REID STATE TECHNICAL COLLEGE

2025-26 Catalog

REID STATE TECHNICAL COLLEGE CATATLOG 2025-2026

Welcome to Reid State! This catalog serves as a comprehensive resource to help you navigate your academic journey and college experience. It outlines the general information a well-informed student must know about essential policies, procedures, and support services designed to foster your success. The catalog is readily available online at www.rstc.edu/catalog.

This publication shall not be considered a contract between Reid State Technical College and any student or prospective student. Reid State Technical College reserves the right to make changes in the offerings, services, and regulations announced in this publication as circumstances may require. Courses and programs will not normally be continued when enrollment falls below minimum requirements.

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Message from the President

Welcome to the 2025-26 academic year at Reid State Technical College!

My name is Dr. Coretta Boykin, and I am honored to be your President here at Reid State! Your success at Reid State is at the heart of what we do. We are committed to helping you thrive, as we've done for more than 50 years in transforming lives and changing generations for students just like you. You will not only train with a dedicated faculty and staff that fosters your learning and growth. You will also have the opportunity to join a vibrant campus life experience through various sports, clubs and organizations, where you can explore your interests and passions! In addition, you'll have access to the seamless transition we offer from training to employment through our strong partnerships with local businesses and industries.

As your President, I am honored to support your journey and look forward to seeing all that you will accomplish here at Reid State.

Best wishes on your exciting journey ahead! Go Lions!

Dr. Coretta L. Boykin

President, Reid State

251-578-1313

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Accreditations and Authorization

Reid State Technical College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** to award associate degrees. Reid State Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Reid State Technical 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 (www.sacscoc.org).

Reid State Technical College is accredited by the **Commission of the Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone 770-396-3898/FAX 770-396-3790 www.council.org

The Practical Nursing Program at Reid State Technical College at the Evergreen Campus located in Evergreen, Alabama, is awarded Accreditation from the **Accreditation Commission for Education in Nursing (ACEN)**. The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing Program is initial accreditation.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326
Phone: (404) 975-5000
Website: http://www.acenursing.com

The Practical Nursing program is authorized by the **Alabama Board of Nursing**.

The Cosmetology program is approved by the **Alabama State Board of Cosmetology and Barbering**.

Alabama Community College System

Reid State Technical College is authorized by the Alabama Community College System Board of Trustees to award associate degrees.

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Mr. Jimmy H. Baker, Chancellor

Members of the Board of Trustees

The Honorable Kay Ivey, Governor

President

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Congressional District 1 ....Vice Chair, J.E.B. Shell
Congressional District 2 ....John Mitchel
Congressional District 3 ....Valerie Gray, Chair
Congressional District 4 ....Britton Lightsey
Congressional District 5 ....Goodrich 'Dus' Rogers
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Reid State General Information

Reid State Technical College is located in Evergreen (Conecuh County), Alabama, at a site within the city limits at the intersection of Interstate 65 and Highway 83. This is a center point from which a six-county area is served consisting of Conecuh, Escambia, Monroe, and portions of Butler, Covington, and Wilcox counties.

History

Reid State was one of 12 community colleges established by the Alabama State Legislature on May 3, 1963. Local support for the establishment of the College was provided by the City of Evergreen with the donation of 26 acres of land in north Evergreen at the intersection of Interstate 65 and state Highway 83, which remains the College's main campus today. In June 2025, Reid State was awarded initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board of Trustees.

For over 60 years, the College has offered technical programs relevant to the area's workforce needs. Reid State's program list consists of a variety of short-term certificates, certificate and associate degree offerings. Many of the technical programs offer multiple levels of completion and require a component of hands-on training through either on- site skills laboratories, clinical, preceptorships, work-based learning or a combination of work-based methods.

May 3, 1963	Reid State established by a statute of the Alabama State Legislature
October 1966	College Opens with 60 students. Programs included automotive mechanics, practical nursing, cosmetology, business administration, and mechanical drafting, among others, in four original buildings.
Nov. 3, 1967	The first class graduates with 60 students
1981	Atmore site opens for practical nursing program
1986	The Wiley Salter Auditorium and Administration Building is completed with students from selected programs at the College doing most of the construction work.
1989-1990	Major renovations are initiated for the creation of a learning center and high-tech training laboratories for specialized training
1993-1994	Major renovations are conducted for the creation of a modern practical nursing facility to more closely resemble clinical facilities.
1995	Cosmetology department is renovated and expanded.
2004	Workforce Development Center opens at the prior Hillcrest Career Technical Center
2005	Stanley Busby Commercial Truck Driving Classroom and the Edith A. Gray Library and Technology Center are completed.
2023	Reid State launches NJCAA athletics programs, beginning with men's basketball
2025	Georgiana site opens to offer nursing and adult education
	Student Housing is established with purchase of neighboring hotel
	SACSCOC initial accreditation granted

Mission

Reid State Technical College is an associate degree-granting institution that empowers individuals and transforms communities by providing accessible, high-quality academic and technical education that ignites lifelong learning and creates generational change.

(Updated by Alabama Community College System Board of Trustees March 2025)

Vision

Reid State Technical College will be the premiere dynamic and innovative college that empowers learners, transforms lives, and enhances communities in a globally competitive environment.

Philosophy

The overall philosophy of Reid State Technical College blends with that of The Alabama Community College System and is expressed in three succinct beliefs. These beliefs are as follows:

1. Education is essential to the economic, social, environmental, and political well-being of the individual in the College's service area.

2. Education should be made academically, geographically, physically, and financially accessible to students.

3. The technical college is uniquely qualified to deliver quality and equitable educational opportunities and services to assist in providing a trained workforce for area employers and to assist in local economic development.

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P.O. Box 588
Evergreen, Alabama   36401
(251) 578 -1313
www.rstc.edu

Butler County Career Academy (Greenville High School)
100 Tiger Drive
Greenville, Alabama 36037

Georgiana Instructional Service Center
455 Meeting Avenue
Georgiana, Alabama 36033
(334) 765-7343

Wilcox Central High School
1310 TL Threadgill Road
Camden, Alabama 36726

The Workforce Development Center (Hillcrest High School)
1989 Jaguar Drive
 Evergreen, Alabama 36401

Monroeville Commercial Truck Driving Site
188 Sheffield Road
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College Calendar 2025-2026 Academic Year

Reid State Technical College operates on a twelve-month schedule and is in session at least 206 instructional days per year. The following holidays are observed by the institution:

January: New Year's Day; Martin Luther King & Robert E. Lee Birthdays
March: Spring Break
May: Memorial Day
June: Juneteenth
July: Independence Day
September: Labor Day
November: Veterans Day; Thanksgiving
December: Christmas

FALL SEMESTER 2025: August 18, 2025 -December 31, 2025
78 Instructional Days-10 Faculty Duty Days

Aug. 11	Registration (FDD) (College open; no classes)
Aug. 12-13	Local Professional Development (FDD) (college open; no classes)
Aug. 14	Late Registration (FDD)
Aug. 15	Classes Begin
Aug. 22	Drop/Add period end
Sept. 1	**HOLIDAY/ (Labor Day) (College closed)**
Sept. 2	Financial Aid Freeze Date
Sept. 9	Attendance Verification
Sept. 16	Attendance Verification Appeal Deadline
Oct. 9	Mid-Term
Oct. 15	Financial Aid 60% Date
Oct. 22	Early Registration
Nov.11	**HOLIDAY/ (Veterans Day) (College closed)**
Nov. 20	Last Day to Withdraw without Penalty
Nov. 24-25	State Professional Development (FDD) (College open, no classes
Nov. 26	Local Professional Development (FDD) (College open; no classes
Nov. 27-28	**HOLIDAY/(Thanksgiving) (College closed)**
Dec. 4	Graduate Workshop Reid Campus @ 9 a.m. and Virtual @ 9 a.m.
Dec. 4-5, 8	Final exams
Dec. 9	End of Fall Semester/Grades Due (FDD) (College open; no classes)
Dec. 9-12, 15-16	Faculty Duty Days (College open; no classes)
Dec. 17-23	Duty Day for Non-Instructional Personnel (College open; no classes)
Dec. 24-31	**Winter Break (College closed)**

SPRING SEMESTER 2026: January 1, 2026– May 15, 2026
78 Instructional Days-9 Faculty Duty Days

Jan. 1	**HOLIDAY/ (New Year's) (College closed)**
Jan. 2;5-7	(FDD) (College open; no classes)
Jan. 7	Late Registration
Jan. 8	Class Begin
Jan. 15	Drop/Add period ends
Jan. 19	**HOLIDAY/ (M.L. King/R. E. Lee Birthday) (College Closed)**
Jan. 22	Attendance Verification/Financial Aid Freeze Date
Jan. 29	Attendance Verification Appeal Deadline
March 4	Mid-Term
March 9	Financial Aid 60% Date
March 23-27	Spring Break (College open; no classes)
April 2	Early Registration
April 3	**HOLIDAY/(Good Friday) (College Closed)**
April 6	Classes resume
April 15	Fall 2025 Early Registration
April 16	Graduate Workshop Reid Campus @ 9 a.m. and Virtual @ 9 a.m.
April 20	Last Day to Withdraw without Penalty
May 4-6	Final Exams
May 7	End of Spring Semester/Grades Due (FDD) (College open; no classes)
May 8	Graduation (FDD) (College open; no classes)
May 11-12	Local Professional Development (College open; no classes)
May 13-15	Duty Day for Non-Instructional Personnel (College open; no classes)

SUMMER SEMESTER 2026: MAY 18, 2026-AUGUST 7, 2026
50 Instructional Days-4 Faculty Duty Days

May 18-19	(FDD) (College open; no classes)
May 19	Late Registration
May 20	Class Begin
May 22	Drop/Add period ends
May 25	**HOLIDAY/ (Memorial Day) (College closed)**
June 2	Attendance Verification
June 3	Financial Aid Freeze Date
June 9	Attendance Verification Appeal Deadline
June 19	**HOLIDAY/ (Juneteenth Day) (College closed)**
June 25	Mid-Term
July 1	Financial Aid 60% Date
July 3	**HOLIDAY/ (Independence Day) (College closed)**
July 16	Last Day to Withdraw without Penalty
	Graduate Workshop Reid Campus @ 9 a.m. and Virtual @ 9 a.m.
July 30-31	Final Exams
Aug. 3	End of Summer Semester/Grades Due (FDD) (College open; no classes)
Aug. 4	Faculty Duty Day (College open; no classes)
Aug. 5-7	Duty Day for Non-Instructional Personnel (College open; no classes)

Admissions and Records

General Admission Requirements

Admissions Requirements

Students must complete the admission application on-line at www.Reid State.edu. Students should select the "Apply Now" link to begin the application. First time applicants will need to complete an username and password to be able to log-in and complete the application. Once students finish setting up a username and password, they will be able to log-in and begin the application. Former students who need to re-apply can use their established username and password to log-in.

All students must complete an admission application and provide an official high school/GED transcript. ALL previous college transcripts (if applicable) and other appropriate documentation as required by specific programs must be submitted to complete an admission file.

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

Admission Classifications and Required Documentation

First Time College Students
A student who has no prior postsecondary experience after graduating high school or completing a GED.

- Admission Application

- Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.

- Official transcript(s) -all college(s) attended (if applicable) i.e., dual enrollment students

Transfer Students
A student who previously attended another college or university.

- Admission Application

- Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.

- Official transcript(s) - all college(s) attended

   *Acceptance of transfer credits is based upon local institutional policy.

Transient Students
A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university.

- Transient admission application

- Appropriate transient documentation from home institution

Returning Reid State Students (Readmission)

A student who has not enrolled in courses at the institution within the last academic year as determined by local institutional calendars.

- Admission Application

- Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate

  degree or bachelor's degree are not required to submit a high school transcript.

- Official transcript(s) - all college(s) attended (if applicable)

International Students

A student who is a citizen of another country.

- Reid State Technical College does not accept international students

Accelerated High School Program

A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.

- Admission application

- High school transcript

- Students must have completed the 10th grade

- The student has completed the high school prerequisites for the courses in which he/she wants to enroll.

- Written approval from school administrator

Dual Enrollment/Dual Credit for High School Students

A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school AND college.

- Admission Application (meet all requirements of ACCS Procedure 801.01 Admission: Generally, with the exception of proof of high school graduation or GED)

- High school transcript

- Students must be rising 10th, 11th, or 12th graders (exception waivers may be requested)

- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale

- Written approval from school administrator

- Students must maintain a "C" in all attempted coursework to remain eligible

 Reid State has the right to restrict a student's enrollment based on academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy

Audit or Non-degree Seeking Student

A student who wishes to enroll but does not wish to pursue a degree or certificate.

- Admission Application
- Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) - all college(s) attended (if applicable)

Non-high school graduates and non-GED students
- Required assessment score (in accordance with current assessment procedures)
- Written consent from the appropriate secondary administrator (if under the age of 17)
- Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria.

Admission Status
There are two types of admission status: conditional and unconditional

Conditional status
Students who have applied but not submitted required documentation shall be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

Unconditional status
Students who have applied and submitted all required documentation shall be admitted unconditionally.

Please note: Admission to an ACCS institution does not ensure admission to any individual program or course.

Admission to a Course Creditable Toward an Associate Degree
To be eligible for admission to a course creditable toward an associate degree, first-time college student must meet one of the following criteria:

- Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.
- Applicants who have attended a non-accredited high school may be admitted upon presentation of a diploma (evidenced by an official transcript) indicating successful completion of courses of study on the secondary level.
- Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official transcript. Applicants must hold the GED Certificate prior to the term of enrollment.

Students who meet one of these criteria shall be classified as "Degree-Eligible" students. The College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission to a Course not Creditable Toward an Associate Degree

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or provided the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability-to-benefit.

The student will have to take the Ability-to-Benefit test and achieve scores set as the qualification for ability-to-benefit to be admitted to the technical programs such as Welding and Cosmetology.

A student shall be classified as non-degree-eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met.

The College may establish higher or additional admission requirements for a specific program of service when student enrollment must be limited or to assure ability-to-benefit.

Admission of Ability to Benefit Students

Institutions may obtain a written waiver from local superintendents for students seeking enrollment into a non-degree and career pathways programs under the ability-to-benefit program but have not been out of high school for one complete year. Each student seeking admission under the ability-to-benefit must take the ACCUPLACER Placement Exam.

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs composed exclusively of courses not creditable toward an associate degree, provided that he/she meets all criteria listed below:

• Students must be co-enrolled in the Adult Education Program and a program of study.

• The chosen program of study must be defined as an eligible career pathway under the Workforce Innovation and Opportunity Act (WIOA) and by federal Pell Grant Ability to Benefit criteria.

Admission to Specialized Programs

Reid State is an open admissions institution and accepts all students who meet the requirements detailed in the Admissions section of the Academic Catalog. However, individual programs of study at the College may institute additional requirements which students must fulfill to enter the program. Below are the programs with additional requirements:

- Practical Nursing Certificate
- Health Sciences Short-term Certificate
- Non-credit offerings including Commercial Truck Driving and Pharmacology

Please see the program section of the catalog for special admission requirements.

Initial Academic Status of Transfer Students

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read, "ADMITTED ON ACADEMIC PROBATION."

A transfer student who is admitted on Academic Probation retains that status until having attempted at least twelve (12) credit hours at the institution. If, at the conclusion of the semester in which the student attempted a total of twelve (12) or more credit hours at the institution, their cumulative GPA at the institution is below 1.5, they are suspended for one semester. The transcript will read, "SUSPENDED-ONE SEMESTER. "

A transfer student's status is clear if at the conclusion of the semester in which he has been admitted on academic probation he has attempted a total of twelve (12) or more credit hours at the institution with a cumulative GPA 1.5 or above.

An applicant who has been academically suspended from another duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read, "ADMITTED UPON APPEAL-ACADEMIC PROBATION."

Transfer of Credit
General Principles for Transfer of Credit

- Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

- A course completed at other duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

- A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.

- A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.

- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

- Students transferring between programs within the College shall be granted transfer credit based on the applicability of the credits previously earned to the requirements of the degree sought.

Credit for Non-traditional and Prior Learning Assessment (PLA) Credit
Students may obtain college credit through examination for competencies gained from previous instruction, on-the-job training, or other instructional methods. To receive credit by examination, a student must comply with certain procedures. These procedures follow:

- Be admitted to Reid State Technical College under the provisions of "clear status".

- Submit an application for credit by examination in English and/or math to the Testing Coordinator. The Testing Coordinator will ensure all other required approvals are properly secured. The application must be submitted no later than the second day of the respective semester. Additionally, all examinations and approvals must be completed prior to the end of the respective drop/add period.

- Pay, in advance of the examination preparation fee. Waivers for the examination fee may be granted for students enrolled in certain developmental courses required for nursing or for students entering the College under the provisions of an articulated school district.

- Demonstrate that all pertinent prerequisites of the respective course have been met.

- Enroll as a regular student in the respective course. This provision includes payment of the respective tuition charges and applicable fees for the course.

- The Testing Coordinator will notify the student of the date, time, and place of the examination in the event the application for credit by examination is approved by all required parties.

- The Dean of Students, in consultation with the appropriate Division Chairperson, will appoint a qualified instructor to prepare, proctor, and score the examination.

- Under normal circumstances the examination will be scored on the same day in which the examination is administered.

- Letter grades will be given for the examination in accordance with the College grading policy as reflected in the latest edition of the College Catalog or amended through public memorandum.

- The assigned instructor will score the examination and return it to the Dean of Students or the Testing Coordinator.

- Once notified by the Dean of Students or the Testing Coordinator, the student may opt to accept the letter grade attained on the test or take the course as scheduled.

- The credit accepted by examination will be calculated in the student's hours attempted, grade point average, cumulative grade point average, and quality points.

- A copy of the credit by examination administration form with all appropriate signatures shall be placed in the student's file.

- A maximum of 16 credit hours may be obtained through credit by examination at Reid State Technical College.

- A student may challenge a course one (1) time only.

- Credit by examination procedures may not be utilized to remove or supersede any grade previously earned in a given course or equivalent, including courses which were failed.

Credit by Examination

Students may obtain college credit through examination for competencies gained from previous instruction, on-the-job training, or other instructional methods. To receive credit by examination, a student must comply with certain procedures. These procedures follow:

- Be admitted to Reid State Technical College as an unconditional admission status.
- Submit an application for credit by examination in English and/or math to the Dean of Students. The Dean of Students will ensure that all other required approvals are properly secured. The

application must be submitted no later than the second day of the respective semester. Additionally, all examinations and approvals must be completed prior to the end of the respective

- drop/add period.
- Pay, in advance of the examination, a $25 examination preparation fee. Waivers for the examination fee may be granted for students enrolled in certain developmental courses required for nursing or for students entering the College under the provisions of an articulated school district.
- Demonstrate that all pertinent prerequisites of the respective course have been met.
- Enroll as a regular student in the respective course. This provision includes payment of the respective tuition charges and applicable fees for the course.
- The Dean of Students will notify the student of the date, time, and place of the examination in the event the application for credit by examination is approved by all required parties.
- The Dean of Instruction, in consultation with the appropriate Department Chairperson, will appoint a qualified instructor to prepare, proctor, and score the examination.
- Under normal circumstances, the examination will be scored on the same day in which the examination is administered.
- Letter grades will be given for the examination in accordance with the College grading policy as reflected in the latest edition of the College Catalog or amended through public memorandum.
- The assigned instructor will score the examination and return it to the Dean of Instruction or the Dean of Students.
- Once notified by the Dean of Instruction or the Dean of Students, the student may opt to accept the letter grade attained on the test or take the course as scheduled.
- The credit accepted by examination will be calculated in the student's hours attempted, grade point average, cumulative grade point average, and quality points.
- A copy of the credit by examination administration form with all appropriate signatures shall be placed in the student's file.
- A maximum of 16 credit hours may be obtained through credit by examination at Reid State Technical College.
- A student may challenge a course one (1) time only.
- Credit by examination procedures may not be utilized to remove or supersede any grade previously earned in a given course or equivalent, including courses which were failed.

Placement Assessment Requirements

Students entering Reid State can take the ACCUPLACER placement test to assess their skills in math, reading, and writing. Those who do not meet the required scores must enroll in developmental courses before taking college-level English or math.

Retesting: Students can retake the ACCUPLACER once per academic year for a $10 fee, provided they complete test preparation.

Score Validity: Placement scores are valid for five years from the test date.

Placement Testing and Exemptions

Students who graduated high school within five years are placed in courses based on their English and Math grades and many times do not need to take the ACCUPLACER Placement Exam. Those with ACT scores of 20+ in Reading and Math and 18+ in English/Writing are also exempt.

Students applying more than five years after graduation must take the ACCUPLACER if they are first-time freshmen. Transfer students who completed ENG101 or MTH100 and transient students do not need to take the exam.

The ACCUPLACER can be taken once; retakes cost $10. Testing schedules are available at https://www.rstc.edu/testing or by contacting the Career Coach/Testing Coordinator at 251-578-1313.

The following placement scores are required for freshman enrollment in accordance with the departmental curriculum:

ENGLISH Placement Guidelines

SCREENING LEVEL 1 ACT		SCREENING LEVEL 2 High School GPA and English IV Grade		SCREENING LEVEL 3 ACCUPLACER Placement Test	
Score*	Course Placement	GPA/English IV Grade*	Course Placement	Score*	Course Placement
≥ 18	ENG101	≥ 2.75 GPA and "A" or "B" ENG101 in English IV		5	ENG101
= 17	ENG101 with ENG099	≥ 2.75 GPA and "C" ENG101 with E in English IV NG099		4	ENG101 with ENG099
≤ 16	See SCREENING LEVEL 2	< 2.75 GPA LEVEL3 See SCREENING		0-3	ENR098

*Scores may be used for placement up to five years from the date of test. English IV grade (including Elements of College English) and GPA may be used for placement up to five years from the high school graduation date.

Math Placement Guidelines

SCREENING LEVEL 1 ACT	SCREENING LEVEL 2 High School GPA and Math Grade	SCREENING LEVEL 3 ACCUPLACER Placement Test
Score* Course Placement	GPA/Math Grade* Course Placement	Score* Course Placement
≤ 16 See SCREENING LEVEL 2 = 17 MTH 100 with MTH 099 MTH 110 with support 18-19 MTH 100 MTH 110 MTH 112 with support	< 2.75 GPA See SCREENING LEVEL 3 ≥ 2.75 GPA and "C" in Math MTH 100 with MTH 099 with support MTH 110 ≥ 2.75 GPA and "A" or "B" in Math MTH 100 MTH 110 MTH 112 with support	QAS 200-242 MTH 098 QAS 243-252 MTH 100 with MTH 099 support MTH 110 QAS 253-266 MTH 100 MTH 110 MTH 112 with support
>20 HS Math Completed	Course Placement	QAS 267-300 MTH 110 MTH 112
>20 Algebra I	MTH100 MTH110 with support	
>20 Algebra II	MTH 110 MTH 231 MTH 112 MTH 232 MTH 113 MTH 265 MTH 115	
>20 Pre-Calculus Calculus	MTH 110 MTH 125 MTH 112 MTH 231 MTH 113 MTH 232 MTH 115 MTH 265 MTH 120	

*Scores may be used for placement up to five years from the date of test. Math grade and GPA may be used for placement up to five years from the high school graduation date. Math grade must be from Algebra II, Elements of College Math, and Algebra II with Trigonometry, Pre-Calculus, or Calculus.

ACCUPLACER Retest
A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Reid State will charge a one-time fee of $10.00 for retesting. Students will be allowed to retest in the deficient subject area: Math, Reading, or Writing. Placement test scores will be valid for three years from the date of the original or retest assessment. Currently enrolled students will not be allowed to retest unless they change majors.

Testing Accommodations
Students with documented physical, emotional, and learning disabilities may request accommodations by contacting the Dean of Students, who serves as the ADA Coordinator, prior to testing. These services are available at no additional charge, but documentation is required. Students are encouraged to take the test once with no additional aid.

Students with approved documented disabilities can work with the ADA Coordinator to arrange accommodations which may include oral administration, large print, Braille version, individual or separate room administration, and multiple test sessions.

Adult and GED Testing

Reid State Technical College serves as an official GED Testing Center in the State of Alabama. The tests are administered once a month in a short two-day session (usually on Tuesday and Wednesday). All persons are required to pre-register. No walk-ins are allowed on test days. Registration is simple. Simply sign up for MyGED at www.GED.com and you will get information about local policies, how to request modified testing conditions (accommodations), or you'll be able to schedule right then. Seating is limited to 8. The GED Test fee is $120 for the complete battery or $30 per subject; each retest is $24.

