication, use, or distribution of copyrighted digital materials (including software, music, video, graphics, etc.).
- Document, publicize, and adhere to campus procedures for addressing notices and other communications according to the Digital Millennium Copyright Act (DMCA)
- Maintain a historical record of policy violators for use in applying progressive discipline to repeat offenders.

### **C. Technology-Based Deterrent**

To the extent practicable, configure the College's intrusion prevention and firewall systems to block and/or otherwise disrupt transmissions employing the P2P networks and protocols that are used almost exclusively for illegal file sharing.

Utilize Network Access Control and Wireless Network Control systems to prevent offending computers from accessing the campus network until any allegedly infringing materials are removed or otherwise made unavailable from those systems.

### **V. Legal Alternatives for Acquiring Copyrighted Materials**

Northeast Mississippi Community College encourages members of its family to utilize legitimate sources for obtaining digital information.

There are many legal options for downloading digital media such as music and movies. The most up-to-date sources are maintained by industry associations such as the RIAA and MPA

- Educause: <https://www.educause.edu/legalcontent>
- Music: <https://www.whymusicmatters.com/>
- Movies and TV: <https://www.mpaa.org/what-we-do/fostering-innovation/#where-to-watch>

### **VI. Exceptions**

Exceptions to, or exemptions from, any provision of this Policy must be approved by the Director of the Computer Center.

### **VII. Violations**

Violations of this Policy by faculty, staff, or students may be subject to disciplinary action.

### **VIII. Revisions**

This policy is subject to revision. It is the user's responsibility to ensure that the use of the NEMCC computing and communication facilities conforms to current policies. Questions related to this policy should be addressed to the Director of Information Technology.

# Privacy Rights of Parents and Students

## Privacy Rights of Parents and Students

### Privacy Rights of Parents and Students

Northeast Mississippi Community College complies with all provisions of the federal law entitled, "Privacy Rights of Parents and Students." Copies of a policy statement indicating the records affected by this law, the student's rights and obligations, and the college's rights and obligations may be obtained in the Records Office.

Northeast Mississippi Community College will release directory information about any student unless he/she has notified the Records Office in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers. It should be noted that such a request will be followed to the letter. Any future requests from non-college persons or organizations for such directory information will be refused.

Directory information includes the student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, and other similar information.

### General Policy

Northeast Mississippi Community College complies with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded under this act:

1. Students are entitled to have access to their school records upon request. This request should be directed to the Registrar of the College.
2. Students are entitled to inspect and review the contents of their school records, and to challenge the contents if they feel they are inaccurate, misleading, in violation of the privacy of other rights of the student, or if they contain inappropriate data. If students wish to challenge the contents, they should write the Registrar and identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Northeast Mississippi Community 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 Compliance Office**

**600 Independence Ave., S.W.  
Washington, DC 20202-4605**

1. Before any school records will be released to third parties (colleges, potential employers, etc.), the school must have the student's written consent. Exception: The records may be forwarded to officials of another college, upon request, in which the student seeks or intends to enroll.
  
1. Upon receipt of a subpoena or judicial order requiring the Registrar to relinquish control of their records, students will be notified of the subpoena or judicial order before the Registrar will relinquish control of the records.
2. The law allows "directory information" about students to be made public without specific permission. The FERPA Compliance Office considers the following items to be directory information:
  - Name
  - Degrees and awards received
  - Most recent previous institution attended
  - Participation in officially recognized activities/sports
  - Date of birth \*released only for legitimate educational purposes
  - Dates of attendance
  - Major Fields of Study
  - Weight and height of individuals on athletic teams
  
1. All inquiries about records should be made to:  
**Registrar  
Northeast Mississippi Community College  
101 Cunningham Blvd  
Booneville, MS 38829**

## More Information

[Protecting Student Privacy | U.S. Department of Education  
https://studentprivacy.ed.gov](https://studentprivacy.ed.gov)

## Student Record Storage

Student records are digitally stored in on-campus servers and off-campus backup servers to ensure continuity of student records. Northeast is in the process of transitioning to cloud storage of all student data which will be maintained by the vendor of the student information system in use. Servers and cloud systems required multifactor authentication to retrieve student records.

## Institutional Closure

Colleges and universities facing potential closure of the institution or program are required by the regional accrediting body, Southern Association of Colleges and Schools Commission on Colleges, to ensure that students may complete their

## NEMCC Course Catalog

graduation requirements at other institutions and receive their degrees, facilitate student transfer, protect student records at a depository and inform students and graduates of the location of records. In the event of an institutional or program closure, the College will provide notification at least 30 days in advance of closure.

# Title IX: Policy on Sexual Harassment

## Title IX: Policy on Sexual Harassment

### I. PURPOSE

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college. NORTHEAST MISSISSIPPI COMMUNITY COLLEGE adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified disabled and extends to all programs and activities supported by the college. (Board Policy)

The purpose of this policy is to comply with Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, and to provide procedures for the prompt and equitable resolution of complaints of sexual misconduct. Sexual misconduct, as defined in this policy, includes both sexual harassment and sexual violence, which are forms of sex discrimination prohibited by Title IX. This policy also covers domestic violence, dating violence, and stalking in accordance with the Violence Against Women Act Amendments to the Clery Act.

Northeast Mississippi Community College has developed its policy on Sexual Misconduct under Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the College's commitment to address sexual misconduct and take steps to prevent its reoccurrence and remedy its effects.

NEMCC will not tolerate and prohibit sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual exploitation, sexual harassment, and domestic violence offenses. These acts are against Mississippi State Law.

### II. SCOPE

The NEMCC Sexual Misconduct Policy applies to all members of the College community, including students, faculty, staff, employees, contractors, vendors, and visitors, and to all programs and activities sponsored by the College whether conducted on or off campus.

### III. POLICY

NEMCC is committed to maintaining an environment free from sexual harassment, sexual violence, domestic violence, dating violence, and stalking. In accordance with the provisions of Title IX, NEMCC prohibits discrimination on the basis of sex and/or gender, including sexual misconduct. NEMCC has an affirmative duty pursuant to Title IX to take immediate and appropriate action once

it knows or reasonably should have known, of any act of sexual misconduct in any of its educational programs or activities. NEMCC will act on any complaint of sexual misconduct to resolve such complaints promptly and equitably.

NEMCC policy is intended to make students, faculty, staff, employees, contractors, vendors, and visitors aware of the various reporting and confidential disclosure options available to them - so they can make informed choices about where to turn should they become victims of sexual violence.

While activities covered by the laws of the community and those covered by the College's policies may overlap, the community's laws and the College's policies operate independently and do not substitute for each other. The College may pursue enforcement of its policies whether or not legal proceedings are underway and may use information from law enforcement agencies and the court to determine whether College policies have been violated.

**Individuals reporting an incident regarding Sexual Misconduct and/or making inquiries concerning the application of Title IX at Northeast Mississippi Community College may contact:**

Vice President of Students  
216 Ramsey Hall  
101 Cunningham Blvd., Booneville, MS 38829  
662.720.7235  
[vpofstudents@nemcc.edu](mailto:vpofstudents@nemcc.edu)

Title IX Coordinator, Liz Calvery  
Ramsey Hall  
101 Cunningham Blvd., Booneville, MS 38829  
662.720.7443  
[lrcalvery@nemcc.edu](mailto:lrcalvery@nemcc.edu)

Disciplinary action resulting from sexual misconduct may include dismissal from the College or termination of employment with the College. College disciplinary action is separate from and may be in addition to, any criminal or civil penalties.

Retaliation against a complainant or witnesses for filing or participating in the investigation of a sexual misconduct complaint is prohibited under this policy and Title IX. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The College will investigate any reports of retaliation and take appropriate disciplinary action.