Individuals participating in the Adult Education program at Reid State Technical College will be eligible for a fee waiver. The waiver requires the AE student who qualifies to pay $5 per test - 4 tests = $20.

Ability to Benefit Testing (ATB)

Students applying to Reid State Technical College who are non-high school graduates and who have not earned a GED may be admitted to selected occupational programs under the Ability-to-Benefit provision. At this time Welding and Cosmetology are the only approved ATB programs at the College. Reid State Technical College will use the ACCUPLACER Test as the assessment instrument for Ability-to- Benefit purposes.

ABILITIY-TO-BENEFIT RETEST PROCEDURES

Within any three-month period, ATB candidates may be permitted an initial test and one retest. There must be a two-week waiting period between the initial test and the retest.

Students will be required to retest in all of the subject areas: Math, Reading, and/or Writing. (No fee is required for this test.) Retest scores will replace the original scores. Per federal guidelines, students must pass all subtests in a single administration.

Under no circumstances will a retest be given on the same day as the original test. Candidates who do not pass the retest MUST wait three months from the date of the initial test.

ATB Passing Scores

Scores set as the qualification for Ability-to-Benefit are one standard deviation below the mean for recent high school graduates. The approved passing scores for ACCUPLACER are:

Reading Test - 233

Writing Test -235

Arithmetic Test-230

Schedule Changes

Registration

The early registration deadline for each course is the end of drop/add each semester. Tuition and fees must be paid in prior to the first class meeting. No one is officially enrolled until course tuition, fees, and registration is complete. Payments can be made in the form of cash, check, money order, or credit card.

Please note: Checks and money orders are made payable to Reid State Technical College.

Drop/Add

The drop/add period is limited to the first five days of each semester, beginning on the first instructional day. The drop/add period is two days for semesters less than 15 weeks. If a course meets only once a

week, the drop/add period begins on the first instructional day of that semester. The drop/add period is designated in the college calendar.

Withdrawal

Addition of classes is permitted only during the designated drop/add period following registration as published in the semester class schedule and Catalog. A student may drop a course and a grade of "W" will appear on the permanent record.

Students adding or dropping or withdrawing from classes should follow this procedure:

Step 1: Log into MyRSTC Portal and select the Student Tab

Step 2: Select Registration Add or Drop Classes

Step 3: Under Registration section click on Add or Drop Classes

Step 4: Under Registration Term select the current term

Step 5: Finally, under the Action tab for the class you want to drop, add, or withdraw, select the appropriate action, and click on submit.

Students may withdraw from all but one course online.

Students who wish to withdraw from all courses must complete the Official Withdrawal form located with their Advisor and online. The form must be submitted to the Registrar's Office once completed.

After the withdrawal form has been processed, the student will not be allowed to re-register for the course during the term withdrawal. A grade of W will be assigned for classes in which students officially withdraw after drop/add period until the withdrawal deadline.

Academic Policies

Grades

Regular Programs

At Reid State Technical College, grades are indicated by the following letter grades in all programs except Nursing and Health Sciences:

A - Excellent   90-100

B - Good   80-89

C - Average   70-79

D - Poor   60-69

F - Failure   Below 60

W - Withdrawal

I - Incomplete

AU - Audit

NG - No Grade Assigned

S - Pass. Use for non-credit coursework only

U - Failure. Use for non-credit coursework only

The following grades are assigned on a student's transcript to coursework transferred from another institution to Reid State:

TA - Transfer coursework accepted for credit. Transfer grade received at the sending institution.

TB - Transfer coursework accepted for credit. Transfer grade received at the sending institution.

TC - Transfer coursework accepted for credit. Transfer grade received at the sending institution.

TD - Transfer coursework accepted for credit. Transfer grade received at the sending institution.

TS - Transfer coursework accepted for credit. Transfer grade received at the sending institution.

Alternative program grading policies are noted in the Program Outline. Grades are available on the College website with proper user identification. Grades of "A", "B", and "C" are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of "D" for transfer, and these courses should be repeated before attempting transfer.

A grade of "W" will be assigned to any student who officially withdraws from the College or a particular course as published in the College catalog.

A grade of "I" will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of I must be cleared by the end of the following semester, or a grade of "F" will be assigned.

Quality Points

A student's academic standing is evaluated using the quality point average (i.e., grade point average). Quality points are assigned to letter grades using the following 4.0 system:

A = 4 quality points per credit hour attempted

B = 3 quality points per credit hour attempted

C = 2 quality points per credit hour attempted

D = 1 quality point per credit hour attempted

F = 0 quality points per credit hour attempted

W = 0 quality points per credit hour attempted

The student's quality point average is obtained by dividing the total earned quality points by the total credit hours attempted. Courses with grades of "A'', "B", "C", and "D" are included in the computation of the quality point average.

Letter grades will be assigned to developmental courses. However, these grades will carry no quality points and will not be included in the overall grade point average.

Course Forgiveness Policy

If a student repeats a course once, the last grade awarded (excluding a grade of "W") replaces the previous grade in the computation of the cumulative grade point average. The semester grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course - excluding the first grade - will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.

It is the student's responsibility to request of the Registrar that the forgiveness policy be implemented.

Academic Bankruptcy Policy

The academic bankruptcy policy will allow students at certain intervals of academic pursuit or training to declare bankruptcy. This would mean that grades and credits earned during periods of academic indecision would be forgiven. The transcript will identify the bankrupted courses and credits but will not show credits earned for bankrupted courses in either the cumulative grade point average or the graduation grade point average.

A student may request in writing to the Dean of Students or the Registrar to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of 12 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all

coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 12 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation, and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."

A student may declare academic bankruptcy only once.

Implementation of academic bankruptcy at Reid State Technical College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Grade Reports

Grades are recorded on the student's permanent record (transcript). If any student suspects an error with his or her grade, he or she should have a consultation with the instructor for that particular course. In the event that there is an error, a new grade will be issued to the student after the correction has been made. A student must challenge any suspected error within one academic year.

Grade Appeals

It is preferred that all grade appeals be handled in an informal manner between the student and the instructor. If the discussion between the two does not result in a resolution, a formal grade appeal may be initiated.

The grade appeal procedure must be initiated by the end of the drop/add period of the term following the term in which the grade was awarded. There can be no formal grade appeal for any grade other than a final grade; however, lab grades, project grades, tests, and other assignments which may adversely affect the final grade may be appealed by the student.

Since the first level of appeal is between the student and the instructor of the course, it is necessary that the student confer with the instructor to gain understanding of the procedure used in awarding the grade. Preferably any disagreement will be resolved at this level. If a resolution is impossible at this level, the student may make a formal grade appeal to the Division Chairperson. The student should obtain a form from the Dean of Instruction's Office to formally request a grade appeal.

Upon completion of the Grade Appeal form, the student should return the form to the Dean of Instruction's Office. The Dean of Instruction's Office will then inform the Division Chairperson of the appeal and will request that the Chairperson meet with the student to discuss the problem. If the matter can be resolved at this level, it should be done in writing on the Grade Appeal form. If no resolution is reached, the student will meet with the Grade Appeal Committee. This committee is selected by the Division Chairperson to hear this appeal only. (If the Division Chairperson is the instructor of the course, the Dean of Instruction will appoint another Division Chairperson to handle the Grade Appeal Committee.)

The committee will be headed by the Division Chairperson or his/her designee and will consist, if possible, of at least one faculty member from the discipline of the course in dispute. All committees should consist

of no fewer than three faculty members. The committee will be objective and even-handed as it reviews the grade appeal.

The committee may request any documentation necessary from the student and/or the instructor. The committee will interview the student and may wish to interview the instructor. Based on the findings from the information and the interview, the committee will make a formal recommendation to the Dean of Instruction.

The Dean of Instruction's office may accept the recommendation, request further information, or reject the committee's recommendation. In all cases, the Dean of Instruction's office will inform the student in writing of the findings.

Transcripts

Reid State Technical College has partnered with Parchment and is now accepting online transcript orders through Parchment. After the initial complimentary copy, a $5 fee will be assessed for each additional transcript requested.

Students may log in to Parchment via this URL: **https://www.parchment.com/u/order/track** track to request a transcript and track an order. Transcripts can be sent electronically or mailed in hard copy.

Official College Transcript Requests

Current Students
- Log into your MyRSTC Account with your email address and password
- Select "Student Landing Page"
- Select Transcript- Order Official Request
- Follow instructions on the screen to begin order

Alumni and Former Students
- No Reid State ID, email, or password required.
- Visit Reid State's **Transcript Ordering Service**
- Follow instructions on the screen.

Unofficial Transcript
Students may obtain unofficial transcripts through their MyRSTC accounts at no cost by logging into their accounts and following steps 1 – 3 above. After selecting "Student Records", students should select "Unofficial Transcript".

Standards of Academic Progress

General - All Students
Students are expected to maintain the required GPA levels based on the number of hours attempted at Reid State Technical College.

Credit Hours Attempted	Minimum GPA
12 - 21 Semester Hours Attempted	1.50

| 22 - 32 Semester Hours Attempted | 1.75 |
| 33 or more Semester Hours Attempted | 2.00 |

Academic Probation and Suspension

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is CLEAR. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the college, the student is placed on ACADEMIC PROBATON. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted at the college but the semester GPA is 2.0 or above, the student remains on ACADEMIC PROBATION. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted at the college and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED-ONE SEMESTER.

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED-ONE SEMESTER/ READMITTED UPON APPEAL. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved CLEAR academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted. A student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension. A student may appeal a one-term or one-year suspension.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION - ONE-TERM, ACADEMIC PROBATION - ONE-YEAR, ONE-TERM SUSPENSION -READMITTED ON APPEAL, OR ONE-YEAR SUSPENSION - READMITTED ON APPEAL. The student who is readmitted upon appeal re-enters the College on Academic Probation. The student who serves the calendar year suspension re-enters the college on Academic Probation. All applicable academic designations except CLEAR will appear on the student's transcript.

Additional Information Regarding SAP Calculation

This section explains how repeated courses, incompletes, withdrawals, academic bankruptcies, course forgiveness, developmental courses, transfer credits, and grade changes are treated in a student's SAP (Satisfactory Academic Progress) calculation.

Repeated Courses: The first repeat of a successfully passed course is not counted in the GPA calculation but will count as an attempted course for the Completion Rate/PACE and Maximum Timeframe calculations. Federal aid will only cover repeating a course one time. Repeated courses can impact Completion Rate/PACE and Maximum Timeframe.

Incomplete Grades ("I"): Incomplete grades are included in the Completion Rate/PACE and Maximum Timeframe calculations. Once the grade is updated, the final grade will be factored in at the next scheduled SAP evaluation.

Withdrawals ("W"): Withdrawals do not affect the GPA, but they count toward Completion Rate/PACE and Maximum Timeframe calculations.

Transfer Credits: Accepted transfer credits do not impact the GPA but are included in Completion Rate/PACE and Maximum Timeframe calculations. SAP reviews of these credits will occur after the end of the semester at Reid State.

Academic Bankruptcy: Academic bankruptcy will be included in the GPA, Completion Rate/PACE, and Maximum Timeframe calculations.

Developmental Courses: Developmental courses are included in the GPA, Completion Rate/PACE, and Maximum Timeframe calculations. Federal aid covers up to 30 developmental hours.

Courses Dropped During Add/Drop Period: Dropped courses (unless they result in a full withdrawal) are not counted in the GPA, Completion Rate/PACE, or Maximum Timeframe calculations.

Audit Courses: Audit courses are not counted as attempted or earned credits and cannot be funded by federal aid. They are not part of the SAP calculation. Completion Rate/PACE Calculations: These calculations are rounded based on traditional rounding rules (e.g., 66.5% becomes 67%).

SAP Suspension and Regaining Eligibility: Students on SAP Suspension may regain eligibility by paying for courses out of pocket or using other funding to meet GPA and Completion Rate/PACE requirements. If a student is on Maximum Timeframe suspension, they must have an approved appeal to regain eligibility

Institutional Credit Courses: Courses not part of formal degree programs may have specific progress standards. If a student receives a "U" (Unsatisfactory) or "IP" (In Progress) grade in a course for two semesters, they must appeal before re-enrolling in the course.

Prerequisites: Students must pass the first course in a sequence before taking the subsequent courses unless permission is granted to omit prerequisites.

Financial Aid Satisfactory Academic Progress Policy

Federal regulations require that all students receiving federal financial aid (Federal Pell Grant, Federal Work Study or Federal Supplemental Educational Opportunity Grant) must make satisfactory academic progress toward completion of a degree or certificate. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. A student's academic progress will be evaluated at the end of each semester. Notices will be sent to all students via email once end of semester processing is complete. The email informs the student if he/she has met SAP requirements or if they have been placed on Financial Aid Warning or Financial Aid Suspension. The student may also review his/her eligibility online in their MyRSTC account at any time.

According to 34 CFR 668-16(e), there are two major components of satisfactory academic progress: the qualitative component (cumulative in-program GPA) and the quantitative component (timeframe of completion).

Qualitative Requirement (GPA): Financial aid recipients must maintain the following grade point averages (GPA) according to the number of hours attempted. This includes all hours attempted at Reid State whether or not financial aid was received or courses were

successfully completed. Also, grades for developmental courses, and periods when academic bankruptcy was applied shall be factored into the GPA calculation. GPA is only calculated using coursework taken at Reid State.

The following grades earned at Reid State are not considered credit completed but are counted as attempted credit in SAP completion percentage calculations and maximum time frame calculations:

> F- Failure
>
> W- Withdrawal
>
> I - Incomplete
>
> NG – No Grade

Incomplete grades are not counted in the qualitative (GPA) calculation until the grade change form is submitted by the instructor no later than the end of the semester immediately following the term for which the incomplete grade was assigned. If incomplete coursework is not completed by the end of the following term, the incomplete grade will be changed to an F.

GPA requirements for long-term certificate and degree seeking students

- If the student has attempted 0-21 hours, they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours, they must maintain a 1.75 GPA.
- If the student has attempted 33 or more hours, they must maintain a 2.0 GPA.

GPA requirements for short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 1.5 GPA.
- If the student has attempted 13 or more hours, they must maintain a 2.0 GPA.

Quantitative - Pace of Progression Requirement (PACE): All credit hours attempted by the student will be calculated in the completion rate, which includes: transfer courses accepted by the institution, developmental coursework, incompletes, periods when academic bankruptcy was applied, and forgiven courses.

Completion rate (attempted class hours) required by long-term certificate and degree-seeking students

- If the student has attempted 0-21 hours, they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours, they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours, they must maintain a 67% completion rate.

Completion rate (attempted class hours) required by short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 58% completion rate.
- If the student has attempted 13 or more hours, they must maintain a 67% completion rate.

Quantitative - Maximum Timeframe (MAX): The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program.

Example: For a degree programs that require 64 credit hours to graduate, maximum timeframe is 96 attempted credit hours. Reid State programs are as follows:

Program	Normal Length of Program in Credit Hours	Maximum # of Credit Hours
Computer Information Science, AAT	64	96
Business Administration Technology, AAT	67	100
Childcare Education & Development, AAT	65	97
Cosmetology, Certificate	46	69
Health Sciences, Short-term Certificate	27	40
Industrial Electronics, AAT	74	111
Industrial Electronics, Certificate	56	84
Industrial Maintenance, Short-term Certificate	29	43
Practical Nursing, LPN, Certificate	46	69
Welding, Certificate	58	87
Welding, Short-term Certificate	28	42
Welding, AOT	76	114

Developmental Courses: A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental course work.

Transfer Courses: All transfer credits accepted by the college will count toward the PACE and maximum timeframe calculation.

Should transcripts be evaluated and accepted credits after financial aid has been processed, the accepted credits will be evaluated at the next evaluation point.

Repeat Courses: A student who has subsequently passed a course with a grade of A, B, C, or D shall be allowed to receive financial aid to repeat that course one time. If a student repeats a course that they have successfully completed, they will only receive credit for one class toward the total number of hours completed, and such a repeat will affect the completion rate. Failing grades, withdrawals, incompletes and/or repeated classes may result in suspension of financial aid because these classes are considered as attempted hours not successfully completed. (These hours are included in the maximum timeframe calculation.)

Financial Aid Warning: Academic progress will be reviewed at the end of each semester. If the student is not making academic progress, notices will be sent to their RSTC.edu email that they are placed on Financial Aid Warning and they are in jeopardy of losing financial aid eligibility. The student may also review their eligibility online in their MyRSTC account at any time. If a student fails to meet the Qualitative Standard - Grade Point Average (GPA) and/or the Quantitative Standard - Pace of Progression (PACE) for Satisfactory Academic Progress, they will be placed on a one-semester warning.

Financial Aid Suspension: Academic progress will be reviewed at the end of each semester. If the student has been placed on Financial Aid Warning and is not making academic progress for a second semester, the student will be placed on Financial Aid Suspension. Notices of the suspension will be sent to their REID STATE email. This notice shall include how the student may regain eligibility. The student may also review their eligibility online in their MyRSTC account at any time. The student will be placed on Failing

SAP Status when the Qualitative Requirement - Grade Point Average (GPA) and/or the Quantitative Requirement - Completion Rate (PACE) have not been met. There is no warning semester for Maximum Timeframe (MAX).

If a student is academically suspended and readmitted on an admissions appeal, this does not automatically qualify a student for reinstatement of financial aid. Financial aid will be reinstated when the student attends college at his/her own expense and meets the minimum standards of satisfactory academic progress or if the Financial Aid Appeal Committee reinstates eligibility.

Change in Program: A change of program of study is allowed. However, all credit hours attempted, including transfer credits, attempted by the student in their previous programs will be included in the maximum timeframe calculation. A student may only receive aid up to 150% of the normal timeframe of the new program of study. If a student has reached the maximum timeframe for their new program of study, they may file an appeal for additional hours due to mitigating circumstances.

Lifetime Maximum: Students may receive Pell Grant for up to 6 full years, 12 full semesters, for a total of 600% Lifetime Eligibility Used, as determined by the Department of Education. Once a student has received a Pell Grant for lifetime maximum of 600%, they will no longer be eligible for additional Pell Grants.

Appeals Process: If a student wishes to request consideration for re-instatement of federal financial aid due to mitigating circumstances, the student must complete a Financial Aid Appeal form and provide appropriate documentation. A written explanation regarding the mitigating and/or extenuating circumstances, plan for improvement, academic plan signed off by an advisor, and supporting documentation must be included with the Financial Aid Appeal form. The student should explain what happened when the student previously attended REID STATE to prevent them from making academic progress and what has changed in the student's situation to allow them to meet the Satisfactory Academic Progress requirements at the next evaluation. The appeal form and supporting documentation must be submitted to the Financial Aid Office, to be reviewed by the Financial Aid Appeals Committee as soon as possible, but no later than 10 days before the first day of class. The student will be notified by email of the decision by the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final and is determined on a case-by-case basis.

Students re-instated on Financial Aid Appeal will be required to follow an academic plan and if eligible, must contact the Director of Financial Aid within the time frame given by the appeals committee. Students must comply with all requirements and recommendations. Documentation must be completed by the student and advisor before the Financial Aid Probation will be removed.

Veterans Benefits

To be eligible for Veterans Administration benefits, qualified students eligible for such benefits must meet the standards of progress requirements applicable to all students at Reid State Technical College (i.e., as specified in the sub-section General - All Students of this section on Standards of Progress).

Terms Beginning 8/1/2019 and Thereafter (PT 115-407 Sec. 103)

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Students receiving Veterans Administration Benefits

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® - Active Duty Program), Chapter 33 (Post-911 G.I. Bill®) or Chapter 35 of Title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active-duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either Chapter 30, Chapter 33 or Chapter 35 of Title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence).

- Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

- The policy shall be read to be amended as necessary to be compliant with the requirements of (38 U.S.C. 3679 (c)(2)(A) as amended.

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI

Bill® Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

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

Honors

President's List
The President's List is compiled at the end of each semester. Requirements for the President's List shall be:

- A semester grade point average of 4.0, and

- Completion of a minimum semester course load of 12 semester credit hours of college-level work Developmental (i.e., pre-collegiate) courses carrying grades of "A" - "F" will be calculated in the semester GPA but will not count toward the minimum course load requirement.

Dean's List

The Dean's List is compiled at the end of each semester. The requirements for the Dean's List shall be:

- A semester grade point average (GPA) of 3.5 or above but below 4.0, and
- Completion of a minimum semester course load of 12 semester credit hours of college-level work Developmental (pre-collegiate) courses carrying grades of "A" - "F" will be calculated in the semester GPA but will not count toward the minimum course load requirements.

Graduation Honors for Degrees

Superior academic achievement by graduating students will be recognized by the following designation on degrees and transcripts:

- Summa Cum Laude (Graduation with Highest Honors) 3.90 to 4.00 GPA
- Magna Cum Laude (Graduation with High Honors) 3.70 to 3.89 GPA
- Cum Laude (Graduation with Honors) 3.50 to 3.69 GPA

Graduation Honors for Short Certificates or Certificates

Superior academic achievement by graduating students will be recognized by the following designation on short certificates, certificates, and transcripts:

- Graduation with Distinction 3.50 to 4.00

GPA NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, short certificate, or certificate being earned. To be eligible for any of the preceding graduation honors, the student must have completed a minimum of 32 semester credit hours at Reid State Technical College toward the respective degree, short certificate, or certificate.

Degrees

A student shall be awarded the Associate in Applied Technology degree or the Associate in Occupational Technology degree upon satisfactory completion of the requirements of the specific program as specified by the college granting the degree and the Alabama Community College System Board of Trustees.

A student must:

- Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses
- Earn a 2.0 cumulative grade point average in all courses attempted at Reid State Technical College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements
- Complete at least 25 percent of semester credit hours at Reid State Technical College
- Meet all the requirements for graduation within a calendar year from the last semester/term of attendance
- Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction

resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs

- Comply with formal procedures for graduation in accordance with institutional policy at Reid State Technical College
- Fulfill all financial obligations to the College
- The Registrar shall approve the formal award when the student meets all the requirements for graduation satisfactorily

Formal Awards other than Degrees

A student shall be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Reid State Technical College in accordance with policies of the Alabama Community College System Board of Trustees. A student must:

- Satisfactorily complete an approved program of study
- Earn a 2.0 cumulative grade point average in all courses attempted at Reid State Technical College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements
- Complete at least 25 percent of the total semester credit hours at Reid State Technical College
- Meet all requirements for graduation within a calendar year from the semester of attendance
- Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.
- Fulfill all financial obligations to the College.
- The Registrar shall approve the formal award when the student meets all requirements for graduation satisfactorily.

Academic Advising

Academic advisors are available in the student services department to advise students. In addition, all faculty members serve as academic advisors. The faculty advisor is an instructor or Division Chairperson in the department in which the technical content of the degree or certificate program is taught.

Student Academic Load

The student course load for a full-time student will be twelve to nineteen credit hours. Twelve to nineteen semester credit hours

will constitute the normal load for regular students. Any student wishing to enroll for more than nineteen hours must obtain permission from the Dean of Instruction. A student enrolled for fewer than twelve hours is a part-time student. No student will be approved for more than 24 credit hours in any one term for any reason.

Library Services

The mission of the Edith A. Gray Library and Technology Center is to provide the information resources and research services necessary to advance and support the educational and cultural needs of the students, faculty, and staff. This will enable Reid State and the surrounding communities to function responsibly in a diverse society.

The Edith A. Gray Library and Technology Center opened on December 11, 2005. It is named in honor of a lifelong resident and educator of Conecuh County. The building is a two-story, state-of-the-art, technologically advanced facility located at the entrance of the campus. The library is located on the second floor. The library offers services such as reference assistance, library information literacy classes, and interlibrary loan. Computers are also available for student use as well as limited printing services. In addition to many of the services, the library promotes special programs and annual activities honoring library events that are open to students, faculty, staff, and the administration at Reid State as well as to the community.

RSTC's Online Library/Learning Resources are linked from the library's webpage, https://www.rstc.edu/library. The Alabama Virtual Library (AVL) increases the library's collection holdings significantly by providing all students, teachers, and citizens of the state of Alabama with online access to essential library and information resources. Students may gain access to resources off campus by logging in with their MyRSTC credentials. The library provides services and accessibility to users with disabilities. Additional services for patrons with disabilities are provided when requested. The library is open Monday – Thursday 7:30 a.m. – 4:30 p.m. and Friday 7:30 a.m. – 1:30 p.m.

Academic Dishonesty

The College expects all students to be honest in their academic activities. Any student found guilty of academic dishonesty may be dropped from the course with a grade of "F". Any student, faculty, or staff member involved in or affected by an incident of academic dishonesty may use the grievance policy to appeal, change, or increase the severity of the penalty. Examples of academic dishonesty are:

- Giving or receiving unauthorized help from another student during examination;
- Using any source of unauthorized information or assistance (notes, books, spoken word, etc.) during examination including artificial intelligence or test taking services.
- Obtaining an examination or any part of an examination without authorization;
- Submitting for credit any theme, report, speech, outline, lab paper, notebook, or similar item without appropriate acknowledgement (plagiarism) of the whole or part, if it has been obtained or copied from another source, including artificial intelligence applications;
- Altering or causing to be altered without authorization, the record of any grade in any grade book, office, or other record;

- Taking an examination or otherwise doing any other type of work for another student. (Providing one's work for another student to copy and submit as his/her own); and
- Presenting false data or information or intentionally misrepresenting one's record for admission, registration, or graduation.

Disciplinary Action by Faculty Members

With regard to the matter of academic dishonesty in taking a college course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of a student having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to take one of the following actions:

- Impose a grade of "F" for the respective assignment or test.
- Impose an "F" for the respective course.
- Require that an assignment be redone, or a test be retaken; or
- Impose other similar sanctions designed to preserve academic integrity.

The faculty member shall not have the right to suspend or expel a student(s). That authority is reserved for the Dean of Students and the College Judiciary Committee.

If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to Dean of Students for disciplinary review. In any situation where a student(s) is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within 3 working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student(s) written notice of the allegation and give the student(s) the opportunity to respond to each allegation made.

The student(s) shall have a maximum of 3 working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student(s) has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student(s) give a response for a grade to be finalized, only that the student(s) has been given an opportunity to respond and that the instructor gives due consideration to any response that is made.

Each instructor shall keep a confidential file of all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student(s) against whom a sanction is imposed by a faculty member because of an allegation of academic dishonesty shall have the right to appeal the sanction to the Dean of Students.

The appeal must be filed with the Dean of Students within 5 working days after the student(s) is first made aware of the date that the decision has been made to impose a sanction and must include the following:

- A copy of the faculty member's written allegations of academic dishonesty;
- A statement of the sanction imposed;
- The dates on which the student(s) received the written allegation and on which the student(s) responded to the allegation;
- The nature of the student's response to the faculty member concerning the allegation; and
- The rationale for the appeal of the sanction.

The student(s) shall have the option of admitting to Dean of Students the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed. The Dean

of Students shall, within 15 working days after receipt of the appeal, issue a report by which the Dean of Students will:

- Affirm the sanction;
- Overrule the sanction; or
- Modify the sanction.

The Dean of Students shall not overrule or modify any sanction imposed by a faculty member except where a compelling and substantial academic or legal reason exists for doing so. If the Dean of Students determines that the student(s) or organization is not guilty, the student(s) or group will be cleared of all charges. If the student(s) or organization is found guilty, the Dean of Students will delineate appropriate sanctions on a Reid State Technical College Sanction Agreement. Upon administration of the Sanction Agreement, the student(s) or organization will be offered the opportunity to select one of the following options:

- Sign the Sanction Agreement, indicating acceptance of the sanctions imposed and waiving all rights to appeal; or
- Sign the Sanction Agreement, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the College Judiciary Committee. Appeal requests must be made in writing within 5 working days to the Dean of Students. Student(s) who desire to request that academic integrity issues be heard by the College Judiciary Committee must follow steps 7-11 of the Disciplinary Procedures by Staff and College Judiciary Committee.

Academic Freedom

The Alabama Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent Reid State from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

Attendance Policy

Reid State Technical College is a non-attendance taking institution that specifies the attendance requirements in the syllabus for each course. Class attendance is considered essential to the educational process at Reid State. The College subscribes to the philosophy that academic success derived by students is directly proportional to their class attendance. There is also a high correlation between the number of absences and the final grade. Students are expected to punctually attend all classes in which they are registered. Attendance will be recorded from the first day of the student's official enrollment. A student is considered officially enrolled upon payment of tuition and fees. Regulations pertinent to the student attendance are listed below:

- Faculty members may establish such attendance requirements as they deem academically sound.
- Any student who does not attend class during the drop/add period will be dropped from the class roll and considered a no- show.

- It is the student's responsibility to keep track of the exact number of absences in each class and to ensure that any missed assignments are completed in a timely manner. The instructor is not required to notify the student when the student is in danger of being excessively absent, nor is the instructor required to review any material missed as a result of the student being absent.
- However, at mid-term, faculty members will identify students who have apparently ceased attendance but have not completed the withdrawal process. Students in courses that meet at least twice per week will be reported if they have missed five consecutive class meetings before mid-term or 5 absences for a 15-week term (consecutive or non-consecutive) for unofficial withdrawal.
- Students in courses that meet once per week will be reported if they have missed three consecutive class meetings before midterm. These students will be removed from the courses as an unofficial withdrawal and assigned a grade of W.
- If a student is unable to attend a class regularly, regardless of the reason or circumstance, he/she should formally withdraw from that class. The student should see their advisor to complete the withdrawal form and the Registrar's Office will process the withdrawal.
- The attendance policy for classes on special schedules will be announced at the first class meeting.
- Attendance requirements in programs which lead to a board license (e.g., Cosmetology and Nursing) or which are regulated by federal, or state statute (veterans' benefits) may be different from the policy set forthherein.

Live Work Policy

Definition
Live work is done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of all kinds.

Relationship to Training
Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor(s) as part of the student's training program.

Administration
Administration and control of live work in accordance with Alabama Community College System Board of Trustees policies are the responsibilities of the President of the College. All live work performed must be approved by the President or his designee. The President shall be responsible for the determination and collection of all charges and maintenance of appropriate records. The state prescribed and approved accounting procedures will be followed.

Live Work Projects
Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well defined before acceptance. Live work projects can be conducted for any of the following:

- Tax supported programs and institutions;
- Active and retired public employees/officials;

- Students in the two-year colleges; and
- Charitable organizations which are supported by donations.

Live Work may occasionally be conducted for individuals or organizations other than those listed provided the following criteria are met:

- Such live work is not designed for competition with private enterprise;
- The circumstances involved are unusual and justify the acceptance of the live work project; and
- The President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative.

Release of College Liability

The person, program, institution, or organization for which live work is done shall comply with the following:

- Assume all responsibility for the results of the work being done by students;
- Bear all actual cost of materials and parts involved; and
- Pay a service charge according to schedule as prescribed by the section on service charges and established by the President of the College to cover indirect expenses

Service Charges for Live Work Projects

The total charges (cost plus a service charge) for live work will be cost plus 10 percent for internal work (work performed for students, faculty, and staff of the institution) and cost plus 20 percent for external work (work performed for those persons not connected directly with the institution). A minimum charge may be set by the President.

In exceptional cases such as the construction of a public building, a reduced service charge for the indirect expense of live work projects may be used provided the Chancellor of The Alabama Community College System or a representative concurs in writing.

In all instances, the College must recover all costs.

Construction Projects

In order to protect the public, all construction projects of public buildings must be approved by the Chancellor of The Alabama Community College System or a representative. Written agreements will be submitted by the College for approval.

Licensed Training Programs

When a licensed training program such as cosmetology is operated, services may be provided to the public within a schedule of charges established by the President of the College.

Restrictions on Live Work

To avoid competition with private enterprise, live work is restricted as follows:

- Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment
- Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual
- No person, regardless of his connection, shall use the state technical college for personal gain or profit

Policy of Nondiscrimination

In accordance with the official policy of the Alabama Community College System Board of Trustees, Reid State Technical College is committed to equal opportunity in employment and education. No person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or employment on the grounds of race, color, disability, sex, religion, creed, national origin, or age. Reid State Technical College complies with non-discrimination regulations under Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibit discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. subsection 794), which prohibits discrimination on the basis of disabilities; Title IX, Section 106.8, which provides protection against acts of sexual harassment; the Americans with Disabilities Act of 1990; and the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Reid State Technical College also complies with The Drug-Free Workplace Act of 1989 (P.L. 100-690). Inquiries concerning Title VI, Title VII, Title IX, ADA, and/or Section 504 may be directed to the following:

Ebony Horton Bradley
Dean of Students
Reid State Technical College
251-578-1313, ext. 231 (o) | 334-293-1428 (c)
ebradley@rstc.edu

Accommodations

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of the Alabama Community College System to ensure that students with disabilities have the programmatic and architectural access needed for integration into campus life. All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by the respective college to be essential or fundamental will not be modified. Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty: Screening of disability documentation Determination of appropriate accommodations Communication with faculty and/or staff regarding student needs Referral to other available campus and/or community resources Providing reasonable accommodations for students with disabilities requires an individual assessment of needs and is a problem- solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include the following: extended time of exams; permission to record lecture; change in test format; priority registration; enlarge print/graphics; textbooks on tape/CD/DVD Blue Ray; handouts of overhead materials; cordless FM system; removal of structural barriers; class note taker; use of spell checker; extra time for assignments; alternative evaluation methods; special parking; text telephone.

Academic Programs

Mission

The mission and purpose of the instructional division is to provide postsecondary transfer and occupational education on a non-discriminatory basis for individuals who desire to prepare for entry-level employment, advancement, or retraining in a career field. The training should meet the needs and standards of business, industry, and professions, and also afford reasonable expectation of gainful employment.

Program Objectives

- Each technical and academic program will maintain a minimum graduation rate of 60%.
- Each technical and academic program requiring licensure will maintain a minimum licensure rate of 70%.
- Each technical and academic program will maintain a minimum placement rate of 70%.
- Each technical and academic program will receive at least an average rating (70%) from program graduate employers in the following areas:
  - Interpersonal/Interaction Skills
  - Oral and Written Communication Skills
  - Graduate's Work Ethics
  - Critical Thinking Skills
  - Entry Level Occupational Skills
  - Overall Quality of Graduate Education/Skills

General Education

The General and Developmental Education Division supports the College in its mission by providing academic preparation for students to successfully participate in the workforce. This academic preparation includes proficiency in oral and written communication, problem solving and critical thinking, mathematical concepts and applications, computation and quantitative reasoning, as well as developing individual citizenship and work ethic skills that will help graduates be successful in careers in business and industry.

General Education Outcome Objectives

- Students will be proficient in oral and written communication.
- Students will be proficient in mathematical concepts and applications, computation, problem solving, and quantitative reasoning.
- Students will be proficient in human relations.
- Students will develop individual citizenship.
- Students will develop work ethics.

Developmental Courses

A full array of developmental courses is offered at Reid State Technical College. Through participation in these courses, students will have an opportunity to develop the academic skills necessary for success in their chosen occupational programs. As these courses are preparatory in nature, developmental courses are not creditable toward a degree, certificate, or short-term certificate. Students taking developmental courses will be unable to complete their program of study in the number of semesters specified in the curriculum outline section of this Catalog.

Alabama Community College System Degree Requirements

Requirements for Degrees and Certificates

Each degree must consist of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

Area I is designated for Written Composition. Study in this area ensures effective written communication skills, which are essential in a literate society.

Area II is designated for Humanities and Fine Arts. Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ethnic studies, philosophy, religious studies, speech, foreign languages, art and art history, music and music history, theatre, and dance.

Area III is designated for Natural Sciences and Mathematics. Study in the natural sciences and mathematics emphasizes the scientific method and quantitative reasoning. Disciplines in the natural sciences, include, but are not limited to, astronomy, biology, chemistry, earth science, geology, physical geography, physics, and physical science.

Area IV is designated for History, Social, and Behavioral Sciences. Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. Disciplines other than history in this area include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology. Area V: Pre-Professional, Major, and Elective Courses.

Area V is designated for courses appropriate to the degree/major requirements of the individual student.

Note: *All degrees/certificates have other specific requirements and/or recommendations for distribution of credit hours among disciplines in each area, and some have restrictions on the particular courses which may serve to meet those requirements.*

Associate in Applied Technology (AAT) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) that provides specialization in a technical, business, or semi-professional field qualifying the student for employment upon graduation. This degree is offered only by technical colleges accredited by the Council on Occupational Education (COE) and is not designed for students seeking to transfer credit to a senior institution.

Degree Requirements by Area		Credit Hours
Area I	Written Composition I and II	3-6
Area II	Humanities and Fine Arts	3-6
Area III	Natural Science and Mathematics	6-7
Area IV	History, Social, and Behavioral Sciences	3
Areas I-IV	**General Education Requirements**	**15-22**
Area V	Technical Core, Technical Concentration, and Electives	39-61

Areas I-V	Total Semester Hours for Award	60-76

NOTES:

Area II: In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance. Note: Colleges planning to transition from COE to SACSCOC accreditation should design degree plans accordingly. See the requirements for the AAS degree for more information.

Area III: In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science. Requirements Prescribe: A minimum of 3 hours in Mathematics required.

Area IV: In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Area V: Area V courses are courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Associate in Occupational Technology (AOT) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) designed for students seeking to become multi-skilled technicians. Students must complete at least 28 semester hours in a primary technical specialty (the major) and at least 12 semester hours in a closely related secondary technical specialty (the minor). The AOT is not designed for transfer to a senior institution. All colleges are authorized to award this degree.

Degree Requirements by Area		Credit Hours
Area I	Written Composition I and II	3-6
Area II	Humanities and Fine Arts	3-6
Area III	Natural Science and Mathematics	6-7
Area IV	History, Social, and Behavioral Sciences	3
Areas I-IV	**General Education Requirements**	**15-22**
Area V	Technical Core, Technical Concentration, and Electives	39-61
Areas I-V	**Total Semester Hours for Award**	**60-76**

NOTES:

Area II: In addition to Literature, disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance. Note: For purposes of SACSCOC accreditation, courses in basic composition that do not contain a literature component, courses in oral communication (Speech), and introductory foreign language courses are considered skills courses and may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for a humanities/fine arts course. Colleges planning to transition from COE to SACSCOC accreditation should design degree plans accordingly. See the SACSCOC Resource Manual for the Principles of Accreditation for complete information on this restriction.

Area III: In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science. A minimum of 3 hours in Mathematics is required. One Computer Science course or demonstrated

computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s) is highly recommended. Appropriate 100 level courses (or higher) as denoted in The Alabama Community College System Course Directory may be substituted.

Area IV: In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Area V: Area V courses are courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.
*Primary Technical Specialty (Major): A minimum of 27 credit hours in a single content area.
**Secondary Technical Specialty (Minor): A minimum of 12 credit hours in another related technical area.

Certificate (CER)

An undergraduate award (less than a degree) signifying the successful completion of a prescribed course of study (30 to 60 semester hours) that provides the student with a specialized set of skills for employment or professional advancement. Certificates are not designed for transfer to a senior institution. All colleges are authorized to award certificates.

Degree Requirements by Area		Credit Hours
Area I	Written Composition I and II	3-6
Area II	Humanities and Fine Arts	0-6
Area III	Natural Science and Mathematics	3-7
Area IV	History, Social, and Behavioral Sciences	0
Areas I-IV	**General Education Requirements**	**6-19**
Area V	Technical Core, Technical Concentration, and Electives	11-54
Areas I-V	**Total Semester Hours for Award**	**30-60**

NOTES:
Area I: Requirements Prescribe: A minimum of one written composition course which may have a discipline specific prefix other than COM or ENG or the integration of written communication proficiencies within a required discipline-specific course(s).

Area III: Requirements Prescribe: A minimum of one mathematics course which may have a discipline specific prefix other than MAH or MTH or the integration of mathematics proficiencies within a required discipline-specific course(s).

CTE Short-Term Certificate (STC)

An undergraduate award signifying the successful completion of a prescribed course of study (9 to 29 semester credit hours) equipping the student with a focused set of skills for an entry-level position in business and industry. CTE Short-term certificates are not designed for transfer to a senior institution. All colleges are authorized to award short-term certificates.

Degree Requirements by Area		Credit Hours
Area I	Written Composition I and II	0-3

Area II	Humanities and Fine Arts	0
Area III	Natural Science and Mathematics	0-3
Area IV	History, Social, and Behavioral Sciences	0
Areas I-IV	**General Education Requirements**	**0-6***
Area V	Technical Core, Technical Concentration, and Electives	9-29
Areas I-V	**Total Semester Hours for Award**	**9-29**
NOTES: *for certificates with 6 hours of general education credits, the minimum total credit hours will be 15 credit hours.*		

Estimated Program Cost Sheet

Tuition Rate $129 per credit hour; institutional fees total $44 per credit hour

Program	Credit Hours/Program Length	Books	Materials/ Supplies/ Tools	Uniforms	Test/Exam Costs	Program Credit Hours (Tuition)	Fees Costs	Insurance Rate	Other Program Costs	Estimated Total Program Costs
Associate in Applied Science in Computer Science (AAT)	64 Credit Hours-4 Semesters (full-time attendance)	$381.23	$100.00	$	$	$8,384.00	$3,904.00	$18.77	$	$12,788.00
Business Administration Technology (AAT)	67 Credit Hours-4-5 Semesters (full-time attendance)	$1,000.00	$30.00	$	$30.00	$8,777.00	$4,087.00	$23.89	$	$13,947.89
Childcare Education and Development (AAT)	65 Credit Hours 5-6 Semesters (full-time attendance)	$330.00	$100.00	$	$	$8,515.00	$3,965.00	$27.30	$	$12,967.30
Commercial Truck Driving (NC)	8 Weeks	$	$	$	$135.00	$3,365.00	$	$	$	$3,500.00
Cosmetology (CER)	46 Credit Hours-3 Semesters	$299.33	$590.59	$40.00	$	$6,288.00	$2,928.00	$13.65	$	$10,217.98
Cosmetology Instructor (STC)	28 Credit Hours-2 Semesters	$300.00	$117.26	$40.00	$	$3,668.00	$1,708.00	$10.24	$	$5,843.50
Diesel Technology-Diesel (STC)	28 Credit Hours-2 Semester	$400.00	$125.00	$	$	$3,668.00	$1,708.00	$5.12	$	$5,906.12
Health Sciences (HPS) (STC)	27 Credit Hours-2 Semesters (full-time attendance)	$500.00	$496.24	Included in material and supplies	$	$3,527.00	$1,647.00	$10.24	$1,314.00	$7,494.48
Industrial Electricity/Electronics (CER)	56 Credit Hours-4-5 Semesters (full-time attendance)	$343.77	$475.00	$	$	$7,336.00	$3,416.00	$23.89	$	$11,594.66
Industrial Electricity/Electronics (AAT)	74 Credit Hours-6 Semesters (full-time attendance)	$343.77	$475.00	$	$	$9,694.00	$4,514.00	$27.30	$	$15,054.07
Industrial Maintenance (STC)	29 Credit Hours-2 Semesters (full-time attendance)	$343.77	$369.35	$	$	$3,799.00	$1,769.00	$10.24	$	$6,291.36
Pharmacy Technology (CER)	27 Credit Hours-2 Semesters (full-time attendance)	$359.00	$300.00	$	$	$3,527.00	$1,647.00	$10.24	$1,154.00	$6,997.24
Practical Nursing (CER)	46 Credit Hours-3 Semesters (full-time attendance)	$500.00	$500.00	Included in materials and supplies	$	$6,026.00	$2,806.00	$13.65	$3,279.00	$13,124.65
Welding Technology (Short-Term Certificate)	28 Credit Hours-2 Semesters (full-time attendance)	$240.87	$326.86	$	$	$3,668.00	$1,708.00	$10.24	$	$5,883.97
Welding (CER)	58 Credit Hours-4 Semesters (full-time attendance)	$521.44	$326.86	$	$	$7,598.00	$3,538.00	$18.77	$	$12,003.07
Welding (AOT)	76 Credit Hours-6 Semesters (full-time attendance)	$1,226.88	$326.86	$	$	$9,956.00	$4,636	$27.30	$	$16,073.04

ASSOCIATE OF APPLIED TECHNOLOGY IN COMPUTER INFORMATION SCIENCE

Program Purpose

The purpose of the Associate of Applied Technology in Computer Information Science program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry- level employment in the Computer Information Science profession.

The associate degree program is intended to produce graduates who are prepared for employment as entry-level microcomputer specialists or networking specialists. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of general computer terminology and concepts, program design and development, system analysis and design, database management, computer installation and maintenance, and computer networking. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of Computer Information Science. The occupational skill preparation should meet the recognized skill standards.

The philosophy and purpose of the Associate of Applied Technology in Computer Information Science program are consistent with that of the governing institution.

Occupational Data

According to the Alabama Department of Industrial Relations, demand for computer support specialists is expected to increase faster than average because of the rapid pace of improved technology. To operate more efficiently, the firm will continue to demand computer support specialists who are able to apply the latest technologies to meet the needs of the organization. Job prospects are best for those with a college degree in a related field. According to the Alabama Department of Labor, Computer User Support Specialists in Alabama earn an annual median salary of $47,880 and an annual median salary of $52,690 nationally. Computer Network Support Specialists in Alabama earn an annual median salary of $59,570 and an annual median salary of $65,450 nationally. Web Developers in Alabama earn an annual salary of $63,560 and an annual salary of $77,200 nationally.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirement

Applicants to this program must complete the application procedures. Additionally, applicants must present official documentation of a high school diploma, in accordance with ACCS Board of Trustees policy, or GED.

Program Certification

Computer Information Science currently offers a variety of courses that can lead to industry certifications such as CompTIA's A+, Network +, and Security +. Classes can also lead to several Microsoft certifications that include Microsoft Certified Professional (MCP), Microsoft Certified System Administrator of Windows Server, and Microsoft Office Specialists

Associate in Applied Technology in Computer Information Science

Associate of Applied Technology (AAT)

MINIMUM CREDITS REQUIRED: 61-62 Semester Credit Hours
Length of Program: 4 Semesters of full-time attendance

GENERAL EDUCATION CORE: 16-17 Semester Credit Hours		Theory	Lab	Internship	Contact	Credit
ORT 100	Orientation OR	1	0		1	1
ORI 101	Orientation to College					
AREA I: WRITTEN COMPOSITION 3 hours						
ENG 101	English Composition I	3	0		3	3
AREA II: HUMANITIES AND FINE ARTS 3 hours						
ART 100	Art Appreciation OR	3	0		3	3
MUS 101	Music Appreciation OR					
REL 151	Survey of the Old Testament OR					
REL 152	Survey of the New Testament OR					
PHL 206	Ethics and Society					
AREA III: NATURAL SCIENCE AND MATHEMATICS 6-7 hours						
*Students are required to complete one three-hour mathematics course and may either complete an additional mathematics course or one natural science course as listed below. *NOTE: MTH courses higher than MTH 100 may be substituted for the three-hour math requirement as well.*						
MTH 100	Intermediate College Algebra OR	3	0		3	3
MTH 116	Mathematical Applications*					
MTH*	Any MTH course OR	3	0		3	3
BIO 113	History of Biology OR	3	0		3	3
BIO 101	Introduction to Biology I OR	3	1		5	4
BIO 103	Principles of Biology OR	3	1		5	4
PHS 111	Physical Science I	3	1		5	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES 3 hours						
Students are required to complete one three-hour history, social, or behavioral science listed below.						
PSY 200	General Psychology	3	0		3	3
PSY 210	Human Growth and Development					
HIS 101	Western Civilization I					
HIS 102	Western Civilization II					
HIS 121	World History I					
HIS 122	World History II					
HIS 201	United States History I					
HIS 202	United States History II					
SOC 200	Introduction to Sociology					

PRIMARY TECHNICAL CONCENTRATION: 45 Semester Credit Hours						
CIS	117	Database Management Software Applications	3	0	3	3
CIS	149	Digital Literacy	3	0	3	3
CIS	150	Introduction to Computer Logic and Programming	3	0	3	3
CIS	161	Intro to Network Communications	3	0	3	3
CIS	199	Network Communications	3	0	3	3
CIS	207	Web Development	3	0	3	3
CIS	249	Microcomputer Operating Systems	3	0	3	3
CIS	268	Software Support	3	0	3	3
CIS	269	Hardware Support	3	0	3	3
CIS	275	Workstation Administration	3	0	3	3
CIS	276	Server Administration	3	0	3	3
CIS	277	Network Services Administration	3	0	3	3
CIS	278	Directory Services Administration	3	0	3	3

CIS	279	Network Infrastructure Design	3	0	3	3
CIS	280	Network Security	3	0	3	3

BUSINESS ADMINISTRATION TECHNOLOGY (AAT)

Program Purpose

The purpose of the Business Administration Technology Program is to provide accessible, quality educational opportunities that will provide individuals with the skills, knowledge, and abilities necessary to obtain entry-level employment in the general, medical, and information technology professions.