**Individuals may also file a report with the Office of Civil Rights:**

**Headquarters**

Office for Civil Rights  
US Department of Health & Human Services  
200 Independence Avenue, SW  
Room 509F HHH Bldg  
Washington, D.C. 20201

**Regional Office**

Office of Civil Rights  
US Department of Health & Human Services  
San Nunn Atlanta Federal Center, Suite 16T70  
61 Forsyth Street, SW  
Atlanta, GA 30303-8909  
800.368.1019

#### IV. COLLEGE DEFINITIONS

**A. College:** College refers to Northeast Mississippi Community College.

**B. Student:** Student refers to an individual enrolled at Northeast Mississippi Community College.

**C. Responsible Employee:** A “responsible employee” is a College employee who has the authority to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other student misconduct, or whom a student could reasonably believe has this authority or duty.

**D. Sexual Misconduct:** As used in this policy, sexual misconduct is an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence, and stalking, all of which are defined below.

**E. Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other gender-based verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, academic advancement, evaluation, or grades; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Examples include an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position, or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

**F. Intimidating, Hostile, or Demeaning Environment:** Intimidating, Hostile, or Demeaning Environment can be defined as any unwelcome action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or is reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment, or living environment for a student or College employee, either by being sexual or by focusing on a person’s gender, sexual orientation, gender identity, or gender expression. An intimidating, hostile, or demeaning environment is defined as one that is so severe, pervasive, or objectively offensive that it interferes with a person’s ability to learn, exist in living

conditions, work (if employed by the College), or have access and opportunity to participate in all and any aspect of campus life.

**G. Sexual assault:** Sexual assault is the non-consensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without the consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

- **Non-consensual sexual contact** means sexual contact that occurs without effective consent. Sexual contact as used in this policy includes without limitation deliberate sexual touching, however slight, or using force to cause another to engage in sexual touching. Sexual contact also may include contact of a sexual nature with an object.
- **Non-consensual sexual intercourse** means sexual intercourse or penetration, however slight with any object or body part without effective consent.

**H. Domestic Violence:** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. An "intimate partner" is defined as a current or former spouse of the complainant, a person with whom the complainant shares a child in common, or a person who is cohabitating with or has cohabitated with the complainant as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the infraction. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

**I. Dating violence:** The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

**J. Sexual Exploitation:** Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in act of a peeping tom.

**K. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his, or her, or others' safety or to suffer substantial emotional distress. Such conduct includes two or more acts by which the stalker directly, or indirectly, or through third parties follows, monitors, observes, surveys, threatens, or communicates about a person or interferes with his or her property.

**L. Retaliation:** Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. For instance, terminating or expelling an individual because the individual has in good faith complained of conduct raised under this policy could be an example of retaliation. The College will not tolerate members of its community taking adverse actions towards anyone who, in good faith, alleges discrimination or harassment. Nor will the College tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. Just as if an individual is determined to have violated this policy by engaging in discrimination or harassment, if the College determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment or association with NEMCC.

**M. Intimidation:** Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**N. Complainant:** a person who makes a complaint or alleges that a violation has occurred

**O. Respondent:** a person against whom a complaint is brought, or who is alleged to have committed a violation

**P. Consent:** Consent is clear, 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, clear permission regarding willingness to engage in sexual activity.

- Consent to any one form or condition of sexual activity cannot automatically imply consent to any other form or condition of sexual activity.
- Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn at any time.
- To give effective consent, one must be of legal age, which is 16 years.
- Someone who is incapacitated cannot give consent. Sexual activity with someone known to be - or based on the circumstances, should reasonably have been known to be - mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, or blackout) constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction)
- This policy also covers a person whose incapacity results from mental disability, sleep, or involuntary physical restraint.

- Coercion, force, or threat of either, invalidates consent

## V. REPORTING

If an individual has knowledge of or has experienced Sexual Misconduct, it is particularly important, for the protection of both the complainant and the College community, that the incident be reported to the NEMCC Police or local law enforcement immediately. NEMCC Police can assist the individual in getting medical attention and in notifying the proper local law enforcement authorities if the complainant so chooses.

The sooner an incident is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the accused, but it does help assure that the individual received assistance in deciding how to proceed.

**A. Formal Reporting Options:** Anyone in the NEMCC community who feels that they have been subjected to, or is aware of someone else being subjected to, sexual violence, sexual harassment, domestic violence, dating violence or stalking is encouraged to immediately report the incident to one of the following College representatives: Responsible Employee, Vice President of Students, Title IX Coordinator, or Campus Police.

The complainant is encouraged to complete a “Sexual Misconduct Report Form.” The written complaint will be submitted to the Campus Police and the Title IX Coordinator.

Any College representative receiving a report of the initial incident should document details and contact campus police, who are required to maintain records of such incidents for the purpose of reporting campus crime statistics.

Complainants will be informed of their right to notify law enforcement officials, including College and/or local police, and will be assisted in doing so if they so choose. Complainants may also decline to notify such authorities.

**1. Online reporting - Silent Witness:** The college’s website for online reporting (which allows for anonymous reporting) provides options for anyone to report a Title IX concern relating to students, faculty, staff, employees, contractors, vendors, and visitors. Silent Witness goes to NEMCC Campus Police.

Reports also may be emailed to [lrcalvery@nemcc.edu](mailto:lrcalvery@nemcc.edu).

**2. In-person reporting** - providing a written report in person.

Police Chief, Jason Jackson  
Frank & Audrey Haney Union, Room 145  
NEMCC Booneville Campus  
662.720.7576 or 662.720.6687

Vice President of Students, Rod Coggin  
Ramsey Hall  
NEMCC Booneville Campus  
662.720.7235

Title IX Coordinator, Liz Calvery  
Ramsey Hall  
NEMCC Booneville Campus

662.720.7443

Director of Northeast at Corinth/WIA Team Leader, Bonnie Bell  
NEMCC at Corinth  
662.696.2312

Director of Northeast at New Albany/Assistant WIA Team Leader, David Goode  
NEMCC at New Albany  
662.692.1508

Vice President of Community Outreach & Economic Development/Director of Northeast  
at Ripley, Ben Shappley  
NEMCC at Ripley  
662.502.6201

**3. Paper reporting** - providing a written report by mail or email:

Title IX Coordinator, Liz Calvery  
[lrcalvery@nemcc.edu](mailto:lrcalvery@nemcc.edu)  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

NEMCC Chief of Police, Jason Jackson  
[jkjackson@nemcc.edu](mailto:jkjackson@nemcc.edu)  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

**4. Anonymous reporting options**

Although the College encourages victims to talk to someone, the College provides for anonymous as well as partial disclosure reports of incidents involving students, faculty, staff, employees, contractors, vendors, and visitors using the Silent Witness Form found at <https://www.nemcc.edu/campus-police>; Police Services.

Anonymous reports may be filed physically using the secure drop box located in the Frank & Audrey Haney Union Lobby.

**5. Reporting for criminal prosecution** - Reporting to the police

Sexual assault and some other forms of sexual misconduct are crimes and may be reported to law enforcement for investigation. Students, faculty, staff, employees, contractors, vendors, and visitors may report to the police and also report internally. You do not need to choose one or the other.

NEMCC Police generally have jurisdiction over incidents occurring on the Northeast MS Community College campus.

The Booneville Police generally have jurisdiction over incidents occurring in the city of Booneville, MS.

The Prentiss County Sheriff's Department generally has jurisdiction over incidents occurring in Prentiss County, MS.

If the sexual assault occurs on campus, **call 911 or 662.720.6687** to contact the NEMCC Police. Although an assault may occur off campus, the victim may report the

incident to Campus Police who will assist the victim with contacting the appropriate law enforcement agency.

In cases involving potential criminal conduct, consistent with state and local law, the College will determine whether appropriate law enforcement or other authorities should be notified.

**B. Alternative to reporting:** In many cases, informal actions can be taken that will effectively stop the misconduct. The complainant may choose to resolve the complaint informally, except that informal processes are not appropriate for cases involving alleged sexual assault. At any time the complainant may choose to end the informal process in favor of the formal process.

NEMCC Counseling Center provides information and support to student survivors of sexual assault and others who have questions or want to learn more. The Counseling Center can coordinate support services and accommodations to help students who have experienced the trauma of sexual assault. These services and accommodations are available regardless of whether a student files a formal report.