This associate degree program is intended to produce graduates who are prepared for employment as office administrative assistants, clerical clerks, office managers, receptionists, medical administrative assistants, and information technology assistants. Program graduates are to be competent in the academic areas of communication, mathematics, computer literacy, and human relations, and in the technical areas of office management, information management, records management, and basic accounting.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of business administration. The College will ensure program quality by the acquisition of a certification of graduate competencies through Office Proficiency Assessment Certification (OPAC) or another certification method.

Occupational Data

Graduates of the Business Administration Technology program work in the office setting where they use their skills which are grouped under the classification of business administrator personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics, the national median wage for business administrator personnel was $21.90/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to this program must complete the application procedures. Additionally, applicants must present official documentation of a high school diploma, or GED in accordance with the Alabama Community College System Board of Trustees policy.

Office Proficiency Assessment and Certification Requirements

Students are required to obtain certification in at least one area of business prior to graduation through The Office Proficiency Assessment and Certification (OPAC) System or another certification method. Proof of certification is required, and a fee may be assessed to obtain a certificate of certification.

Requirements for success in the Program:

- Knowledge and skills in English, spelling, business mathematics, composing and proofing business correspondence, records management, accounting, office procedures, comprehensive Microsoft Office software application, and/or other software applications.

- Desirable soft skills: the ability to get along with others, helpful and pleasant attitude, genuine friendliness, pleasant voice, honesty and integrity, reliability, neatness, self-control, efficiency, and punctuality.

Business Administration Technology, Associate of Applied Technology (AAT)

MINIMUM CREDITS REQUIRED: 67-68 Semester Credit Hours
Length of Program: 5 - 6 Semesters of full-time attendance

GENERAL EDUCATION CORE: 19-20 Semester Credit Hours		Theory	Lab	Internship	Contact	Credit
ORT 100 ORI 101	Orientation OR Orientation to College	1	0		1	1
AREA I: WRITTEN COMPOSITION 3 hours						
ENG 101	English Composition I	3	0		3	3
A REA II: HUMANITIES AND FINE ARTS 6 hours						
ART 100 MUS 101 REL 151 REL 152 PHL 206	Art Appreciation OR Music Appreciation OR Survey of the Old Testament OR Survey of the New Testament OR Ethics and Society	3	0		3	3
SPH 106 SPH 107	Fundamentals of Oral Communications OR Fundamentals of Public Speaking	3	0		3	3
A REA III: NATURAL SCIENCE AND MATHEMATICS 6-7 hours						
*Students are required to complete one three-hour mathematics course and may either complete an additional mathematics course or one natural science course as listed below. *NOTE: MTH courses higher than MTH 100 may be substituted for the three-hour math requirement as well.*						
MTH 100 MTH 116	Intermediate College Algebra OR Mathematical Applications*	3	0		3	3
MTH* BIO 113 BIO 101 BIO 103 PHS 111	Any MTH course OR History of Biology OR Introduction to Biology I OR Principles of Biology OR Physical Science I	3 3 3 3 3	0 0 1 1 1		3 3 5 5 5	3 3 4 4 4
A REA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES 3 hours						
Students are required to complete one three-hour history, social, or behavioral science listed below.						
PSY 200 PSY 210 HIS 101 HIS 102 HIS 121 HIS 122 HIS 201 HIS 202 SOC 200	General Psychology Human Growth and Development Western Civilization I Western Civilization II World History I World History II United States History I United States History II Introduction to Sociology	3	0		3	3

TECHNICAL CONCENTRATION: 48 Semester Credit Hours							
BUS	100	Introduction to Business	3	0		3	3
BUS	105	Customer Services	3	0		3	3
BUS	151	Modern Business Mathematics with Excel	3	0		3	3
BUS	190	Introduction to Business Grant Writing	3	0		3	3
BUS	210	Introduction to Accounting	3	0		3	3
BUS	215	Business Communication	3	0		3	3
BUS	245	Accounting with QuickBooks	3	0		3	3
BUS	263	The Legal and Social Environment of Business	3	0		3	3
BUS	275	Principles of Management	3	0		3	3
BUS	279	Small Business Management	3	0		3	3
BUS	285	Principles of Marketing	3	0		3	3
BUS	296	Business Internship	3	0		3	3

OAD	138	Records Information Management	3	0		3	3
OAD	218	Office Procedures	3	0		3	3
OAD	232	The Computerized Office	3	0		3	3
OAD	240	CPS/CAP Review	3	0		3	3

STUDENTS may substitute the Technical Concentration credit hours for either of the options listed below:

Associate of Applied Technology (AAT) (Medical Administrative Assistant concentration)

MINIMUM CREDITS REQUIRED: 67-68 Semester Credit Hours Length of Program: 5 - 6 Semesters of full-time attendance

TECHNICAL CONCENTRATION: 48 Semester Credit Hours							
BUS	100	Introduction to Business	3	0		3	3
BUS	105	Customer Services	3	0		3	3
BUS	151	Modern Business Mathematics with Excel	3	0		3	3
OAD	211	Medical Terminology	3	0		3	3
BUS	210	Introduction to Accounting	3	0		3	3
BUS	215	Business Communication	3	0		3	3
BUS	245	Accounting with QuickBooks	3	0		3	3
BUS	263	The Legal and Social Environment of Business	3	0		3	3
BUS	275	Principles of Management	3	0		3	3
BUS	279	Small Business Management	3	0		3	3
BUS	285	Principles of Marketing	3	0		3	3
BUS	296	Business Internship	3	0		3	3
OAD	214	Medical Office Procedures	3	0		3	3
OAD	215	Health Information Management	3	0		3	3
OAD	232	The Computerized Office	3	0		3	3
OAD	240	CPS/CAP Review	3	0		3	3

Associate of Applied Technology (AAT) (Computer Information Science concentration)

MINIMUM CREDITS REQUIRED: 67-68 Semester Credit Hours Length of Program: 5 - 6 Semesters of full-time attendance

TECHNICAL CONCENTRATIOWN: 48 Semester Credit Hours							
BUS	215	Business Communication	3	0		3	3
BUS	245	Accounting with QuickBooks	3	0		3	3
BUS	263	Legal and Social Environment of Business	3	0		3	3
BUS	275	Principles of Management	3	0		3	3
BUS	279	Small Business Management	3	0		3	3
BUS	285	Principles of Marketing	3	0		3	3
BUS	296	Business Internship	3	0		3	3

OAD	138	Records Information Management	3	0		3	3
CIS	146	Microcomputer Applications	3	0		3	3
CIS	147	Advanced Micro Applications	3	0		3	3
OAD	240	CPS/CAP Review	3	0		3	3

CHILDCARE EDUCATION AND DEVELOPMENT (AAT)

Program Purpose

The purpose of the Childcare Education and Development program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the childcare professions. This degree program is intended to produce graduates who are prepared for employment as childcare directors, teachers, Head Start teachers or assistants, and teacher's aides. Programs graduates are to be competent in the academic areas of communications and mathematics and in the technical areas of planning programs for children, child development, creative experiences for children, and child health, safety, and nutrition.

Reid State Technical College will accomplish program objectives by providing students with comprehensive general education and technical training in the core area of Childcare Education and Development. The occupational skill preparation should meet the Child Development Association's (CDA) recognized skill standards. The philosophy and purpose of the Childcare Education and Development program are consistent with that of the governing institution. The Childcare Education and Development program is located at the main campus.

Occupational Data

Graduates of the Childcare Education and Development program work as childcare workers in an education or childcare setting. According to the U. S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics, the national median for childcare workers was $27.70/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admissions Requirements

Applicants to this program must complete the application procedures. Additionally, applicants must present official documentation of a high school diploma in accordance with ACCS Board of Trustees policy, or GED.

Childcare Education and Development, Associate of Applied Technology (AAT)

MINIMUM CREDITS REQUIRED: 65-66 Semester Credit Hours
Length of Program: 5-6 Semesters of full-time attendance

GENERAL EDUCATION CORE: 19-20 Semester Credit Hours		Theory	Lab	Internship	Contact	Credit
ORT 100	Orientation OR	1	0		1	1
ORI 101	Orientation to College					
AREA I: WRITTEN COMPOSITION 3 hours						
ENG 101	English Composition I	3	0		3	3
A REA II: HUMANITIES AND FINE ARTS 6 hours						
ART 100	Art Appreciation OR	3	0		3	3
MUS 101	Music Appreciation OR					
SPH 106	Fundamentals of Oral Communications OR	3	0		3	3
SPH 107	Fundamentals of Public Speaking					
A REA III: NATURAL SCIENCE AND MATHEMATICS 6-7 hours						
*Students are required to complete one three-hour mathematics course and may either complete an additional mathematics course or one natural science course as listed below. *NOTE: MTH courses higher than MTH 100 may be substituted for the three-hour math requirement as well. MTH 110 or 112 is suggested for students anticipating transfer. A four-hour science course is also suggested.*						
MTH 100	Intermediate College Algebra OR	3	0		3	3
MTH 116	Mathematical Applications*					
MTH*	Any MTH course OR	3	0		3	3
BIO 113	History of Biology OR	3	0		3	3
BIO 101	Introduction to Biology I OR	3	1		5	4
BIO 103	Principles of Biology OR	3	1		5	4
PHS 111	Physical Science I	3	1		5	4
A REA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES 3 hours						
Students are required to complete one three-hour history, social, or behavioral science listed below.						
PSY 200	General Psychology OR	3	0		3	3
PSY 210	Human Growth and Development OR					
SOC 200	Introduction to Sociology					

TECHNICAL CONCENTRATION: 46 Semester Credit Hours			Theory	Lab	Contact	Credit
CHD	100	Introduction of Early Care and Education of Children	3	0	3	3
CHD	201	Child Growth and Development Principles	3	0	3	3
CHD	202	Children's Creative Experiences	3	0	3	3
CHD	203	Children's Literature and Language Development	3	0	3	3
CHD	204	Methods and Materials for Teaching Children	3	0	3	3
CHD	205	Program Planning for Educating Young Children	3	0	3	3
CHD	206	Children's Health and Safety	3	0	3	3
CHD	208	Administration of Child Development Programs	3	0	3	3
CHD	209	Infant and Toddler Education Programs	3	0	3	3
CHD	210	Educating Exceptional Children	3	0	3	3
CHD	211	Child Development Seminar	1	0	1	1
CHD	214	Families and Communities in Early Care and Education Programs	3	0	3	3

CHD	215	Supervised Practical Experience in Child Development	0	3	6	3
CHD	217	Math and Science for Young Children	3	0	3	3
CHD	221	Family Child Care	3	0	3	3
CHD	224	School Age Childcare	3	0	3	3

COSMETOLOGY (Long-Term Certificate)

Program Purpose
The purpose of the Cosmetology Program is to provide accessible, quality technical educational opportunities that will provide individuals with the knowledge and technical skills necessary to pass the Alabama Board of Cosmetology and Barbering Licensure Exam and to obtain entry-level employment in the cosmetology and personal appearance profession. The philosophy and purpose of the Cosmetology Program are consistent with that of the governing institution.

The certificate program is designed to produce graduates who, when licensed, are prepared for an entry-level career as a cosmetologist, natural hairstylist, barber, esthetician, or manicurist. Other careers that may be obtained through further education in the cosmetology field are beauty consultant for publishing, salon owner, educational specialist or platform artist, and other careers in the beauty industry. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of wet hairstyling, thermal hairstyling, thermal straightening, hair cutting/shaping, hair color, skincare, manicuring and pedicuring, permanent waving, facials, facial makeup, hair removal, and chemical hair relaxing. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of cosmetology. The program is carefully constructed to provide the student with the skills and knowledge required for the Alabama Board of Cosmetology and Barbering Licensure Examination. The occupational skill preparation should meet the Alabama Board of Cosmetology and Barbering recognized skill standards. The college will ensure program quality through internal certification of graduate competencies, external licensure of graduates, and program approval by the Alabama Board of Cosmetology and Barbering.

Occupational Data
Graduates of the Cosmetology program work in the salon setting where they use their skills which are grouped under the classification of cosmetologist personnel. According to the U.S. Bureau of Labor Statistics, Occupational Employment and Wages, the national median wage for cosmetologist personnel was $18.71/hr. in 2022.

Program Outcome Objectives
- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements
- Must be at least 16 years of age as documented by birth certificate, school records, or driver's license.
- Application for Admission from the Office of Student Services.
- Official high school transcript or GED and college transcript(s).
- Applicants are required to take the Placement Exam.
- While a high school diploma or GED is the preferred entry requirement, the applicant may be admitted provided he or she:
  - Present official transcript documenting completion of the 10th grade and promotion to the 11th grade.
  - Pass the Ability-to-Benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under the ATB provision must obtain the GED before graduation.

Exam schedule and GED testing may be obtained from the Testing Coordinator.

Grading Scale for Cosmetology
The Alabama Board of Cosmetology and Barbering requires a grade of at least 70% to pass licensure examinations.

    90 - 100 = A
    80 - 89 = B
    70 - 79 = C
    Below 70 = F

Licensure Requirements

Upon completion of the Cosmetology Program's required courses, the student will be eligible to apply for the Alabama Board of Cosmetology and Barbering Student Written Examination. The ABOC requires:

- Fee: $75.00 Non-Refundable (No personal checks or cash)
- Cosmetology Student Written Exam Application
- Copy of current driver's license and social security card.
- One current 2" x 2" Color Professional Passport Photo (No Glamour or Snapshots)
- Proof of the program's Record of Completion (transcripts)
- Must be at least 16 years old.

A student who has completed 70 percent of the required school instructional hours may receive a permit to work in a cosmetology salon when school is not in session. Within 120 days after a student completes the required school hours and training, the appropriate instructor shall certify a record of completion for the student to the board.

Dual Enrollment/Dual Credit for High School Students

Eligible high school students may enroll in cosmetology classes and receive college credit. Students who present transcript documentation for completion of the 11th grade and promotion to the 12th may enroll in classes being offered during the summer semester.

Cosmetology Long-Term Certificate)

MINIMUM CREDITS REQUIRED: 46 Semester Credit Hours
Length of Program: 3 Semesters of full-time attendance

GENERAL EDUCATION CORE: 7 Semester Credit Hours		Theory	Lab	Contact	Credit
ORT 100 ORI 101	Orientation OR Orientation to College	1	0	1	1
AREA I: WRITTEN COMPOSITION 3 hours					
ENG 100 ENG 101	Vocational Technical English I OR English Composition I	3	0	3	3
AREA III: NATURAL SCIENCE AND MATHEMATICS 3 hours					
MAH	101 Introductory Mathematics I OR MTH course of a higher level	3	0	3	3
TECHNICAL CONCENTRATION: 39 Semester Credit Hours					
COS	111 Introduction to Cosmetology	3	0	3	3
COS	112 Introduction to Cosmetology Lab	0	3	9	3
COS	113 Theory of Chemical Services	3	0	3	3
COS	114 Chemical Services Lab	0	3	9	3
COS	115 Hair Coloring Theory	3	0	3	3
COS	116 Hair Coloring Lab	0	3	9	3
COS	117 Basic Spa Techniques	3	0	3	3
COS	118 Basic Spa Techniques Lab	0	3	9	3
COS	119 Business of Cosmetology	3	0	3	3
COS	123 Cosmetology Salon Practices	0	3	9	3
COS	144 Hair Shaping and Design	1	2	7	3
COS	152 Nail Care Applications	0	3	9	3
COS	167 State Board Review	1	2	7	3
ELECTIVE:					
COS	182 Special Topics	0	3	9	3

COSMETOLOGY INSTRUCTOR TRAINING (Short-Term Certificate)

Program Purpose

The Cosmetology Instructor Training Program aims to provide students the opportunity to prepare, train, and develop skills necessary to teach cosmetology or any practices related to personal appearance. This training allows individuals to enter a skilled workforce that will promote personal and economic growth, contribute to community stability, and improve quality of life.

The short-certificate program is intended to produce graduates prepared for employment as entry-level cosmetology instructors. Additional education beyond the cosmetology instructor licensure, specifically a bachelor's or master's degree, is required for employment in Alabama's two-year college system. Program graduates are to be competent in the academic areas of communications, computer literacy, and human relations and in the technical areas of curriculum development, lesson planning and presentation, instructional methods, and classroom management.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of Cosmetology Instructor Training. The occupational skill preparation should meet the Alabama State Board of Cosmetology and Barbering recognized skill standards. The college will ensure program quality through internal certification of graduate competencies and external licensure of graduates and program approval by the Alabama State Board of Cosmetology and Barbering.

Occupational Data

Graduates of the Cosmetology Instructor Training program work in the education setting where they use their skills which are grouped under the classification of post-secondary education training personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for all post-secondary and career/technical education training personnel was $31.49/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

- Education equivalent to the completion of 12 grades in school.
- Application for Admission from the Office of Student Services.
- Official high school transcript or GED and college transcript(s).
- Documentation of current work experience (at least one year of experience as an active practicing Cosmetologist).

The Cosmetology Instructor Training course of study is designed as a two-semester program, Fall and Spring semesters only. A maximum of two students may be enrolled at the same time. This program does not lend itself to a classroom lecture situation. The cosmetology instructor training student will participate in cosmetology classes as a student instructor. It is the student instructor's responsibility to prepare coursework and prepare for exams as outside assignments.

Grading Scale for Cosmetology Instructor Training

The Alabama Board of Cosmetology and Barbering requires a grade of at least 80% to pass licensure examinations.

90 - 100 = A

80 - 89 = B

79-Below = F

Licensure Requirements

Upon completion of the Cosmetology Instructor Training Program's required courses, the student will be eligible to apply for the Alabama Board of Cosmetology and Barbering Instructor Written Examination. The ABOC requires:

- Fee: $75.00 Non-Refundable (No personal checks or cash)
- Instructor Written ExamApplication
- Copy of current driver's license and social security card.
- One current 2" x 2" Color Professional Passport Photo (No Glamour or Snapshots)
- Proof of the program's Record of Completion (transcripts)

A student who has completed 70 percent of the required school instructional hours may, when school is not in session, may receive a permit to work in a cosmetology salon/school. Within 120 days after a student completes the required school hours and training, the appropriate instructor shall certify a record of completion for the student to theboard.

Cosmetology Instructor Training (Short-Term Certificate)

MINIMUM CREDITS REQUIRED: 28 Semester Credit Hours
Length of Program: 2 Semesters of full-time attendance

GENERAL EDUCATION COURSES: 4 semester Credit Hours			Theory	Lab	Contact	Credit
ORT 100 ORI 101		Orientation OR Orientation to College	1	0	1	1
AREA I: WRITTEN COMPOSITION 3 hours						
ENG	101	English Composition I	3	0	3	3
TECHNICAL CONCENTRATION: 24 Semester Credit Hours						
CIT	211	Teaching and Curriculum Development	3	0	3	3
CIT	212	Teacher Mentorship	0	3	9	3
CIT	213	Cosmetology Instructor Co-Op	0	3	9	3
CIT	214	Lesson Plan Methods and Development	1	2	7	3
CIT	221	Lesson Plan Implementation	0	3	9	3
CIT	222	Audio Visual Materials and Methods	3	0	3	3
CIT	223	Audio Visual Materials & Methods Applications	0	3	9	3
CIT	225	Special Topics in Cosmetology Instruction	0	3	9	3

DIESEL TECHNOLOGY – Diesel Engine Specialist (Short-term Certificate)

Program Purpose

The purpose of the Diesel Technology program is to prepare individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment.

Occupational Data

Graduates in the diesel technology program can be employed as diesel technicians in the automotive or transportation industries. Employment for diesel technicians is projected to grow by 8% from 2020 to 2030. The median pay for diesel technicians is $48,960 per year or $23.41 per hour) according to the Occupational Outlook Handbook 2021.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admissions Requirements

Applicants to this program must complete the application procedures. While a high school diploma, in accordance with ACCS Board of Trustees Policy or GED is the preferred entry requirement, applicants who did not receive a high school diploma or GED may be admitted provided they are 16 years of age, have been out of school for one year (or upon recommendation of the local superintendent), and they must demonstrate ability-to-benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under ATB provision must obtain the GED prior to graduation.

Diesel Technology-Diesel Engine Specialist

MINIMUM CREDITS REQUIRED: 28 Semester Credit Hours
LENGTH OF PROGRAM: 2 Semester of full-time attendance

GENERAL EDUCATION CORE: 1 Semester Credit Hour		Theory	Lab	Contact	Credit
ORT 100	Orientation OR	1	0	1	1
ORI 101	Orientation to College				
TECHNICAL CONCENTRATION: 27 Semester Credit Hours					
DEM	104	Basic Engines	1	2	7	3
DEM	105	Preventative Maintenance	1	2	7	3
DEM	170	Heavy Vehicle Air Brakes	1	2	7	3
DEM	123	Pneumatics and Hydraulics	1	2	7	3
DEM	124	Electronic Engine Systems	1	2	7	3
DEM	135	Heavy Vehicle Steering and Suspension System	1	2	7	3
DEM	127	Fuel Systems	1	2	7	3
DEM	130	Electrical/Electronic Fundamentals	1	2	7	3
DEM	136	Trailer Electrical Systems	1	2	7	3

HEALTH SCIENCES (HPS) (Short-Term Certificate)

Program Purpose

The primary intent of a short-term certificate in Health Sciences is to fulfill basic occupational objectives, prepare the graduate, or provide specialty training/competencies for students who wish to enter a health field. The prescribed program of study is included in the College catalog. All health sciences clinical are supervised practicums within the clinical setting that provides laboratory practice, medication administration assistance, and basic nursing care in health sciences. Emphasis is placed on collection techniques, specimen processing, workflow practices, referrals, utilizing information systems, medication administration providing activities of daily living care and basic nursing care. Math, English, asepsis, and are also included courses.

In addition to CPR Certification, the graduate will be eligible to sit for the Phlebotomist Certification Examination, Medication Aide Certification Examination, and Certified Nurse Aide Certification upon completion of the program. This course satisfies the requirements necessary to sit for the Phlebotomist Certification Examination and is certified by the American Society for Clinical Pathology (ASCP) Board of Certification (BOC), Nurse Aide Certification Examination (certified by Alabama Department of Public Health) and Medication Aide Certification Exam (Certified by Alabama Board of Nursing and National Council State Board of Nursing).

The Health Sciences Short Certificate (Phlebotomy) is designed to prepare the graduate to recognize situations that require Cardiopulmonary Resuscitation (CPR) first aid, and effectively implement emergency procedures when needed. Graduates will be able to apply medical terminology in verbal and written communication. It is also designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with healthcare personnel, patients, and the public.

NAS-100 Long Term Care Nursing Assistant course fulfills the seventy-five-hour Omnibus Budget Reconciliation Act (OBRA) requirements for training long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

NAS-102 Medication Assistant course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant-Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills. Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN and The Alabama Board of Nursing.

Occupational Data

Graduates of the Health Sciences program work in the healthcare industry where they use their skills which are grouped under the classification of phlebotomist personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for phlebotomist personnel was $19.51/hr. in 2022.

Graduates of the Certified Nursing Assistant program work in the healthcare industry where they use their skills which are grouped under the classification of nursing assistant personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for nursing assistant personnel was $17.41/hr. in 2022.

According to the U.S. Bureau of Labor and Statistics, nursing assistants with a Medication Aide certification should have even better prospects. According to the United States Bureau of Statistics, the hourly pay for medication aides is $14.15 in 2022.

Program Outcome Objectives
- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.

- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to this course must possess a GED or high school diploma, complete all general application requirements, and pass the admissions exam. Prior to clinical placement, the student must show proof of liability insurance (purchased through the school), completion of a health form, a drug and alcohol screen, and a background check required by the participating clinical agency, all of which will be purchased at the student's own expense. In addition, random drug screens will be conducted if there is reasonable cause to believe a student is in violation of the institutional conduct code of the federal Drug-Free Workplace Act Regulations. If the student has a positive drug screen, the student will be referred to the Medical Review Officer. If the second drug screen is still positive, the student will be dismissed from the program immediately.

Criminal Background Checks: Eligibility for Clinical Rotations

Reid State Technical College is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. Students will be subject to criminal background checks at their own expense prior to attending the clinical rotation. A "Consent for Release of Information" form must be signed to authorize the criminal history record check and the release of information to the clinical agencies. The Human Resource Director (or designee) of the clinical agency will make the determination of whether a student can attend clinical or not, depending on the results of the background check.

The background screening is good for only one year. The cost of the background check is the responsibility of the student. Results are confidential and submitted directly to the health career department and the clinical agencies. Any student denied clinical access by a clinical affiliate will be withdrawn from the program. (See Policy on Background Screening)

Drug Screening

Students are required to abide by the policies, procedures, and rules of behavior of the institutions from which the student obtains a clinical rotation. Students will be required to undergo drug and alcohol testing prior to the clinical experience. Students will also be subject to random drug and drug or alcohol testing for "cause". Students will be responsible for the cost of such testing. Students who test positive for drugs (that cannot be confirmed by an MRO) or alcohol will be withdrawn from the program. Substance abuse (drug and alcohol) screening is good for only one year. (See Policy on Substance Abuse)

Grading Policy/Scale

No rounding of test scores (daily, weekly, or final exam) will be done (for example 78.6 is 78.6). Only the final course grade average will be rounded: 0.5 or higher will be raised to the next whole number (For example: 79.5 or higher will be rounded to 80). A student must have a "75" or better average (C) in all Health Sciences (HPS) courses or a "70" or better in general education courses (English and math) to pass and be allowed to progress in the program.

A grade of "D" or "F" is not acceptable for any course in the health sciences curriculum (including English & math). A student must pass both components of a theory/clinical class to pass the course. A passing grade in one component will not bring up a failing grade in the other.

Grading Scale for Health Sciences Courses:

A = 90 - 100	AU = Audit
B = 80 - 89	I = Incomplete
D = 60-74	W = Withdrawn
F = 59 and below	

Grades for general education courses will be assigned using the College's standard grade scale.

HEALTH SCIENCES (HPS) (Short-Term Certificate)

MINIMUM CREDITS REQUIRED: 27 Semester Credit Hours
Length of Program: 2 semesters of full-time attendance

GENERAL EDUCATION CORE: 7 Semester Credit Hours			Theory	Lab	Clinical	Contact	Credit Hours
ORT 100 ORI 101		Orientation OR Orientation to College	1	0	0	1	1
AREA I: WRITTEN COMPOSITION 3 hours							
ENG	101	English Composition I	3	0	0	3	3
AREA III: NATURAL SCIENCE AND MATHEMATICS 3 hours							
MTH 116 MTH 100		Mathematical Applications OR Intermediate College Algebra	3	0	0	3	3
TECHNICAL CONCENTRATION: 20 Semester credit hours							
NAS	100	Long-Term Care Nursing Assistant	3	0	1	3	4
NAS	102	Medication Assistant	4	1	1	10	6
HPS	109	Asepsis	0	1	0	3	1
HPS	118	Fundamentals of Phlebotomy	1	4	0	13	5
HPS	119	Phlebotomy Clinical	0	0	4	12	4

INDUSTRIAL ELECTRICITY/ELECTRONICS TECHNOLOGY (Degree)

Program Purpose

The purpose of the Associate of Applied Technology in Industrial Electricity/Electronics Technology program is to provide accessible, premium quality educational opportunities that will provide individuals with the knowledge, technical skills, values, and attitudes necessary to obtain entry-level employment in the electrical, electronics, computer, and/or industrial maintenance fields.

The associate degree is intended to produce graduates who are prepared for employment as entry-level industrial electricians, electronics technicians, or computer industry technicians. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of electronics circuit repair, industrial electrical wiring, programmable logic controllers, instrumentation, troubleshooting, preventive maintenance, and computer system operation set up and repair. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of industrial electricity/electronics/maintenance. The occupational skill preparation will meet recognized skill standards. The College will ensure program quality through internal certification of graduate competencies.

Occupational Data

Graduates of the Industrial Electronics/Electricity program work in the electronic/electrical industry where they use their skills which are grouped under the classification of industrial electronic/electrical maintenance/technician personnel. According to Economic Modeling, the national median wage for industrial electronic/electricity maintenance/technician personnel was $35.02/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to this program must complete the application procedures and be 16 years of age. Additionally, applicants must present official documentation of a high school diploma, in accordance with ACCS Board of Trustees Policy, or GED. If the ACCUPLACER score is between 200-242 the student will be required to enroll in MTH 098. With a score of 243-252 the student must take MTH 100+MTH 099.

Industrial Electricity/Electronics Technology, Associate of Applied Technology

MINIMUM CREDITS REQUIRED: 71-72 Semester Credit Hours
Length : 6 Semesters of full-time attendance

GENERAL EDUCATION CORE: 16-17 Semester Credit Hours		Theory	Lab	Internship	Contact	Credit
ORT 100	Orientation OR	1	0		1	1
ORI 101	Orientation to College					
AREA I: WRITTEN COMPOSITION 3 hours						
ENG 101	English Composition I	3	0		3	3
A REA II: HUMANITIES AND FINE ARTS 3 hours						
ART 100	Art Appreciation OR	3	0		3	3
MUS 101	Music Appreciation OR					
REL 151	Survey of the Old Testament OR					
REL 152	Survey of the New Testament OR					
PHL 206	Ethics and Society					
A REA III: NATURAL SCIENCE AND MATHEMATICS 6-7 hours						
*Students are required to complete one three-hour mathematics course and may either complete an additional mathematics course or one natural science course as listed below. *NOTE: MTH courses higher than MTH 100 may be substituted for the three-hour math requirement as well. MTH 110 or 112 is suggested for students anticipating transfer. A four-hour science course is also suggested.*						
MTH 100	Intermediate College Algebra OR	3	0		3	3
MTH 116	Mathematical Applications*					
MTH*	Any MTH course OR	3	0		3	3
BIO 113	History of Biology OR	3	0		3	3
BIO 101	Introduction to Biology I OR	3	1		5	4
BIO 103	Principles of Biology OR	3	1		5	4
PHS 111	Physical Science I	3	1		5	4
A REA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES 3 hours						
Students are required to complete one three-hour history, social, or behavioral science listed below.						
PSY 200	General Psychology OR	3	0		3	3
PSY 210	Human Growth and Development OR					
SOC 200	Introduction to Sociology					

TECHNICAL CONCENTRATION: 55 Semester Credit Hours						
ILT	104	Industrial Instrumentation	2	1		4	3
ILT	105	Industrial Instrumentation Lab	0	2		4	2
ILT	117	Principles of Construction Wiring	1	2		5	3
ILT	160	DC Fundamentals	1	2		5	3
ILT	161	AC Fundamentals	1	2		5	3
ILT	169	Hydraulics/Pneumatics	2	1		4	3
ILT	194	Intro to Programmable Logic Controllers	2	1		4	3
ILT	195	Troubleshooting Techniques I	2	1		4	3
ILT	216	Industrial Robotics	3	0		3	3
ILT	217	Industrial Robotics Lab	0	2		4	2
INT	113	Industrial Motor Control I	1	2		5	3
INT	213	Industrial Motor Control II	1	2		5	3
WKO	110	NCCER Core	2	1		5	3
INT	112	Industrial Maintenance Safety Procedures	3	0		3	3
WKO	142	MSSC Quality Practice/Measurement Course	1	2		5	3

ELT	241	National Electric Code	3	0		3	3
WKO	144	MSSC Maintenance Awareness Course	1	2		5	3
INT	161	Blueprint Reading for Industrial Technology	3	0		3	3
ILT	196	Advanced Programmable Logic Controllers	2	1		4	3

INDUSTRIAL ELECTRICITY/ELECTRONICS TECHNOLOGY (Certificate)

Program Purpose

The purpose of the Industrial Electricity/Electronics Technology (CER) is to provide accessible, premium quality educational opportunities that will provide individuals with the knowledge, technical skills, values, and attitudes necessary to obtain entry-level employment in the electrical, electronics, computer, and/or industrial maintenance fields.

The Industrial Electricity/Electronic (CER) is intended to produce graduates who are prepared for employment as entry-level industrial electricians, electronics technicians, or computer industry technicians. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of electronics circuit repair, industrial electrical wiring, programmable logic controllers, instrumentation, troubleshooting, preventive maintenance, and computer system operation set up and repair. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of industrial electricity/electronics/maintenance. The occupational skill preparation will meet recognized skill standards. The College will ensure program quality through internal certification of graduate competencies.

Occupational Data

Completers of the Industrial Electronics/Electricity (CER) work in the electronic/electrical industry where they use their skills which are grouped under the classification of industrial electronic/electrical maintenance/technician personnel. According to Economic Modeling, the national median wage for industrial electronic/electricity maintenance/technician personnel was $35.02/hr. in 2020-22.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to the Industrial Electricity/Electronics (CER) must complete the application procedures and be 16 years of age. Additionally, applicants must present official documentation of a high school diploma, in accordance with ACCS Board of Trustees Policy, or GED. If the ACCUPLACER score is between 200-242 the student will be required to enroll in MTH098 With a score of 243-252 the student must take MTH 100+MTH 099.

Industrial Electricity/Electronics, Certificate

MINIMUM CREDITS REQUIRED: 56 Semester Credit Hours Length of Program: 4-5 Semesters of full-time attendance

GENERAL EDUCATION CORE: 7 Semester Credit Hours			Theory	Lab	Contact	Credit
ORT 100 ORI 101		Orientation OR Orientation to College	1	0	1	1
AREA I: WRITTEN COMPOSITION 3 hours						
ENG	101	English Composition I	3	0	3	3
AREA III: NATURAL SCIENCE AND MATHEMATICS 3 hours						
MTH	116	Mathematical Applications or MTH higher level course=	3	0	3	3
TECHNICAL CONCENTRATION: 49 Semester Credit Hours						
ILT	104	Industrial Instrumentation	2	1	4	3
ILT	105	Industrial Instrumentation Lab	0	2	4	2
ILT	117	Principles of Construction Wiring	1	2	5	3
ILT	160	DC Fundamentals	1	2	5	3
ILT	161	AC Fundamentals	1	2	5	3
ILT	169	Hydraulics/Pneumatics	2	1	4	3
ILT	194	Introduction to Programmable Logic Controllers	2	1	4	3
ILT	195	Troubleshooting Techniques I	2	1	4	3
ILT	216	Industrial Robotics	3	0	3	3
ILT	217	Industrial Robotics Lab	0	2	4	2
INT	113	Industrial Motor Control I	1	2	5	3
INT	213	Industrial Motor Control II	1	2	5	3
WKO	110	NCCER Core	2	1	5	3
INT	112	Industrial Maintenance Safety Procedures	3	0	3	3
WKO	142	MSSC Quality Practices and Measurement Course	1	2	5	3
ELT	241	National Electric Code	3	0	3	3
WKO	144	MSSC Maintenance Awareness Course	1	2	5	3

INDUSTRIAL MAINTENANCE TECHNOLOGY (Short-Term Certificate)

Program Purpose

The Industrial Maintenance Technology program aims to provide accessible, premium-quality educational opportunities that will provide individuals with the knowledge, technical skills, values, and attitudes necessary to obtain entry-level employment in the business and industry sectors seeking industrial maintenance employees. Industrial Maintenance prepares students with the skills demanded for multi-craft positions. The program is designed to provide detailed knowledge of several technical subjects and prepare students to apply this knowledge in the industrial environment to preserve and maintain industrial systems. Providing an available labor pool to the industry in Region 7 is a priority. Program completers are to be competent in the technical areas of electronics circuit repair, industrial electrical wiring, industrial motor controls, hydraulics and pneumatics, measurements, and technical drawing. Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of industrial maintenance. The occupational skill preparation should meet recognized skill standards. The college will ensure program quality through internal certification of graduate competencies. The Industrial Maintenance Technology program's philosophy and purpose are consistent with that of the governing institution.

Occupational Data

Graduates of the Industrial Maintenance Technology program work in the industrial maintenance setting where they use their skills grouped under the classification of industrial maintenance/technician personnel. According to the U.S Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for industrial maintenance/technician personnel was $29.32/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to this program must complete the application procedures and be 16 years of age. Additionally, applicants must present official documentation of a high school diploma, in accordance with ACCS Board of Trustees Policy, or GED.

Industrial Maintenance Technology, Short-Term Certificate

MINIMUM CREDITS REQUIRED: 28 Semester Credit Hours
Length of Program: 2 Semesters of full-time attendance

GENERAL EDUCATION CORE: 1 Semester Credit Hour			Theory	Lab	Contact	Credit
ORT	100	Orientation	1	0	1	1
TECHNICAL CONCENTRATION: 28 Semester Credit Hours						
INT	101	DC Fundamentals	2	1	5	3
INT	103	AC Fundamentals	2	1	5	3
INT	113	Industrial Motor Control I	1	2	5	3
INT	117	Principles of Industrial Mechanics	2	1	4	3
INT	118	Fundamentals of Industrial Hydraulics and Pneumatics	2	1	4	3
INT	158	Industrial Wiring I	1	2	5	3
WKO	110	NCCER CORE	2	1	5	3
WKO	141	MSSC Safety Course	1	2	5	3
WKO	142	MSSC Quality Practices and Measurement Course	1	2	5	3

NURSING ASSISTANT COURSE

Course Purpose

The purpose of the Nursing Assistant Course is to prepare students as a long-term care nursing assistant in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

Occupational Data

Graduates of the Certified Nursing Assistant course work in the healthcare industry where they use their skills which are grouped under the classification of nursing assistant personnel. According to Economic Modeling, the national median wage for nursing assistant personnel was $14.26/hr. in 2019.

VA Student Class Attendance

Minimum attendance requirement for students enrolled in a NCD program is 80%. Attendance will be monitored every 30 days. If attendance falls below 80%, the student will be placed on attendance probation for one month. Exception: There is no probation period allowed for programs less than 30 days in length. If the student has not returned to satisfactory attendance at the end of the one-month attendance probation period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory attendance is regained. Students whose absences result from authorized mitigating circumstances, as determined by the school Director/Owner, will not be counted.

Reid State Technical College offers two training options for nursing assistant. Students must follow admission requirements based on the training option.

Course Options:
Please see the Non-Credit catalog section for Option 1.

OPTION 2 (For Credit)
Reid State Technical College offers Nursing Assistance in a four-credit hour course during the fall, spring and summer semesters based on availability. Students taking this option can seamlessly transfer course to the Health Science Program. **The course option is NAS 100 (see course description in RSTC Catalog).**

For Credit Length of Course:
Students can complete NAS 100 during a 15-week course offered in the fall and spring semesters or in a 10-week course offered during the summer semester.

For-Credit Admissions Requirements
- Must be at least 16 years of age as documented by birth certificate, school records or driver's license.
- Complete an online admissions application (undeclared program option).
- Official high school transcript or GED and college transcript(s).
- Applicants are required to take the Placement Exam.
- While a high school diploma or GED is the preferred entry requirement, the applicant may be admitted provided he or she:
  - Present official transcript documenting completion of the 10th grade and promotion to the 11th grade.
  - Pass the Ability-to-Benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under the ATB provision must be obtained the GED prior to graduation.

Exam schedule and GED testing may be obtained from the Testing Coordinator

Prior to clinical placement the student must show proof of liability insurance (purchased through the school), completion of a health form, a drug and alcohol screen and background check required by the participating clinical agency, all of which will be purchased at the student's own expense. In addition, random drug screens will be conducted if there is reasonable cause to believe a student is in violation of the institutional conduct code of the federal Drug-Free Workplace Act Regulations. If the student has a 94 positive drug screen, then the student will be dismissed from the program immediately.

PHARMACY TECHNOLOGY (Short-term Certificate)

Program Purpose

The Pharmacy Technology program is designed to prepare students to assume positions in both institutional and retail pharmacies. The program curriculum consists of theory courses, lab activities, and supervised clinical internships. Program coursework includes pharmacology, medical terminology, pharmacy laws, and regulations, and pharmaceutical calculations. Clinical Internships are utilized to enable students to take the knowledge and skills they have obtained and apply them in a working pharmacy environment.

Occupational Data

Pharmacy Technicians prepare medications under the supervision of a pharmacist. They may measure, mix, count out, label, and record amounts and dosages of medication according to prescription orders. According to the U.S. Bureau of Labor Statistics, the national median wage for pharmacy personnel was $19.35/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

- Applicants must complete the online Application for Admission at www.rstc.edu or obtain the most current application upon request from the Admissions Office of the College. Applicants should submit their application to the Office of Admissions, Reid State Technical College, P.O. Box 588 Evergreen, AL 36401, as early as possible prior to the semester in which they plan to enroll.

- All applicants are to submit an official, sealed high school transcript or GED and college transcript(s) prior to final acceptance. Mail to Admissions, P.O. Box 588, Evergreen, AL 36401, or send via electronic submission through Parchment or National Student Clearinghouse. Proof of registration for Selective Service for males 18-26 years of age and proof of in-state residency is required.

- Pell Grants should be submitted electronically by the student at www.FAFSA.ed.gov. Students planning to apply for financial aid should make an appointment with the Financial Aid Director if assistance is needed.

When the above forms are received and properly completed, they will be processed and approved or disapproved, and the applicant will be notified of his/her admission status.

- All admitted students are required to take the ACCUPLACER placement exam or some other placement exam prior to registration for more than four credit hours, unless the student scored 20 or above on the ACT exam in Reading and Math, and 18 in English/Writing. An exam schedule can be obtained from the Testing Coordinator or online at www.rstc.edu.

- Students who do not have a high school diploma or GED may enroll in selected programs. However, the student must pass the Ability-to-Benefit test prior to being admitted to the College. A testing schedule may be obtained from the Testing Coordinator or online at www.rstc.edu.

- A student who does not have a high school diploma or GED may enroll in selected programs. Reid State Technical College utilizes the ACCUPLACER Test as the assessment instrument for purposes of the exception to standard admission cases. A student must meet the following cut scores prior to being admitted to the college. Testing placement and schedules may be obtained from the Testing office.

Selection, Notification, and Admission Criteria for the program:

- Students will be selected based on their completion of admissions requirements and the college application.
- Upon acceptance into the Pharmacy Technology Program, the student must submit:
    - A completed physical form certifying that the student is in good health and is able to meet clinical.
    - Evidence of Hepatitis B immunization and other vaccinations.
    - Proof of Health Insurance
    - A drug and alcohol screen and background check are required by the participating clinical agency, all of which will be purchased at the student's own expense. In addition, random drug screens will be conducted if there is reasonable cause to believe a student is in violation of the institutional conduct code of the federal Drug-Free Workplace Act Regulations. If the student has a positive drug screen, then the student will be dismissed from the program immediately.
    - Submit an immunization record showing that a 2-step TB test has been completed, proof of Measles, mumps, and rubella (MMR), tetanus, proof of varicella, and during flu season a current influenza immunization.
    - Submit proof of CPR certification before they will be allowed into clinical facilities.
    - Obtain an Alabama Pharmacy Technician Registration.

Certification Requirements

Certification as a Pharmacy Technician (CPhT) is achieved upon successful completion of the Pharmacy Technician Certification Exam (PTCE). In addition, pharmacy technicians are required to register with the Alabama Board of Pharmacy prior to attending clinical rotation.

Pharmacy Technology, Short-term Certificate

MINIMUM CREDITS REQUIRED: 27 Semester Credit Hours
LENGTH OF PROGRAM: 2 Semesters of full-time attendance

GENERAL EDUCATION CORE: 1 Semester Credit Hour			Theory	Lab	Clinical	Contact	Credit
ORT	100	Orientation OR	1	0	0	1	1
ORI	101	Orientation to College					
TECHNICAL CONCENTRATION: 26 Semester Credit Hours							
PHM	100	Introduction to Pharmacy	2	0	0	2	2
PHM	102	Pharmacology 1	3	0	0	3	3
PHM	205	Billings and Computers	2	1	0	5	3
PHM	207	Institutional Pharmacy	3	0	0	3	3
PHM	210	Pharmacy Practice	1	2	0	7	3
PHM	112	Pharmacology II	3	0	0	3	3
PHM	113	Drugs and Health	3	0	0	3	3
PHM	211	Pharmacy Technician Practicum I	1	0	2	7	3
PHM	212	Pharmacy Technician Practicum II	0	0	3	9	3

PRACTICAL NURSING (Certificate)

The Reid State Technical College Practical Nursing program, established in 1966, offers a full-time program leading to a practical nursing certificate. The Alabama Board of Nursing (ABN) approves the program, and functions as a single nursing program with two sites. The practical nursing program is offered on Evergreen, Alabama's main campus, and an off-campus instructional site in Greenville, Alabama, at Lurleen B. Wallace Community College. The College's Greenville Instructional Site is 38 miles north of the main campus and only offers practical nursing.

The Practical Nursing program is a three-semester course that demands full-time attendance during the day. Upon satisfactory completion of the 46-credit-hour, students will receive a certificate. The program provides training that prepares students for nursing licensure and enables graduates to successfully perform tasks as entry-level nurses.

Purpose

The practical nursing program strives to offer accessible and high-quality education to equip individuals with the necessary knowledge and technical skills to pass the National Council Licensure Examination- Practical Nurse (NCLEX-PN) and enter the practical nursing profession at an entry level. At the completion of the program, practical nursing graduates are capable of providing safe care to individuals and or groups with typical health issues. Program graduates are competent the academic subjects, including communication, mathematics, computer literacy, biology, anatomy, English, and human relations. Additionally, completers are knowledgeable in technical areas such as maternity, pediatrics, geriatrics, and adult health. Overall, the graduates have the foundation to function as a practical nurse in surgery, outpatient departments, intensive care units, community health centers, and general nursing care units. Reid State Technical College ensures program quality through internal certification of graduate competencies, external licensure of graduates, and program approval by the Alabama Board of Nursing.

History

The first practical nursing class graduated from the program in 1967, with 12 students completing the 12-month, quarterly based course. Since then, the program has been based primarily at the Evergreen campus. In 1974, nursing classes were introduced at D.W. McMillan Hospital in Brewton, Alabama, and at the Regional Medical Center of Central Alabama Hospital in Greenville, Alabama. While the College no longer offers nursing courses at these locations, it partners with them to provide clinical experiences through agency clinical agreements. In 1981, an Atmore Instructional Site was opened, and the first practical nursing off-site program was implemented there. However, the Atmore site was closed in the fall of 2021.In 2017, the nursing program transitioned from a standardized curriculum to a concept-based curriculum. The change was in collaboration with the Alabama Board of Nursing and nursing programs within the Alabama Community College System

Mission

The mission of Reid State Practical Nursing Program is to provide quality nursing education that will empower students from diverse backgrounds to become life-long learners, committed to meeting the complex healthcare needs of individuals their families, and the community within an ever-changing healthcare system.

ACCS/ College Mission

The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing healthcare system. We seek to provide full and equal access to opportunities for educational success to meet the community's needs.

Philosophy

We believe that nursing is a dynamic profession, blending science with the use of evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Competencies

Practical Nurse Student End of Program Student Learning Outcomes/Program Outcomes and Graduate Competencies: RSTC Practical Nursing Program's End of Program Student Learning Outcomes (EPSLO's) are used to guide instruction and direct learning activities, as outlined in each nursing course syllabi. The curriculum plan guides the student from simple to complex, from basic to more complex concepts, and from individual patients to multiple patients throughout the program. Theoretical concepts increase in complexity each semester. Laboratory time allows the demonstration, practice, and validation of psychomotor skills. Clinical practice assignments correlate with theoretical and skills content.

The nursing Concept-Based Curriculum was established by the ACCS, nursing deans, chairs, directors, and faculty. The curriculum includes plans of instruction for every course and each POI has clearly written student learning objectives and outcomes. The professional nursing standards and guidelines established by the National League of Nursing (NLN) and the Quality and Safety Education for Nurses (QSEN) guided the development of the curriculum and the end-of-program student learning outcomes (EPSLO).

Nursing is guided by standards of practice and competencies of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Reid State Technical College: Practical Nursing End-of-Program Student Learning Outcomes

Human Flourishing
Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).

Patient-Centered Care
Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).

Nursing Judgement
Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).

Safety
Demonstrate effective strategies to reduce risk of harm to self or others (QSEN, 2012).

Informatics
Incorporate information and technology within own scope of practice to support safe processes of care (QSEN,2012).

Professional Identity
Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).

Teamwork and Collaboration
Function competently within own scope of practice as a member of the health care team (QSEN, 2012).

Spirit of Inquiry
By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).

Evidence-Based Practice
Implement evidence-based practice in the provision of individualized health care (QSEN, 2012)

Quality Improvement
Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).

CONCEPTUAL FRAMEWORK

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes. The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice.

Nursing Program Outcomes

The program outcomes are consistent with The Alabama Community College System Nursing Program Outcomes which include theoretical and clinical competency, graduation rates, NCLEX-PN passage rate of first-time test takers, and job placement rates.