**C. Confidentiality:** NEMCC will endeavor to maintain confidentiality in all informal and formal proceedings, except as otherwise specified in these statements of procedure. All documents relating to the alleged incident of sexual misconduct will be maintained as confidential. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the complainant's consent or unless the survivor has also reported the incident to law enforcement.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action is taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

Although rare, there are times when the College may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students, faculty, staff, employees, contractors, vendors, and visitors.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant before starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the survivor.

**D. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)):** is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. All personally identifiable information is kept confidential, but

statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off- campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. NEMCC's Clery Report is published at <https://www.nemcc.edu/campus-police>; Clery Act & Crime Statistics.

**E. Anonymous and Third-Party Reporting:** If the complainant does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, federal legislation nevertheless requires the College to investigate and take reasonable action in response to the complainant's request. The Vice President of Students/Title IX Coordinator will inform the complainant the College's ability to respond may be limited if the complainant is not a participant in the investigation.

NEMCC expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention (if it is safe to do so), calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

**F. Retaliation:** Pursuant to Title IX, retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation including individuals who are acting on behalf of the accused, with or without the knowledge of the accused. Retaliation may occur in person or electronically.

In an effort to avoid retaliation, prevent the recurrence of any discrimination or discriminatory effects, and provide for the safety of the victim(s) and others, NEMCC will implement all necessary remedies during an investigation period and/or the conclusion of an investigation. These remedies may include, but are not limited to: mutual "no contact" letters, changes in course schedules, and changes in housing assignments.

**G. Amnesty from Student Discipline for the Reporting Party and Witnesses:**

Assisting students who are reporting sexual misconduct is the College's primary interest. In order to facilitate reporting, the Vice President of Students/Title IX Coordinator does not charge students who report sexual misconduct and any material witnesses with Code of Conduct violations for behavior that would otherwise be considered violations (for example consuming alcohol underage or consuming illegal drugs).

**TIMELY WARNING:** In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college email systems to students, faculty, and staff and the college's website, [www.nemcc.edu](http://www.nemcc.edu), and via the TigerAlert System.

Depending on the particular circumstances of the event, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Police will inform the alert list as soon as possible. Building Supervisors would warn faculty,

staff, and students to remain in classrooms and work areas. Doors should be locked if appropriate. Campus police may also post a notice on the college's website, <https://www.nemcc.edu> providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and at the front door of the student union.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police office, in person or by phone at 662.720.6687.

## **VI. INVESTIGATION**

NEMCC Campus Police  
Chief Jason Jackson  
Frank & Audrey Haney Union 145  
NEMCC Booneville Campus  
662.720.7576 or 662.720.6687

Vice President of Students, Rod Coggin  
Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7235

Title IX Coordinator, Liz Calvery  
[lrcalvery@nemcc.edu](mailto:lrcalvery@nemcc.edu)

Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7443

## **More Information**

[Title IX | U.S. Department of Education](https://sites.ed.gov/titleix)  
<https://sites.ed.gov/titleix>

# Tobacco-Free Environment

## Tobacco-Free Environment

### Tobacco-Free Environment

To promote a healthy environment for students, staff, faculty, and visitors, Northeast Mississippi Community College is tobacco-free on all campuses. The use of tobacco, electronic cigarettes, and smoking devices is not permitted on any Northeast Mississippi Community College-owned property, including buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

This policy applies to faculty, staff, students, contractors, vendors, and visitors. Tobacco use, including smoking, is prohibited in college facilities, outdoor areas, and college-owned vehicles, including Booneville, Corinth, Ripley, and New Albany facilities.

# Vehicles Rules and Regulations

## Vehicles Rules and Regulations

### Parking Decals

All students who plan to operate a vehicle on campus must register their vehicle and obtain a permit. Students must display this permit on the vehicle when using it on campus.

The fees for parking decals are listed below:

- **Commuter Parking:** Commuter decals for the first vehicle are included in Program Fees. Additional or replacement decals are \$50.00 per vehicle per year. Commuter parking is in selected areas.
- **Dorm Resident Parking:** Dorm student decals for the first vehicle are included in Program Fees. Additional or replacement decals are \$50.00 per vehicle per year. Dorm students are to park in selected dorm parking only. Dorm students cannot park in Commuter parking or Premium Parking.
- **Premium Parking:** Premium parking decals are \$50.00 per vehicle per year. Purchasing a Premium Parking Decal will allow students to park on the boulevard. If premium parking is purchased, students will only park in selected areas.