- Performance on Licensure Exam-The most recent annual licensure examination pass rate will be at least 80% for all first-time test takers during the same 12-month period.
- Program Completion-Sixty percent (60 %) of the practical nursing students who start the program in the fall and spring semesters will complete 100% on time. Beginning the first day of NUR 112, the first nursing course through completion of NUR 114 and NUR 115, which are required for conferral of the practical nursing certificate in the fall and summer as delineated in three semesters.
- Program Satisfaction-At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program. At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.
- Job Placement- At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

Evidence-Based Practice

Synthesize current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Occupational Data

Graduates of the Licensed Practical Nursing program work in the healthcare setting where they use their skills which are grouped under the classification of practical nursing personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for practical nursing personnel was $26.86/hr. in 2022.

Program Outcome Objectives
- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to this program must complete the application procedure, present official documentation of a high school diploma, in accordance with Alabama Community College Board of Trustees policy, or GED, and meet the following minimum admission standards for the practical nursing program:

- Unconditional admission to the college.
- Receipt of completed application for the practical nursing program by set date.
- A minimum of 2.50 average GPA on the nursing required general education courses.
- A minimum of 2.50 high school cumulative GPA for students without prior college work (GED acceptable in lieu of high school transcript).
- Eligibility for English 101, Biology 201, and Math 100 as determined by college policy
- Good standing with the college.
- Meeting the essential functions or technical standards required for nursing.
- The TEAS (The Test of Essential Academic Skills) testing will be done on all nursing applicants. The cost of the test will be the responsibility of the student. The TEAS test must have been taken prior to application.
- The actual score made by the student will be calculated into the compilation of points. The total number of points possible on the TEAS is 150.
- The TEAS score is good for two (2) years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. The student must wait at least six (6) weeks between taking each test. A student's score on a previous version of the TEAS test may be considered at the discretion of each college if it is within the two-year time frame.
- Any student who has a minimum of 18 ACT composite scores National or Residual will not be required to take the TEAS exam.

Admission to the practical nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. <u>Meeting minimal requirements does not guarantee acceptance.</u>

Essential Functions

Reid State Technical College Practical Nursing Program and the Alabama College System endorse the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing program with or without reasonable accommodations. The nursing program and/or its affiliated clinical agencies may identify additional essential functions. The nursing program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by Reid State Technical College and the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability of the following:

Sensory Perception

a. Visual
   1) Observe and discern subtle changes in physical conditions and the environment
   2) Visualize different color spectrums and color changes
   3) Read the fine print in varying levels of light
   4) Read for prolonged periods of time
   5) Read cursive writing
   6) Read at varying distances
   7) Read data/information displayed on monitors/equipment

b. Auditory
   1) Interpret monitoring devices
   2) Distinguish muffled sounds heard through a stethoscope
   3) Hear and discriminate high and low-frequency sounds produced by the body and the environment
   4) Effectively hear to communicate with others

c. Tactile
   1) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
      - Olfactory
      - Detect body odors and odors in the environment

Communication/Interpersonal Relationships

   1) Verbally and in writing, engage in two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
   2) Work effectively in groups
   3) Work effectively independently
   4) Discern and interpret nonverbal communication
   5) Express one's ideas and feelings clearly
   6) Communicate with others accurately and in a timely manner
   7) Obtain communications from a computer

Cognitive/Critical Thinking

   1) Effectively read, write, and comprehend the English language
   2) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing
   3) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   4) Satisfactorily achieve the program objectives

Motor Function

   1) Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
   2) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
   3) Maintain balance from any position
   4) Stand on both legs
   5) Coordinate hand/eye movements
   6) Push/pull heavy objects without injury to the client, self, or others
   7) Stand, bend, walk, and/or sit for 6-12 hours in a clinical setting performing physical activities require energy without jeopardizing the safety of the client, self, or others
   8) Walk without a cane, walker, or crutches
   9) Function with hands-free for nursing care and transporting items
   10) Transport self and client without the use of electrical devices
   11) Flex, abduct and rotate all joints freely
   12) Respond rapidly to emergency situations
   13) Maneuver in small areas
   14) Perform daily care functions for the client

15) Coordinate fine and gross motor hand movements to provide safe effective nursing care
16) Calibrate/use equipment
17) Execute movement required to provide nursing care in all health care settings
18) Perform CPR and physical assessment
19) Operate a computer

Professional Behavior
1) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
2) Demonstrate a mentally healthy attitude that is age appropriate in relation to the client
3) Handle multiple tasks concurrently
4) Perform safe, effective nursing care for clients in a caring context
5) Understand and follow the policies and procedures of the college and clinical agencies
6) Understand the consequences of violating the student code of conduct
7) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
8) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
9) Not to pose a threat to self or others
10) Function effectively in situations of uncertainty and stress inherent in providing nursing care
11) Adapt to changing environments and situations
12) Remain free of chemical dependency
13) Report promptly to clinical and remain for 6-12 hours in the clinical unit
14) Provide nursing care in an appropriate time frame
15) Accepts responsibility, accountability, and ownership of one's actions
16) Seek supervision/consultation in a timely manner
17) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective college.

In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Licensure Requirements

Students who complete the practical nursing program may apply to the Alabama Board of Nursing, or the board of nursing in another state, to take the National Council Licensure Examination for Practical Nurses. Program completion does not guarantee a student the right to sit for the examination. Graduates must be licensed in order to practice as a practical nurse.

Progression Policy

1. In order to progress in the nursing program, the following policy should be followed:
   - A student can only have two withdrawals in two separate semesters or
   - A student can only have one withdrawal and one failure in two separate semesters or
   - A student can only have 2 failures in two separate semesters.
2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Nursing Non-Progression

1. Nursing non-progression is defined as failure of one of more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters.
2. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression and should return to repeat the required courses at the first course offering.
3. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

Reinstatement Policy

1. Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program.
2. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
3. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.
4. Reinstatement to the program will be allowed one time only.
5. Reinstatement to the nursing program is based on space availability and is not guaranteed.
6. Selection for reinstatement is based on GPA in nursing program required courses.
7. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement.
8. Reinstatement can be denied due to, but not limited to, any of the following circumstances:
   - Space unavailability.
   - Refusal by clinical agencies to accept the student for clinical experiences.
   - Twelve months have elapsed since the student enrollment in a nursing course.

Criteria for Reinstatement

1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experience.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadline.
3. Students who have been out of the program for more than one semester, seeking reinstatement, must pass a written validation exam on material with courses completed prior to the non-progression and successfully validate skills required by program.
4. Students must apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
5. Update all drug testing and background screening according to program policy.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

Transfer Policy

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institutions
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance

8. Student selection for transfer is based on GPA in nursing program courses

Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued by the primary institution
6. Must comply with all program policy requirements at accepting institution
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance
9. Student selection for transient status is based on GPA in nursing program required courses

Dismissal Policy

Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

Grading Policy/Scale

No rounding of test scores (daily, weekly, or final exam) will be done (example: 78.6 is 78.6). Only the final course grade average will be rounded: 0.5 or higher will be raised to the next whole number (Example: 79.5 or higher will be rounded to 80). A student must have a "75" or better average (C) in all nursing courses and a "70" or better in general education courses (math, English, and biology) to pass and be allowed to progress in the nursing program.

A grade of "D or F" is not acceptable for any course in the standardized practical nursing curriculum (including math, English, and biology). A student must pass both components of a theory/clinical class to pass the course. A passing grade in one component will not bring up a failing grade in the other.

Grading Scale for Nursing Courses:

A = 90 - 100
B = 80 - 89
C = 75 - 79   AU = Audit
D = 60 - 74   I = Incomplete
F = 59 and below   W = Withdrawn

Grading Scale for General Education Courses in the Nursing Curriculum:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 and below

Practical Nursing, Certificate

MINIMUM CREDITS REQUIRED: 46 Semester Credit Hours
Length of Program: 3 semesters of full-time attendance

GENERAL EDUCATION CORE: 21 Semester Credit Hours			Theory	Lab	Clinical	Contact	Credit
ORT	100	Orientation	1	0		1	1
AREA I: WRITTEN COMPOSITION 3 hours							
ENG	101	English Composition I	3	0		3	3
AREA II: HUMANITIES AND FINE ARTS* 3 hours							
SPH 106 OR SPH 107		Fundamentals of Oral Communication Fundamentals of Speaking	3	0		3	3
AREA III: NATURAL SCIENCE AND MATHEMATICS 11 hours							
MTH	100	Intermediate College Algebra	3	0		3	3
BIO	201	Human Anatomy & Physiology I	3	1		5	4
BIO	202	Human Anatomy & Physiology II	3	1		5	4
AREA IV: HISTORY, SOCIAL, AND BEHAVORIAL SCIENCES 3 hours							
PSY	210	Human Growth and Development	3	0		3	3
TECHNICAL CONCENTRATION CORE: 25 Semester Credit Hours							
NUR	112	Fundamental Concepts of Nursing	4	2	1	13	7
NUR	113	Nursing Concepts I	4	1	3	16	8
NUR	114	Nursing Concepts II	5	0	3	14	8
NUR	115	Evidence Based Clinical Reasoning	1	0	1	4	2

*Practical Nursing follows an ACCS is a certificate program and follows an Alabama Community College System designed curriculum; therefore, it is not required to have a humanities course in Area II.

WELDING (Degree)

Program Purpose

The Associate of Occupational Technology in Welding program aims to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain employment in the welding profession. The AOT program is intended to produce graduates who are prepared for employment as structural and/or pipe welders with a concentration in Industrial Electricity/Electronics and Industrial Maintenance. Program graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of cutting processes, blueprint reading, SMAW and FCAW structural welding, SMAW and GTAW pipe welding, construction wiring, DC and AC fundamentals and industrial motor controls to applicable codes.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive general education and technical training in the core area of Welding and the concentration of Industrial Electricity/Electronics and Industrial Maintenance Technology. The occupational skill preparation should meet the American Welding Society recognized skill standards. The college will ensure program quality through internal certification of graduate competencies through written exams and performance evaluations to applicable welding and industrial electricity/electronics and industrial maintenance technology codes.

Occupational Data

Graduates of the Welding Technology program work in the structural iron and steel working industry where they use their skills which are grouped under the classification of welder/pipefitter personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for welder/pipefitter personnel was $24.26/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to this program must complete the application procedures. While a high school diploma, in accordance with ACCS Board of Trustees Policy or GED is the preferred entry requirement, applicants who did not receive a high school diploma or GED may be admitted provided they are 16 years of age, have been out of school for one year (or upon recommendation of the local superintendent), and they must demonstrate ability-to-benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under the ATB provision must obtain the GED prior to graduation.

Certification Requirements

Students who complete this program may receive voluntary certification through the National Center for Construction Education and Research or through the American Welding Society. Graduate competency is recognized through certificates and a listing in the National Training Registry. This nationally recognized record of training can be transferred throughout the industry and provide a means of assuring construction and maintenance industries that graduates are prepared for productive positions.

Primary Technical Specialty: Welding Technology
Secondary Technical Specialty: Industrial Electricity/Electronics Technology

Welding, Associate of Occupational Technology (AOT)

MINIMUM CREDITS REQUIRED: 73-74 Semester Credit Hours
Length of Program: 6 Semesters of full-time attendance

GENERAL EDUCATION CORE: 16-17 Semester Credit Hours		Theory	Lab	Internship	Contact	Credit
ORT 100 ORI 101	Orientation OR Orientation to College	1	0		1	1
AREA I: WRITTEN COMPOSITION 3 hours						
ENG 101	English Composition I	3	0		3	3
A REA II: HUMANITIES AND FINE ARTS 3 hours						
ART 100 MUS 101 REL 151 REL 152 PHL 206	Art Appreciation OR Music Appreciation OR Survey of the Old Testament OR Survey of the New Testament OR Ethics and Society	3	0		3	3
A REA III: NATURAL SCIENCE AND MATHEMATICS 6-7 hours						
*Students are required to complete one three-hour mathematics course and may either complete an additional mathematics course or one natural science course as listed below. *NOTE: MTH courses higher than MTH 100 may be substituted for the three-hour math requirement as well. MTH 110 or 112 is suggested for students anticipating transfer. A four-hour science course is also suggested.*						
MTH 100 MTH 116	Intermediate College Algebra OR Mathematical Applications*	3	0		3	3
MTH* BIO 113 BIO 101 BIO 103 PHS 111	Any MTH course OR History of Biology OR Introduction to Biology I OR Principles of Biology OR Physical Science I	3 3 3 3 3	0 0 1 1 1		3 3 5 5 5	3 3 4 4 4
A REA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES 3 hours						
Students are required to complete one three-hour history, social, or behavioral science listed below.						
PSY 200 PSY 210 SOC 200	General Psychology OR Human Growth and Development OR Introduction to Sociology	3	0		3	3

PRIMARY TECHNICAL CONCENTRATION: 45 Semester Credit Hours					
WDT	108	SMAW Fillet/OFC	2	1	5	3
WDT	109	SMAW Fillet/PAC/CAC	2	1	5	3
WDT	110	Industrial Blueprint Reading	3	0	3	3
WDT	115	GTAW Carbon Pipe	1	2	5	3
WDT	116	GTAW Stainless Pipe	1	2	5	3
WDT	119	Gas Metal Arc/Flux Cored Arc Welding Theory	2	1	5	3
WDT	120	Shielded Metal Arc Welding Grooves	2	1	5	3
WDT	122	SMAW Fillet/OFC Lab	0	3	9	3
WDT	123	SMAW Filet/PAC/CAC Lab	0	3	9	3
WDT	124	Gas Metal Arc/Flux Cored Arc Welding Lab	0	3	9	3
WDT	125	Shielded Metal Arc Welding Grooves Lab	0	3	9	3
WDT	155	GTAW Carbon Pipe Lab	0	3	9	3
WDT	156	GTAW Stainless Pipe Lab	0	3	9	3
WDT	217	SMAW Carbon Pipe	1	2	7	3
WDT	257	SMAW Carbon Lab	0	3	9	3
SECONDARY TECHNICAL SPECIALTY: 12 Semester Credit Hours					

INDUSTRIAL ELECTRICITY/ELECTRONICS TECHNOLOGY:						
ILT	117	Principles of Construction Wiring	1	2	5	3
ILT	160	DC Fundamentals	1	2	5	3
ILT	161	AC Fundamentals	1	2	5	3
INT	113	Industrial Motor Controls 1	1	2	5	3

WELDING (Long-Term Certificate)

Program Purpose

The purpose of the Welding (Long-Term Certificate) is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain employment in the welding profession. The long- term certificate program is intended to produce graduates who are prepared for employment as structural and/or pipe welders. Welding (Long-Term Certificate) graduates are to be competent in the academic areas of communications, mathematics, computer literacy, and human relations and in the technical areas of cutting processes, blueprint reading, SMAW and FCAW structural welding, and SMAW and GTAW pipe welding to applicable codes.

Reid State Technical College will accomplish its objectives by providing students with a comprehensive general education and technical training in the core area of Welding. The occupational skill preparation should meet the American Welding Society recognized skill standards. The college will ensure program quality through internal certification of graduate competencies through written exams and performance evaluations to applicable welding codes.

Occupational Data

Completers of the long-term certificate work in the structural iron and steel working industry where they use their skills which are grouped under the classification of welder/pipefitter personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for welder/pipefitter personnel was $24.26/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to the Welding (Long-Term Certificate) must complete the application procedures. While a high school diploma, in accordance with ACCS Board of Trustees Policy or GED is the preferred entry requirement, applicants who did not receive a high school diploma or GED may be admitted provided they are 16 years of age, have been out of school for one year (or upon recommendation of the local superintendent), and they must demonstrate ability-to-benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under the ATB provision must obtain the GED prior to graduation.

Certification Requirements

Students who complete the long-term certificate may receive voluntary certification through the National Center for Construction Education and Research or through the American Welding Society. Graduate competency is recognized through certificates and a listing in the National Training Registry. This nationally recognized record of training can be transferred throughout the industry and provide a means of assuring construction and maintenance industries that graduates are prepared for productive positions

Welding, Certificate

MINIMUM CREDITS REQUIRED: 58 Semester Credit Hours
LENGTH OF PROGRAM: 4 Semesters of full-time attendance

GENERAL EDUCATION CORE: 10 Semester Credit Hours			Theory	Lab	Contact	Credit
ORT	100	Orientation	1	0	1	1
AREA I: WRITTEN COMPOSITION						
*ENG	100	Vocational Technical English I	3	0	3	3
AREA II: Humanities and Fine Arts						
ART	100	Art Appreciation	3	0	3	3
AREA III: NATURAL SCIENCE AND MATHEMATICS						
*MAH	101	Introductory Mathematics I	3	0	3	3
TECHNICAL CONCENTRATION: 48 Semester Credit Hours						
WDT	108	SMAW Fillet/OFC	2	1	5	3
WDT	109	SMAW Fillet/PAC/CAC	2	1	5	3
WDT	110	Industrial Blueprint Reading	3	0	3	3
WDT	115	GTAW Carbon Pipe	1	2	5	3
WDT	116	GTAW Stainless Pipe	1	2	5	3
WDT	119	Gas Metal Arc/Flux Cored Arc Welding Theory	2	1	5	3
WDT	120	Shielded Metal Arc Welding Grooves	2	1	5	3
WDT	122	SMAW Fillet/OFC Lab	0	3	9	3
WDT	123	SMAW Filet/PAC/CAC Lab	0	3	9	3
WDT	124	Gas Metal Arc/Flux Cored Arc Welding Lab	0	3	9	3
WDT	125	Shielded Metal Arc Welding Grooves Lab	0	3	9	3
WDT	155	GTAW Carbon Pipe Lab	0	3	9	3
WDT	156	GTAW Stainless Pipe Lab	0	3	9	3
WDT	217	SMAW Carbon Pipe	1	2	7	3
WDT	257	SMAW Carbon Lab or WDT 281 Special Topics in Welding	0	3	9	3
WKO	110	NCCER Core	2	1	5	3

These courses will not apply toward general education requirements for the Association in Occupational Technology degree but may be used for technical credit only, Students planning to pursue the Association in Occupational Technology degree must take ENG101, MTH116, CIS149, and CIS 146 or other courses approved by their advisor or Director of Instructional Services/Career Technical Education Instructor.

WELDING TECHNOLOGY (Short-Term Certificate)

Program Purpose

The Welding Technology (Short-Term Certificate) aims to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain employment in the welding profession. The short- term certificate is intended to produce graduates who are prepared for employment as structural welders. Program graduates are to be competent in the technical areas of cutting processes, SMAW, GMAW and FCAW structural welding, to applicable codes.

Reid State Technical College will accomplish its objectives by providing students with a comprehensive general education and technical training in the core area of Welding. The occupational skill preparation should meet the American Welding Society recognized skill standards. The college will ensure program quality through internal certification of graduate competencies through written exams and performance evaluations to applicable welding codes.

Occupational Data

Completers of the short-term certificate work in the structural iron and steel working industry where they use their skills which are grouped under the classification of welder personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wages, the national median wage for welder personnel was $24.26/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to the Welding Technology (Short-Term Certificate) must complete the application procedures. While a high school diploma, in accordance with ACCS Board of Trustees Policy or GED is the preferred entry requirement, applicants who did not receive a high school diploma or GED may be admitted provided they are 16 years of age, have been out of school for one year (or upon recommendation of the local superintendent), and they must demonstrate ability-to-benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under the ATB provision must obtain the GED prior to graduation.

Certification Requirements

Students who complete the short-term certificate may receive voluntary certification through the National Center for Construction Education and Research or through the American Welding Society. Completer competency is recognized through certificates and a listing in the National Training Registry. This nationally recognized record of training can be transferred throughout the industry and provide a means of assuring construction and maintenance industries that graduates are prepared for productive positions.

Welding Technology, Short-Term Certificate

MINIMUM CREDITS REQUIRED: 28 Semester Credit Hours
LENGTH OF PROGRAM: 2 Semesters of full-timeattendance

GENERAL EDUCATION CORE: 1 Semester Credit Hour			Theory	Lab	Contact	Credit
ORT	100	Orientation	1	0	1	1
TECHNICAL CONCENTRATION: 27 Semester Credit Hours						
WDT	108	SMAW Fillet/OFC	2	1	5	3
WDT	109	SMAW Fillet/PAC/CAC	2	1	5	3
WDT	119	Gas Metal Arc/Flux Cored Arc Welding	2	1	5	3
WDT	120	Shielded Metal Arc Welding Grooves	2	1	5	3
WDT	122	SMAW Fillet/OFC/Lab	0	3	9	3
WDT	123	SMAW Fillet/PAC/CAC Lab	0	3	9	3
WDT	124	Gas Metal Arc/Flux Cored Arc Welding Lab	0	3	9	3
WDT	125	Shielded Metal Arc Welding Groove Lab	0	3	9	3
WKO	110	NCCER Core	2	1	5	3

Course Directory

Transfer Code Designations

CODE A = AGSC approved transfer courses in Areas I-IV that are common to all institutions.

CODE B = Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

CODE C = Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Art

ART 100 Art Appreciation

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.

Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Biology

BIO 101 Introduction to Biology I

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems.

Credit Hours: 4, Contact Hours: 4, Transfer Code: A

BIO 102 Introduction to Biology II

Prerequisite: BIO 101   Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity.

Credit Hours: 4, Contact Hours: 4, Transfer Code: A

BIO 103 Principles of Biology I

This is an introductory course for both science and nonscience majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120-minute laboratory is required.

Credit Hours: 4, Contact Hours: 5, Transfer Code: A

BIO 104 Principles of Biology II

The introductory course synthesizes basic ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction. A 180-minute laboratory per week is required.

Credit Hours: 3, Contact Hours: 6, Transfer Code: A

BIO 113 History of Biology

This course, for the non-science major, is a survey of the events and ideas which contributed to the development of modern biology. No laboratory is required.

Credit Hours: 3, Contact Hours: 3, Transfer Code: C

BIO 201 Human Anatomy & Physiology I
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body; basic principles of chemistry; a study of cells and tissues; metabolism; joints; the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, gross anatomy, and physiology are featured in the laboratory experience. Laboratory is required.
Credit Hours: 4, Contact Hours: 5, Transfer Code: B

BIO 202 Human Anatomy & Physiology II
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition; basic principles of water; electrolyte; acid-base balance; and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic and reproductive systems. Dissection, histological studies, gross anatomy, and physiology are featured in the laboratory experience. Laboratory is required.
Credit Hours: 4, Contact Hours: 5, Transfer Code: B

BIO 220 General Microbiology
This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions and microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. This course requires 240 of laboratory per week
Credit Hours: 4, Contact Hours: 6, Transfer Code: B

Basic Study Skills
BSS 90 College Study Skills
This course is designed to introduce students to the basic skills of "how to study". The course includes activities such as an assessment through testing of academic/study strengths and weaknesses, general information about effective study techniques, and applications of study techniques for specific courses.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

BSS 100 Personal Development
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.
Credit Hours: 1, Contact Hours: 3, Transfer Code: C

BSS 115 Success In Professional Development
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

BSS 118 College Study Skills
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

BSS 120 Career Assessment
This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, student should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

BSS 220 Professional Transition
This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

Business
BUS 100 Introduction to Business
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

BUS 105 Customer Services
PREREQUISITE: As required by program. This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

BUS 151 Modern Business Mathematics with Excel
This course applies mathematics to solve common business problems using Microsoft Excel. Topics include basic mathematical concepts and applications such as percentages, decimals, and basic arithmetic operations; markup, markdown and discounts; financial computations including simple and compound interest amortization, depreciation methods, liquidity ratios and present value; accounting computations such as payroll ad tax calculations and management of complex business problems. Emphasis is placed on the use of Microsoft Excel as a computational and problem-solving tool.
Credit Hours: 3, Contact Hours: 3

BUS 190 Introduction to Business Grant Writing
This course is part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry.

Credit Hours: 3, Contact Hours: 3, Transfer Code: C

BUS 210 Introduction to Accounting
PREREQUISITE: As required by program. This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

BUS 215 Business Communication
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports and other business communications.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

BUS 245 Accounting with Quickbooks
This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed assets and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts summarizing data, generating financial reports, and banking transactions.
Credit Hours: 3, Contact Hours: 3

BUS 263 The Legal & Social Environment of Business
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

BUS 275 Principles of Management
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

BUS 279 Small Business Management
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

BUS 285 Principles of Marketing
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

BUS 296 Business Internship
This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

Childcare Education and Development

CHD 100 Introduction of Early Care and Education of Children
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 201 Child Growth and Development Principles
This course is a systematic study of child growth and development from conception through early childhood, with focus on infant and toddler. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. PSY 210 or PSY 211 may be used as a suitable substitute for this course for AAT and AAS degree programs at the discretion of the college.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 202 Children's Creative Experience
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, student will be able to select and implement creative and age-appropriate experiences for young children.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 203 Children's Literature and Language Development
This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 204 Methods and Materials for Teaching Young Children
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 205 Program Planning for Educating Young Children
This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 206 Children's Health and Safety
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 208 Administration of Child Development Programs
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations, budget planning, record keeping, personnel policies and parent involvement. On completion, students should be able to identify elements of a sound business plan, develop familiarity basic record-keeping techniques, and identify elements of a developmentally appropriate program.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 209 Infant and Toddler Education Programs
This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 210 Educating Exceptional Children
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 211 Child Development Seminar
This course provides students with knowledge of a variety of issues and trends related the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

CHD 214 Families and Communities in Early Care and Education Programs
This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 215 Supervised Practical Experience in Child Development
This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. NOTE: If students are pursuing a certificate in Infant and Toddler, placement must be in an infant and toddler environment.
Credit Hours: 3, Contact Hours: 6, Transfer Code: C

CHD 217 Math and Science for Young Children
This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 221 Family Child Care
This course introduces methods for providing a developmentally-appropriate child care program in a home setting to include organizing home environments, establishing a daily schedule with children of different ages, building partnerships with parents and helping children learn through play, etc. Special instruction addresses family care as a small business operation with emphasis being placed on budgeting and tax requirements.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CHD 224 School Age Childcare
This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care and summer programs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

Computer Information Science

CIS 117 Database Management Software Applications
This course provides students with hands-on experience using database management software. Student will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 134 IT Fundamentals
This is an introductory level course that covers the fundamentals of software, hardware, security, and networking, as well as basic IT skills such as workstation set-up, operating system navigation, simple support services, backup protocols, and safety. Upon completion of this course, students will understand the essential functions of IT professionals and be better positioned to make decisions about a career in information technology. This course prepares students to earn the CompTIA certification in IT Fundamentals.
Credit Hours: 3, Contact Hours: 4

CIS 146 Microcomputer Applications

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MCAS and IC3 certification.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

CIS 147 Advanced Computer Applications

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MCAS certification.
Credit Hours: 3, Contact Hours: 3

CIS 149 Digital Literacy

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC3 certification.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 150 Introduction to Computer Logic and Programming

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 161 Introduction to Networking Communications

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. NOTE: This course is a suitable substitute for CIS 199. Additionally, CIS 270 may be used as a suitable substitute for this course. However, CIS 161 will not substitute for CIS 270.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 199 Network Communications
This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network - certifications. This is a CORE course for the AAT, AAS CIS programs.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 207 Web Development
This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 249 Microcomputer Operating System
This course introduces microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with aid of its system programs. Upon completion, students should understand the function and role operating systems, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 268 Software Support
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 269 Hardware Support
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 275 Workstation Administration
This course provides a study of client system administration in a network environment. Topics include installing monitoring maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 276 Server Administration
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 277 Network Services Administration
This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 278 Directory Services Administration
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 279 Network Infrastructure Design
This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote success, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

CIS 280 Network Security
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, Web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and appropriate counter measures. This course further helps prepare students for certification.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

Cosmetology Instructor Training
CIT 211 Teaching & Curriculum Development
This course focuses on the principles of teaching, teaching maturity, personality conduct, and the development of a cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.
Credit Hours: 3, Contact Hours: 3,

CIT 212 Teacher Mentorship
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.
Credit Hours: 3, Contact Hours: 9

CIT 213 Cosmetology Instructor Co-op
The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four-step teaching method.
Credit Hours: 3, Contact Hours: 9

CIT 214 Lesson Plan Methods And Development
During this course students have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques.
Credit Hours: 3, Contact Hours: 7

CIT 221 Lesson Plan Implementation
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.
Credit Hours: 3, Contact Hours: 9

CIT 222 Audio Visual Materials and Methods
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use.
Credit Hours: 3, Contact Hours: 3

CIT 223 Instructional Materials and Methods Application
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four-step lesson plan.
Credit Hours: 3, Contact Hours: 9

CIT 225 Special Topics In Cosmetology
This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.
Credit Hours: 3, Contact Hours: 9

Cosmetology

COS 111 Introduction to Cosmetology
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.
Credit Hours: 3, Contact Hours: 3

COS 112 Introduction to Cosmetology Lab
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.
Credit Hours: 3, Contact Hours: 9

COS 113 Theory of Chemical Services
During this course students learn concepts of theory of chemical services related to chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.
Credit Hours: 3, Contact Hours: 3

COS 114 Chemical Services Lab
During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.
Credit Hours: 3, Contact Hours: 9

COS 115 Hair Color Theory
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.
Credit Hours: 3, Contact Hours: 3

COS 116 Haircoloring Lab
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.
Credit Hours: 3, Contact Hours: 9

COS 117 Basic Spa Techniques
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.
Credit Hours: 3, Contact Hours: 3

COS 118 Basic Spa Techniques Lab
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.
Credit Hours: 3, Contact Hours: 9

COS 119 Business of Cosmetology
This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.
Credit Hours: 3, Contact Hours: 3

COS 123 Cosmetology Salon Practice
This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hairstyling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.
Credit Hours: 3, Contact Hours: 9

COS 144 Hair Shaping And Design
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.
Credit Hours: 3, Contact Hours: 7

COS 152 Nail Care Applications
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.
Credit Hours: 3, Contact Hours: 9

COS 167 State Board Review
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.
Credit Hours: 3, Contact Hours: 7

COS 182 Special Topics/natural Hair
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.
Credit Hours: 3, Contact Hours: 6

Diesel Mechanics

DEM 104 Basic Engines
This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion students should be able to measure, diagnose problems, and repair diesel engines.
Credit Hours: 3, Contact Hours: 7

DEM 105 Preventive Maintenance
This course provides instruction on how to plan, develop and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.
Credit Hours: 3, Contact Hours: 7

DEM 121 Trailer Air Brakes and Suspension
This course covers the theory and repair of trailer air brake and suspension systems. Topics include trailer air brake systems, ABS system diagnosis and repair, multi-leaf and air ride suspension systems. Upon completion, students should be able to troubleshoot, adjust repair and replace braking and suspension components on Class 8 trailers.
Credit Hours: 3, Contact Hours: 5

DEM 123 Pneumatics and Hydraulics
This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components.
Credit Hours: 3, Contact Hours: 7

DEM 124 Electronic Engine Systems
This course introduces the principles of electronically controlled diesel engines, Emphasis is placed on testing and adjusting diesel engines in accordance with manufactures' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.
Credit Hours: 3, Contact Hours: 7

DEM 126 Advance Engines
This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's standards and factory recommended service tools and equipment. Upon completion, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications.
Credit Hours: 3, Contact Hours: 5

DEM 127 Fuel Systems
This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.
Credit Hours: 3, Contact Hours: 7

DEM 130 Electrical / Electronic Fundamentals
This course introduces the student to basic Electrical/ Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature.
Credit Hours: 3, Contact Hours: 7

DEM 135 Heavy Vehicle Steering and Suspension Systems
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components, and perform front and rear wheel alignments on medium and heavy duty vehicles.
Credit Hours: 3, Contact Hours: 7

DEM 136 Trailer Electrical Systems
This course introduces the student to basic Electrical / Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, lights and electronic circuits on Trailers. Upon completion, students should be able to identify components, test systems, and repair electrical issues on trailers.
Credit Hours: 3, Contact Hours: 7

DEM 154 Vehicle Maintenance and Safe Operation
This course provides instruction in basic entry level driving skills relating to the maintenance and safe operation of a commercial motor vehicle. Topics include preventative maintenance and safe vehicle operations. Upon successful completion, students will have the skill and knowledge to safely operate a commercial motor vehicle.
Credit Hours: 3, Contact Hours: 3

DEM 156 CDL License Test Preparation
This is a course designed to prepare students for the Alabama Commercial Driver's License written examination. The course includes a review of major topics, sample tests, as well as basic CDL information and test-taking procedures.
Credit Hours: 3, Contact Hours: 3

DEM 170 Heavy Vehicle Air Brakes
This course covers the theory and repair of air braking systems used in medium and heavy duty vehicles. Topics include air, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair air braking systems on medium and heavy duty vehicles.
Credit Hours: 3, Contact Hours: 7,

DEM 220 Heavy Utility Vehicle Safety
This course provides instruction on the safety aspects when heavy utility vehicle service and repairs are performed in the shop or in the field. Upon completion, students should be able to identify heavy utility vehicles, their components (as related to safety concerns), and safety concerns when dealing with repairs in the field and the shop. Students will be able to identify the tools associated with heavy utility vehicle repairs and the proper use of these tools. Students will perform lab tasks safely in the shop environment. Students will have an understanding of the operation of a heavy utility vehicle and the safety concerns associated with the operation of these types of vehicles and the repairs when failures occur on heavy utility vehicles.
Credit Hours: 3, Contact Hours: 7

Electrical Technology
ELT 241 National Electric Code
This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate code requirements for a specific electrical installation.
Credit Hours: 3, Contact Hours: 3

English
ENG 99 Introduction To College Writing
Prerequisite: Appropriate placement
Corequisite: ENG 101
This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students? paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.
Credit Hours: 1, Contact Hours: 1

ENG 100 Vocational Technical English
PREREQUISITE: Satisfactory placement score. This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. NCA
Credit Hours: 3, Contact Hours: 3

ENG 101 English Composition I
PREREQUISITE: ENR 098 or appropriate English placement score.
This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

ENG 102 English Composition II
PREREQUISITE: A grade of "C" or better in ENG 101 or the equivalent.
English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

ENG 251 American Literature I
PREREQUISITE: ENG 102 or equivalent
This course is a survey of American Literature from its beginnings to the mid-nineteenth century. Emphasis is place on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

ENG 252 American Literature II
PREREQUISITE: ENG 102 or equivalent
This course is a survey of American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the library, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

ENG 261 English Literature I
PREREQUISITE: ENG 102 or equivalent
This course is a survey of English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

ENG 262 English Literature II
PREREQUISITE: ENG 102 or equivalent
This course is a survey of English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

ENG 271 World Literature I
PREREQUISITE: ENG 102 or equivalent
This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

ENG 272 World Literature II
PREREQUISITE: ENG 102 or equivalent
This course is a survey of world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

English and Reading
ENR 98 Writing & Reading For College
This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.
Credit Hours: 4, Contact Hours: 4, Transfer Code: nan

Health Education
HED 222 Community Health
This course introduces principles and practices of community health. It includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

HED 226 Wellness
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. This course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.
Credit Hours: 1, Contact Hours: 3, Transfer Code: C

HED 230 Safety and First Aid
HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e. school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross and/or American Heart Association cards are given upon successful completion of American Red Cross requirements.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

HED 231 First Aid
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

HED 266 Introduction To Health Occupations
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

HED 267 Drug Education
This course provides an examination of the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use; rehabilitation and treatment resources; and the law enforcement procedures.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

HED 299 Special Topics In Health Education
This course will permit the student to focus on, examine, and address current specific issues and topics in the general area of health and disease. Stress management techniques will be described and evaluated, and the relationship between stress and disease will be discussed.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

History

HIS 101 Western Civilization I
This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

HIS 102 Western Civilization II
This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present.
 Credit Hours: 3, Contact Hours: 3, Transfer Code: A

HIS 121 World History I
This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

HIS 122 World History II
The course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. It covers world history, both western and nonwestern, from the Early Modern Era through the Post-Modern Era.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

HIS 201 United States History I
This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

HIS 202 United States History II
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Health Sciences

HPS 101 Cardiopulmonary Resuscitation
This course includes theory and application in basic life support. Emphasis is placed on the areas of single rescuer cardiopulmonary resuscitation (CPR) of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. Upon completion of the course, the student should be able to recognize situations that require CPR and effectively implement CPR.
Credit Hours: 1, Contact Hours: 1

HPS 108 First Aid
This course provides instruction in the administration of emergency assistance to individuals who have been injured or otherwise disabled prior to transport or medical care. Topics include basic life support and first aid care for use with bleeding, wounds, poisoning, soft tissue and bone injuries, fractures, insect stings, animal bites, minor burns, cold and heat-related injuries, and select medical emergencies. Upon completion of this course, the student should be able to render basic first aid care required with common injuries or illnesses.
Credit Hours: 2, Contact Hours: 2

HPS 109 Asepsis
This interdisciplinary course provides the student the opportunity to study pathological organisms as they relate to health, illness, and maintenance of physiological integrity. The principles and skills of clean and sterile technique, universal precautions, medical isolation, and OSHA guidelines are included. Related medical terminology may be presented through computer-assisted instruction. Upon completion of this course, the student should be able to apply these principles in a variety of clinical settings.
Prerequisite(s): Regular admission status
Credit Hours: 1, Contact Hours: 3

HPS 110 Introduction to Health Care
This interdisciplinary course focuses on topics in health care which are common to health care disciplines. Emphasis is placed on communication, client/employee safety, psychosocial aspects of health care, health care delivery systems, professionalism, ethical/legal issues in health care, historical perspectives of various health care professions, and medical terminology.
Credit Hours: 2, Contact Hours: 2

HPS 112 Medical Terminology for Health
This course is an introduction to medical terminology used in health sciences. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meaning associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.
Credit Hours: 3, Contact Hours: 3

HPS 118 Fundamentals of Phlebotomy
The course is designed to train individuals in the principles and methods of obtaining blood for diagnostic purposes and monitoring of prescribed treatment as well as receiving other clinical specimens for laboratory testing. The phlebotomy student will be taught to interact with clients, health care personnel, and with the general public. Laboratory presentation and practice will include equipment and additives, basic anatomy, specimen receiving and processing, and techniques for safe and effective capillary puncture and venipuncture. This course along with the Phlebotomy Clinical will prepare individuals to write the Phlebotomist Certification Examination.
Credit Hours: 5, Contact Hours: 13

HPS 119 Phlebotomy Clinical
This supervised practicum within a healthcare setting will provide the phlebotomy student with hands-on training in capillary puncture, venipuncture, and receiving of other laboratory specimens. Emphasis will be placed on collection techniques, specimen processing, work flow practices, referrals, and utilizing laboratory information systems. This course along with Fundamentals of Phlebotomy will prepare individuals to write the Phlebotomist Certification Examination.
Credit Hours: 4, Contact Hours: 12

Humanities

HUM 100 Humanities Forum
PREREQUISITE: As required by program. In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities. The course may be repeated for credit.
Credit Hours: 1, Contact Hours: 1

HUM 101 Introduction To Humanities II
This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Industrial Electronics Technology

ILT 104 Industrial Instrumentation
This course provides a study of instrumentation circuits/systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.
Credit Hours: 3, Contact Hours: 4

ILT 105 Industrial Instrumentation Lab
A companion to ILT 104, this lab includes the use of transducers, detectors, actuators, and/or other devices and equipment in industrial application. Upon completion of the course, the student should be able to apply principles of instrumentation circuits and systems.
Credit Hours: 2, Contact Hours: 4

ILT 117 Principles of Construction Wiring
This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.
Credit Hours: 3, Contact Hours: 5

ILT 160 DC Fundamentals
This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohms law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. CORE Note: This course is also taught as AUT 110, CCT 111, ELT 108, ETC 101, IAT 141.
Credit Hours: 3, Contact Hours: 5

ILT 161 AC Fundamentals
This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This is a CORE course. Note: This course is also taught as AUT 111, CCT 121, ELT 109, ETC 102, IAT 145.
Credit Hours: 3, Contact Hours: 5

ILT 169 Hydraulics/pneumatics
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.
Credit Hours: 3, Contact Hours: 4

ILT 194 Programmable Logic Control I
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs
Credit Hours: 3, Contact Hours: 4

ILT 195 Troubleshooting Techniques I
This course focuses on the systematic approach to solving problems. Emphasis is placed on the instrument failures and their interaction with process downtime. Upon completion, students will be able to solve problems on a process simulator or in an actual setting.
Credit Hours: 3, Contact Hours: 4

ILT 196 Advanced Programmable Logic Controllers
This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.
Credit Hours: 3, Contact Hours: 5

ILT 216 Industrial Robotics
Credit Hours: 3, Contact Hours: 3
This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

ILT 217 Industrial Robotics Lab
This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.
Credit Hours: 2, Contact Hours: 4

ILT 286 Co-op
These courses constitute a series wherein the student works on a part-time basis in a job directly related to industrial electronics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credit Hours: 1, Contact Hours: 2

Industrial Maintenance Technology

INT 101 DC Fundamentals
This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined.   Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course. This course is also taught as ATM 103, BET 200, EET 103, ELM 200, ENT 108, IET 111, and MNT 142.
Credit Hours: 3, Contact Hours: 4

INT 103 AC Fundamentals
This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This is a CORE course. This course is also taught as ATM 104, AUT 112, BET 201, EET 104, ELM 201, ENT 109, IET 143, ILT 143, and MNT 144.
Credit Hours: 3, Contact Hours: 4

INT 109 Components of Material Handling
This course focuses on the different modes of handling manufactured goods or products. Topics include the installation, operation, and maintenance of the material handling process components. Emphasis is placed on determining control limits, performing scheduled maintenance, and troubleshooting performance or function failures. Upon completion, students should be able to install, operate, monitor, maintain and troubleshoot a simulated material handling system.
Credit Hours: 3, Contact Hours: 4

INT 112 Industrial Maintenance Safety Procedures
This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.
Credit Hours: 3, Contact Hours: 5

INT 113 Industrial Motors Controls I
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. Prerequisite(s): As determined by College.
Credit Hours: 3, Contact Hours: 5

INT 117 Principles of Industrial Mechanics
This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.
Credit Hours: 3, Contact Hours: 4

INT 118 Fundamentals Of Industrial Hydraulics and Pneumatics
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a CORE course.
Credit Hours: 3, Contact Hours: 4

INT 158 Industrial Wiring I
This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.
Credit Hours: 3, Contact Hours: 5

INT 161 Blueprint Reading For Industrial Technicians
This course is designed to provide the student a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.
Credit Hours: 3, Contact Hours: 3

INT 213 Industrial Motor Control II
This course is a continuation of INT 113 focusing on additional theory and practice regarding industrial motor control schematics and wiring. Included are multispeed and soft start wiring techniques for industrial motors and synchronous motor control. The student will also be exposed to the theory, setup and programming of variable speed drives. Upon completion students will be able to remove, replace, and wire different types of resistors, reactors and transformers similar to those used in the control of industrial polyphase motors and large DC motors.
Credit Hours: 3, Contact Hours: 5

Mathematics

MAH 101 Introductory Mathematics I
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business- and industry-related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. Prerequisite(s): A grade of ?C? (75 or above required within the Division of Mathematics) or higher (S if taken as pass/fail) in MTH 090 (Basic Mathematics) or appropriate mathematics placement score. This course does not satisfy the general education components for a degree.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

MTH 98 Elementary Algebra
This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.
Credit Hours: 4, Contact Hours: 4, Transfer Code: nan

MTH 99 Support For Intermediate College Algebra
PREREQUISITE: Appropriate mathematics placement score or MTH 098 Elementary Algebra. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)
COREQUISITE: MTH 100 Intermediate College Algebra.
This learning support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students? paired MTH 100 class. This class does not serve as the general core requirement for mathematics.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

MTH 100 Intermediate College Algebra
PREREQUISITE: MTH 098 Elementary Algebra or appropriate mathematics placement score.
COREQUISITE: MTH 099 Support for Intermediate College Algebra, if required. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)
This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.
Credit Hours: 3, Contact Hours: 3, Transfer Code: B

MTH 109 Support for Finite Mathematics
PREREQUISITE: Appropriate mathematics placement score or MTH 098 Elementary Algebra. (Note that MTH 109 is required for students moving directly from MTH 098 Elementary Algebra to MTH 110.)
COREQUISITE: MTH 110 Finite Mathematics
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

MTH 110 Finite Mathematics
PREREQUISITE: Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.
COREQUISITE: MTH 109 Support for Finite Mathematics OR other mandatory support, if required. (Note that MTH 109 is required for students moving directly from MTH 098 Elementary Algebra to MTH 110.)
This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

MTH 111 Support for Precalculus Algebra
PREREQUISITE: Appropriate mathematics placement score or MTH 100 Intermediate College Algebra.
COREQUISITE: MTH 112 Precalculus Algebra
This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirements for mathematics.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

MTH 112 Precalculus Algebra
PREREQUISITE: Successful completion of MTH 100 Intermediate College Algebra with a grade of C or higher or appropriate placement.
COREQUISITE: MTH 111 Support for Precalculus Algebra, if required.
This course emphasizes the algebra of functions-including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

MTH 116 Mathematical Applications
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

Music
MUS 101 Music Appreciation
This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and an aural perception of the elements of music.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Nurse Assistant
NAS 100 Long Term Care Nursing Assistant
This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.
Credit Hours: 4, Contact Hours: 6

NAS 102 Medication Assistant
This course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills. Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN.
Credit Hours: 6, Contact Hours: 10

NAS 115 CPR Basic First Aid
This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.
Credit Hours: 2, Contact Hours: 4

Nursing

NUR 112 Fundamental Concepts of Nursing
Prerequisites: As required by program
Co-requisites: BIO 201; MTH 100 or Higher
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes, but is not limited to, healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.
Credit Hours: 7, Contact Hours: 13

NUR 113 Nursing Concepts I
Prerequisites: BIO 201; MTH 100 or Higher; NUR 112 This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes, but is not limited to, coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.
Credit Hours: 8, Contact Hours: 16

NUR 114 Nursing Concepts II
Prerequisites: BIO 202; ENG 101; NUR 113; PSY 210
Co-requisites: NUR 115; SPH 106 or 107
 This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes, but is not limited to, coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, psychosocial well-being, elimination & fluid/electrolyte balance, and medical emergencies.
Credit Hours: 8, Contact Hours: 14

NUR 115 Evidence Based Clinical Reason
Prerequisites: BIO 202; ENG 101; NUR 113; PSY 210
Co-requisites: NUR 114; SPH 106 OR 107
 This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.
Credit Hours: 2, Contact Hours: 4

Office Administration

OAD 138 Records and Info Management
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. This is a CORE course.
Credit Hours: 3, Contact Hours: 3

OAD 211 Medical Terminology
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.
Credit Hours: 3, Contact Hours: 3, Transfer Code: nan

OAD 214 Medical Office Procedures
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.
Credit Hours: 3, Contact Hours: 3, Transfer Code: nan

OAD 215 Health Information Management
This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.
Credit Hours: 3, Contact Hours: 3, Transfer Code: nan

OAD 218 Office Procedures
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.
Credit Hours: 3, Contact Hours: 3, Transfer Code: nan

OAD 232 The Computerized Office
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.
Credit Hours: 3, Contact Hours: 3, Transfer Code: nan

OAD 240 CPS/CAP Review
This course, Certified Professional Secretary/Certified Administrative Professional Review, is designed to provide skills and knowledge in office administration, office systems and technology, and management. Emphasis is on the knowledge and skills required of those who qualify as professional administrative support. Upon completion, the student should be able to demonstrate knowledge and successful performance of skills in a variety of business-related subjects.
Credit Hours: 3, Contact Hours: 3, Transfer Code: nan

Orientation
ORI 101 Orientation To College
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution and integrates new students into the life of institution.
Credit Hours: 2, Contact Hours: 2, Transfer Code: C

ORI 105 Orientation and Student Success
This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing and internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.
Credit Hours: 3, Contact Hours: 3, Transfer Code: C

ORT 100 Orientation
This course is a graduation requirement for all non-degree eligible students who are not allowed to enroll in any course creditable toward an associate degree, and it should be completed during a student's first semester enrolled at Reid. The course emphasizes personal responsibility through the exploration of Reid State regulations, campus facilities, and student services. It is also designed to help students develop effective study skills, library skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to successfully manage learning experiences to meet educational and career goals.
Credit Hours: 1, Contact Hours: 1, Transfer Code: C

Philosophy
PHL 206 Ethics and Society
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Pharmacy Technician Assistant
PHM 100 Introduction to Pharmacy
This course introduces the student to the role of the Pharmacy Technician in providing patient care services. Topics include pharmaceutical terms, abbreviations and symbols used in the prescribing and charting of medication, dosage forms, routes of administration of drugs, patient variables with regard to drug therapy, and equipment and systems used in parenteral administration of drugs. Upon completion, students should be able to explain the role of pharmacy technician assistants, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.
Credit Hours: 2, Contact Hours: 2