### Display of Decals

Decals should be permanently affixed to the driver's side back window. In case of tinted windows or a convertible, students should place the decal on the driver's side front windshield.

Students who sell, trade, or dispose of a registered vehicle should remove the decal and return it when registering the replacement vehicle. Students may return the original decal to the Office of Residential Student Services for a replacement decal; otherwise, you must purchase a new decal.

Providing false vehicle registration information or displaying an invalid decal will result in disciplinary action.

### Handicap Parking Access

Upon request, Campus Police or a representative from the Housing Office will outline the steps to register for a handicap parking decal.

### Campus Color Codes

- Blue = Handicap
- Yellow = Employee
- White = Student

## Vehicle Registration Decal Codes

- F/S = Faculty/Staff
- B = Board Member
- H = Handicap

## Temporary Parking Permits

Visitors or students may obtain temporary parking permits for a period of five consecutive school days with a maximum of three issued per semester. These permits are available free of charge for those students who have purchased a permanent decal and need to drive a non-registered vehicle to the NEMCC Campus. The Director of Residential Student Services must approve all exceptions. Please visit Ramsey Hall, Suite 112, for additional assistance.

## Visitor Parking

Visitor parking is for those visiting campus who do not identify as students or employees.

## Parking and Traffic Regulations

Students are responsible for reviewing and following all motor vehicle rules and regulations. Individuals who register a motor vehicle are responsible for their vehicle at all times.

NEMCC parking regulations prohibit vehicles from backing into or pulling through a parking space. Adequate parking space is available on campus. Drivers may not use the lack of parking space as a valid excuse for violation of parking regulations.

Drivers should not park vehicles in a manner that obstructs parking or traffic. In addition, no vehicles shall park on:

- Sidewalks
- Lawns or Grassy Areas
- Driveways
- Loading Zones
- No Parking Zones
- Crosswalks

Additional parking is available in the parking lot behind Mississippi Hall.

## Speed Limits

The speed limit on all college-owned streets is 20 miles per hour. A student who drives or operates a vehicle unsafely could receive a citation and potentially other disciplinary actions.

## Pedestrians

All pedestrians shall have the right of way at all times on the campus. However, no one must endanger their safety or constitute an unreasonable impediment to lawful vehicular

traffic by crossing the street other than at authorized crosswalks or willfully walking or congregating in the street.

## **Traffic Citations**

Traffic citations for parking will be \$20 per occurrence unless otherwise indicated.

Students should settle all traffic citations within five school days from the due date on the ticket. Tickets not paid within five school days will increase in cost. Violators may pay tickets in the Office of Residential Student Services in Ramsey Hall, Suite 112. Tickets will be charged to student accounts and billed for non-payment after five business days.

### **Traffic Citation Appeal Process**

Violators may appeal traffic citations through the following process:

- Students must appeal citations within five school days of the issue date on the ticket.
- Students can initiate the appeal process in the Office of Residential Student Services in Ramsey Hall.
- The Traffic Appeal Committee of the College will meet to consider appeals. The College will notify those who appeal the Committee's decision.
- If the Committee denies an appeal, the ticket stands as initially issued, and if overdue, tickets will double.

# Civic Learning and Democratic Engagement

## Civic Learning and Democratic Engagement

### Civic Learning and Democratic Engagement

The Civic Learning and Democratic Engagement committee seeks to develop students into engaged and active members of their communities by encouraging democratic participation, bipartisan dialogue, and social responsibility across the entire campus.

The committee provides voter registration opportunities, circulates election information, and contributes to the National Day of Service recognition of local emergency response personnel. The committee also hosts educational events with political and civic leaders, encouraging students to get to know those who serve and represent them.

NEMCC commemorates Constitution Day, participates in various national campus initiatives, and has been designated as a “Voter Friendly Campus” by the ALL IN Campus Democracy Challenge. The goal of the Civic Learning and Democratic Engagement committee is to prepare students for lifelong democratic participation.