PHM 102 Pharmacology I
This course is an introduction to drug categories and usage as well as side effects of drugs. Also, prescription terminology and the top two hundred drugs, by category and name (trade and generic), are covered. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.
Credit Hours: 3, Contact Hours: 3

PHM 112 Pharmacology II
This course is a continuation of PHM 102. Additional drug groups are introduced, and their uses, side effects, and mechanisms of action are discussed. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.
Credit Hours: 3, Contact Hours: 3,

PHM 113 Drugs and Health
This course emphasizes rational use of prescription and nonprescription medications. Topics include how to use licit drugs and chemical substances appropriately; development of drugs; economic factors which impact on health care; drugs and pregnancy, children, and the elderly; and the use of self-help medications for a variety of conditions. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.
Credit Hours: 3, Contact Hours: 3

PHM 205 Computers and Billing
This course introduces students to the design, control, and planning of electronic information systems used to implement medication orders, to manage the medication distribution system, and to handle the billing for medications. Upon completion, students should be able to prepare patient charges, distribute medications, and efficiently operate computers.
Credit Hours: 3, Contact Hours: 5

PHM 207 Institutional Pharmacy
This course covers the development of hospitals, their place in society, and the importance and place of pharmacy in hospitals and nursing homes. Topics covered include the organization, staffing, services, legal requirements, development of institutional pharmacy departments, and interdepartmental relationships to provide comprehensive pharmacy services. Upon completion, students should be able to demonstrate a basic knowledge of the topic discussed.
Credit Hours: 3, Contact Hours: 3

PHM 210 Pharmacy Practice
This course considers all aspects of pharmacy, from retail, inpatient, and ordering, to manufacturing. Emphasis is on those aspects of pharmacy that hospital technicians would be required to perform. Topics covered include: theory and practice behind the dispensing of drugs to hospitals, in-patients and ambulatory patients; demonstrating accuracy in preparing and dispensing of drugs or simulations; and aseptic technique and equipment used in a laboratory setting. Upon completion, students should be able to demonstrate proficiency in performing these tasks.
Credit Hours: 3, Contact Hours: 7

PHM 211 Clinical Practicum I
This course provides the student's first exposure to pharmacies and hospitals. Lecture and demonstrations in laboratory settings are utilized to acquaint the student with standard operating procedures at participating facilities. Both retail and pharmacy situations and job skills are addressed. Upon completion, students should be able to apply technical skills and organization knowledge in support of pharmacists in these settings.
Credit Hours: 3, Contact Hours: 7

PHM 212 Clinical Practicum II
This course continues PHM 211 and goes one step further to take the student out of the theoretical laboratory and into the actual job experience. Additional experience under the supervision of pharmacists will demonstrate accuracy through clinical evaluation in the hospital and retail pharmacy settings in pouring, compounding, packaging, and labeling and dispensing of drugs to patients. Upon completion, students should be able to provide technical assistance and support to retail and hospital pharmacists.
Credit Hours: 3, Contact Hours: 9

Physical Science
PHS 111 Physical Science
This course provides an introduction to the basic principles of geology, oceanography, meteorology, and astronomy for students who do not intend to major in science or engineering. Laboratory is required.
Credit Hours: 4, Contact Hours: 5, Transfer Code: A

PHS 112 Physical Science II

This course provides an introduction to the basic principles of chemistry and physics. Laboratory is required.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Physics

PHY 120 Introduction to Physics
This course provides an introduction to general physics for non-science majors. Topics include fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics.
Credit Hours: 4, Contact Hours: 5, Transfer Code: A

Psychology

PSY 200 General Psychology
This course is a survey of behavior with an emphasis on psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

PSY 210 Human Growth and Development
Prerequisite: PSY 200 (exception for students accepted into Nursing Program)
This course is a study of the psychological, social and physical factors that affect human behavior from conception to death.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Religious Studies

REL 151 Survey of The Old Testament
This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural signature of the Old Testament. The student should have an understanding of the significance of the Old Testament writing upon completion of this course.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

REL 152 Survey of The New Testament
This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Sociology

SOC 200 Introduction to Sociology
This course is an introduction to the vocabulary, concepts, and theoretical perspectives of sociology.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

SOC 210 Social Problems
Prerequisite: SOC 200
This course examines the social and cultural aspects, influences, incidences, and characteristics of current social problems in light of sociological theory and research.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Speech

SPH 106 Fundamentals of Oral Communication
Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

SPH 107 Fundamentals of Public Speaking
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized. Students prepare and deliver short speeches, practice analytical listening, and engage in various communication exercises.
Credit Hours: 3, Contact Hours: 3, Transfer Code: A

Truck Driving

TRK 111 Basic Operation
This course introduces students the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation, control systems, vehicle inspections and reporting, basic control, shifting, backing, coupling and uncoupling, proficiency development, and special rigs. Upon completion, the student should demonstrate proficiency in skill field tasks and pre-trip inspections to Commercial Driver License standards. Students must obtain a Commercial Learner Driver License before being allowed to operate a vehicle. Contact the instructor for requirements for obtaining this license. CORE
Credit Hours: 4, Contact Hours: 6

TRK 112 Safe Operating Practices
This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, the student should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators to Commercial Drivers License standards. CORE
Credit Hours: 3, Contact Hours: 5

TRK 113 Nonvehicle Activities
This course focuses on activities not directly related to the vehicle itself, but that are related to the potential job performance of the commercial motor vehicle driver. Topics include handling cargo, cargo documentation, hours of service requirements, accident procedures, personal health and safety, trip planning, employability skills, and public and employer relations. Upon completion, the student will demonstrate performance of these activities to Commercial Drivers License standards to ensure safety to the driver, vehicle, cargo, and other motorists. CORE
Credit Hours: 2, Contact Hours: 4

TRK 114 Vehicle Maintenance
This course introduces students to the various components of the vehicle and how they work in order that malfunctions and safety hazards may be recognized before serious damages or accidents occur. Topics include vehicle systems, preventive maintenance and servicing, and diagnosing and reporting malfunctions. Upon completion, the student should be able to perform routine service functions and simple maintenance tasks and recognize when a vehicle needs repairs. CORE
Credit Hours: 2, Contact Hours: 4

TRK 115 Advanced Operating Practices
This course is designed for extended high level skills training for coping with hazards of the roadway-traffic environment. Topics include hazard perception, emergency maneuvers, and skid control and recovery. Upon completion the student should demonstrate perceptual skills for recognition of potential hazards as well as the manipulative skills needed to handle the vehicle in an emergency. CORE
Credit Hours: 1, Contact Hours: 3

TRK 116 Proficiency Development
This course provides an opportunity to refine and polish, within the highway traffic environment, vehicle handling skills, and the safe and fuel efficient operating practices. Student performance IS closely monitored by instructors to ensure that student progress toward the level of proficiency required for attainment of the Commercial Drivers License.
Credit Hours: 1, Contact Hours: 1

TRK 117 Commercial Drivers License
This course is a review of information and requirements for obtaining a Commercial Drivers License (CDL). Upon completion, the student should demonstrate preparedness for passing the Commercial Drivers License examination with CDL endorsements.
Credit Hours: 2, Contact Hours: 2

Welding

WDT 108 SMAW Fillet/OFC
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a CORE course.
Credit Hours: 3, Contact Hours: 5

WDT 109 SMAW Fillet/PAC/CAC
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon and plasma arc cutting. This is a CORE course.
Credit Hours: 3, Contact Hours: 5

WDT 110 Industrial Blueprint Reading
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course.
Credit Hours: 3, Contact Hours: 3

WDT 115 GTAW Carbon Pipe
This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filer metal selection, purging gasses, joint geometry, and joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, and joint preparation and fit-up to the applicable code.
Credit Hours: 3, Contact Hours: 5

WDT 116 GTAW Stainless Pipe
This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, join preparation, and fit-up to the applicable code. Prerequisite(s): As required by College
Credit Hours: 3, Contact Hours: 5

WDT 119 Gas Metal Arc/Flux Cored Arc Welding
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This Is a CORE course.
Credit Hours: 3, Contact Hours: 5

WDT 120 Shielded Metal Arc Welding (SMAW) Groove
This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up groove welds in accordance with applicable welding codes. This is a CORE course.
Credit Hours: 3, Contact Hours: 5

WDT 122 SMAW Fillet/OFC Lab
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code, be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Credit Hours: 3, Contact Hours: 9

WDT 123 SMAW Fillet/PAC/CAC Lab
This course is designed to introduce the students to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of plasma and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups In accordance with applicable welding code and be able to safely operate plasma and carbon arc equipment and perform those operations as per applicable welding code.
Credit Hours: 3, Contact Hours: 9

WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab
This course provides Instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.
Credit Hours: 3, Contact Hours: 9

WDT 125 Shielded Metal Arc Welding Groove Lab
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate and various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.
Credit Hours: 3, Contact Hours: 9

WDT 155 GTAW Carbon Pipe Lab
This course is designed to provide the student with the sills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credit Hours: 3, Contact Hours: 9

WDT 156 GTAW Stainless Pipe Lab
This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credit Hours: 3, Contact Hours: 9

WDT 217 SMAW Carbon Pipe
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit -up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.
Credit Hours: 3, Contact Hours: 7

WDT 229 Boiler Tube
This course is designed to provide the student with the practices and procedures of welding boiler tubes using GTAW and SMAW to the applicable code. Emphasis is placed on fit-up, welding technique, and code requirements. Upon completion students should be able to identify code requirements and tube welding technique. Prerequisite(s): As required by College
Credit Hours: 3, Contact Hours: 4

WDT 257 SMAW Carbon Pipe Lab
This course is designed to provide the student with skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.
Credit Hours: 3, Contact Hours: 9, Transfer Code: nan

WDT 281 Special Topics in Welding
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.
Credit Hours: 3, Contact Hours: 9

WDT 286 Co-op
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credit Hours: 1, Contact Hours: 2

Workplace Skills

WKO 110 NCCER Core
This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.
Credit Hours: 3, Contact Hours: 5

WKO 141 MSSC Safety Course
PREREQUISITE: As Required by College
 This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include

- Work in a safe an productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

 This course is equivalent to AUT 102.
Students completing this course will receive an MSSC certificate in Safety. Students completing courses WKO 141, 142, 143 and 144 will receive the Certified Production Technician credential.
Credit Hours: 3, Contact Hours: 5

WKO 142 MSSC Quality Practicum & Measurements
This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include
- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality problems
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

Students completing this course will receive an MSSC certificate in quality practices and measurement.
Credit Hours: 3, Contact Hours: 5

WKO 144 MSSC Maintenance Awareness Course
This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include

- Prepare preventative maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
- electrical systems;
- pneumatic systems
- hydraulic systems;
- machine automation systems
- lubrication systems
- bearings and couplings

Students completing this course will receive an MSSC certificate in maintenance awareness.
Credit Hours: 3, Contact Hours: 5

Non-Credit Programs

NURSING ASSISTANT COURSE

Course Purpose
The purpose of the Nursing Assistant Course is to prepare students as a long-term care nursing assistant in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

Occupational Data
Graduates of the Certified Nursing Assistant course work in the healthcare industry where they use their skills which are grouped under the classification of nursing assistant personnel. According to Economic Modeling, the national median wage for nursing assistant personnel was $14.26/hr. in 2019.

VA Student Class Attendance
Minimum attendance requirement for students enrolled in a NCD program is 80%. Attendance will be monitored every 30 days. If attendance falls below 80%, the student will be placed on attendance probation for one month. Exception: There is no probation period allowed for programs less than 30 days in length. If the student has not returned to satisfactory attendance at the end of the one-month attendance probation period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory attendance is regained. Students whose absences result from authorized mitigating circumstances, as determined by the school Director/Owner, will not be counted.

Reid State Technical College offers two training options for nursing assistant. Students must follow admission requirements based on the training option.

Course Options

OPTION 1 (Non-Credit):
Reid State offers a non-credit training option for nursing assistants. Students can train through the College's Workforce Development Training for Business and Industry (TBI) division in collaboration with a nursing facility.

Non-Credit Length of Course:
This option is offered in a 3-week format in collaboration with a health facility. The College also offers nursing assistance as a 6-week non-credit course in collaboration with the adult education department.

Non-Credit Admissions Requirements
Applicants entering the non-credit or TBI track must complete the non-credit Nursing Assistant admission application and provide a valid photo ID. Additionally, all applicants must submit a drug screen and background check to register.

Course Cost/Fees TBI/Non-Credit

Books	$200.00
Materials/Supplies/Tools	$426.00
Uniforms	$225.00
Test/Exam Costs	$125.00
Program Tuition Costs & Fees	$644.00 Insurance Fees ($5.12 for Fall and Spring, $3.41) $5.12 Other Program Costs $875.00
Overall Course Estimated Costs	**$2,500.12**

Additional Course Expenses
Drug Screen and Background Check $69.00 Urine Drug Screen Collection Up to $25.00

OPTION 2 (For Credit)

Reid State Technical College offers Nursing Assistance in a four-credit hour course during the fall, spring and summer semesters based on availability. Students taking this option can seamlessly transfer course to the Health Science Program. The course option is NAS 100 (see course description in RSTC Catalog).

For Credit Length of Course:

Students can complete NAS 100 during a 15-week course offered in the fall and spring Semesters or in a 10-week course offered during the summer semester.

For-Credit Admissions Requirements

- Must be at least 16 years of age as documented by birth certificate, school records or driver's license.

- Complete an online admissions application (undeclared program option).

- Official high school transcript or GED and college transcript(s).

- Applicants are required to take the Placement Exam.

- While a high school diploma or GED is the preferred entry requirement, the applicant may be admitted provided he or she:
    - Present official transcript documenting completion of the 10th grade and promotion to the 11th grade.
    - Pass the Ability-to-Benefit (ATB) on a standardized, federally approved entrance test. Applicants admitted under the ATB provision must be obtained the GED prior to graduation.

Exam schedule and GED testing may be obtained from the Testing Coordinator

Prior to clinical placement the student must show proof of liability insurance (purchased through the school), completion of a health form, a drug and alcohol screen and background check required by the participating clinical agency, all of which will be purchased at the student's own expense. In addition, random drug screens will be conducted if there is reasonable cause to believe a student is in violation of the institutional conduct code of the federal Drug-Free Workplace Act Regulations. If the student has a 94 positive drug screen, then the student will be dismissed from the program immediately.

COMMERCIAL TRUCK DRIVING

Program Purpose

The purpose of the Commercial Truck Driving program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and attitudes necessary to obtain entry-level employment in the commercial truck driving profession. This program is intended to produce graduates who are prepared for entry-level employment, upon licensure, as Class "A" commercial truck drivers. Program graduates are to be competent in the technical areas of hours-of-service regulations, vehicle inspection procedures, basic backing skills, defensive driving techniques, basic driving techniques, and recognition of driving environment hazards.

Reid State Technical College will accomplish program objectives by providing students with a comprehensive technical training in the core area of Commercial Truck Driving. The occupational skill preparation is designed to meet the Alabama Law Enforcement Agency standards and the American Association of Motor Vehicle Administration recognized skill standards. The College will ensure program quality through internal certification of graduate competencies and external licensure of graduates by the Alabama Law Enforcement Agency Department of Public Safety.

Occupational data

Graduates of the Commercial Truck Driving program work in the transportation industry where they use their skills which are grouped under the classification of commercial truck driver personnel. According to the U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics, the national median wage for commercial truck driver personnel was $25.52/hr. in 2022.

Program Outcome Objectives

- Program graduates will be proficient in communication, computation, and interpersonal skills.
- Program graduates will be technically proficient.
- Program graduates will be able to obtain industry certification.
- Program graduates will be successfully employed in the field.
- Employers of program graduates will be satisfied with their education and training.

Admission Requirements

Applicants to this program must complete the Commercial Truck Driving admission application, the TABE assessment through RSTC's Adult Education Program, and be 18 years of age. Additionally, applicants must provide a motor vehicle driving record (MVR) for the last three years. Students will also submit a D.O.T. physical, drug screen, and Commercial Learners License in order to register. While enrolled, students are subject to random drug and alcohol tests in accordance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991.

Alabama Department of Public Safety regulation, effective January 1, 2006, requires a student to possess one of the following commercial licenses:

- Commercial Learner Permit (CLP) - A CLP is required for someone to legally drive on the highway if they do not currently possess a CDL.
- A state learner permit, valid for up to one year, shall be considered a valid commercial driver's license for purposes of behind-the-wheel training on public roads or highways.

Requirements
- Must be 18 years of age or older
- A copy of your valid State Driver's License
- A copy of your CDL Class A Learner's Permit
- A Current Motor Vehicle Report (MVR):
  - Obtained 30 days before the start date of class

- o To obtain your MVR, go to **https://alabamadl.alea.gov** (The cost is approximately $6 and must be paid by debit or with credit card directly to them.)
- A valid Department of Transportation (DOT) Physical
- Current Drug Screening:
  - o Full Blood Panel Screening required
  - o Obtained 30 days before the start date of class
- TABE scores
  - o Obtain TABE scores from your test provider
  - o **https://aed.cc.al.us/AAESAPWeb/Pages/Public/InsertPublicEnrollment.aspx?PID=100**

Program Cost Estimate

Tuition, Fees, and Insurance $3,500.00

Other costs for this program are out-of-pocket expenses to the student.

Drug Screen and DOT Physical (Estimated)	$200.00
Motor Vehicle Record fee (MVR)	$5.75
Commercial Knowledge Test	$25.00
CDL Permit	$36.25

Certification Requirements

The student will be eligible to take the CDL Third Party Road Test as part of his/her truck driving training if the student has received a satisfactory (S) rating in the overall program. The student would also be required to seek employment with a minimum of two truck-driving employers.

Evaluation/Grading

Student MUST receive a satisfactory (S) in all seven content areas to take the CDL final examination.
P- Pass
F- Fail

Commercial Truck Driving

MINIMUM HOURS REQUIRED: 200 Hours
Length of Program: (5 Weeks)
Classes Meet: Monday - Friday 7:00 a.m. - 3:00 p.m.

COURSE CONTENT
Basic Vehicle Operation
Safe Operating Practices
Non-Vehicle Activities
Vehicle Maintenance
Advanced Operating Practices
Proficiency Development
Commercial Driver's License

Third Party CDL testing is provided on the RSTC Main Campus at 100 Hwy 83, Evergreen AL and on the RSTC Monroeville Commercial Truck Driving Site at 188 C Sheffield Road, Monroeville, AL. Individuals interested in scheduling a CDL exam must contact the Third-Party examiner (contact information below).

Requirements for third party testing
- Contact the RSTC Third Party Examiner to schedule exam
- Submit payment for testing fee to the College's Cashier (payment must be submitted in-person)

Third Party Examiner Contact

Evergreen: Will Richerson
Email: jricherson@rstc.edu
Phone: 251-578-1313 Ext. 154

Monroeville: Chad Jerkins
Email: chad.jerkins@rstc.edu
Phone: 251-743-2553 or 251-578-1313 Ext. 101

VA Student Class Attendance

Minimum attendance requirement for students enrolled in a NCD program is 80%. Attendance will be monitored every 30 days. If attendance falls below 80%, the student will be placed on attendance probation for one month. Exception: There is no probation period allowed for programs less than 30 days in length. If the student has not returned to satisfactory attendance at the end of the one- month attendance probation period+, VA education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory attendance is regained. Students whose absences result from authorized mitigating circumstances, as determined by the school Director/Owner, will not be counted against the student. Appropriate documentation for mitigating circumstances will be kept in the file.

CDL Regulations

Testing

Reid State students can test three times without having to pay $200.00 per test.

Any student who fails the CDL test three times will be required to have further training before a fourth test will be administrated.

Students who miss more than three days of class without an excuse may be removed from the test schedule.

Third-party test

Applicants must provide proof of Entry-level driver training or previous CDL holder exemption before a test will be scheduled.

Drug Screening

All students are required to take a D.O.T. drug screen within 30 days of the first day of class.

ALL Students and instructors are required to be entered into the FMSCA drug clearinghouse. Clearinghouse.fmcsa.dot.gov

Federal Motor Carrier regulations require that ALL students and instructors be included in a random drug testing process.

Any student or instructor that fails a drug screen must complete an approved Federal Motor Carrier Substance abuse program before a future application will be considered.

REQUIREMENTS FOR THIS PROGRAM ARE SUBJECT TO CHANGE AS THEY ARE GUDIED BY STATE AND FEDERAL REGULATIONS.

Financial Information and Refund Policies

Tuition and Fees

Tuition is charged at the published rates per credit hour for students who are citizens of the United States and residents of the State of Alabama or who have been approved for in-state tuition eligibility per the Alabama Community College System policy. Tuition rates are subject to change each fall. Nonresidents of Alabama and students who are not citizens of the United States must pay a full-time tuition charge of 2.0 times the rate of resident tuition.

Tuition must be paid each term prior to the first day of class without exception. Presently enrolled students must register and pay their tuition no later than the close of business prior to the first day of class or they will be charged a $25 late fee. Unless tuition is paid by the first day of the term, students are considered no longer enrolled, and their slot may be filled from the waiting list for the course in which they were enrolled.

Eligibility for In-state Tuition Rates

The home address provided by a student on the Reid State Technical College admission application is used to determine the state in which a student resides. A student may change his/her address by completing a change of address form in the Admissions Office. If the new address indicates a change from out-of-state to in-state status, a student must provide proof of Alabama residence. Acceptable proof includes an Alabama driver's license, a federal or state income tax form indicating an Alabama address, or a valid Alabama voter registration form. Students or prospective students described in either Part 1 or Part 2 shall be eligible for "In-State" tuition rates:

Resident Students

A "resident student" is a person who meets the following criteria:

- Is a citizen of the United States who has been a legal resident of the State of Alabama for at least one year immediately preceding registration, or whose non-estranged spouse has been a legal resident of the State of Alabama for such period, or (in the case of dependent students) whose parents or legal guardian has been a legal resident of the State of Alabama for such a period; or
- Is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or whose non-estranged spouse, or (in the case of dependent students) whose parents or legal guardian is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or who has, or whose non-estranged spouse has, been discharged from the Armed Forces and has formally declared Alabama as his or her state of domicile, or who is a dependent whose parents or legal guardian has been discharged from the Armed Forces and have formally declared Alabama as his or her state of domicile.
- Currently resides in Alabama and is a "Parolee," that is, a non-citizen who has been "paroled" into the United States at the discretion of the United States Government and who is issued an "I-94 Card" stamped "Parolee." (Examples are Cubans and Vietnamese who have left their native countries for political reasons)

Non-Resident Students Eligible for In-State Tuition Rates

Also eligible for In-State tuition rates, whether or not he or she is a resident of Alabama, is a person who meets the following criteria:

- Is a dependent* whose parent(s)* or legal guardian* has taken full-time permanent employment in Alabama; or
- Is not a dependent* but who holds full-time permanent employment in Alabama or whose non-estranged spouse* holds permanent full-time employment in Alabama; or
- Is incarcerated in a State or Federal correctional institute in Alabama; or
- Is eligible for in-state tuition in a state contiguous to Alabama which has a reciprocal tuition agreement with the Alabama Community College System.

*NOTE: Neither the student nor parent, guardian, or spouse need be a resident of Alabama. The term "dependent" shall be defined in accordance with the Internal Revenue Code.

Students Subject to Out-of-State Rates
Any student who does not fall into one of the categories described above for In-State tuition eligibility shall be subject to payment of tuition and fees at the "Out-of-State" rate.

Senior Citizens
Alabama residents 60 years of age or older may attend regular classes tuition-free on a space-available basis. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the Catalog. Waivers apply only to college credit courses and do not include books, fees, supplies, or tools.

Other Fees
Late registration fee $25.00* (Assessed first day of class during term)

Student accident insurance $ 5.12 ** per Fall/Spring semester & $3.41 per Summer semester

Student liability insurance $15.00 ** per year (Nursing and Health Sciences students only)

Returned check charge $30.00 *

Parking/traffic fines $ 5.00 *

*Tuition and fees are subject to change.

**Non-refundable and amount may vary if change in cost to college occurs.

All major credit cards are accepted. No out-of-state checks are accepted.

Fees
Beginning Fall 2025 term, Reid State's fee rates will be as follows:

Bond Surety Fee	$ 1
Facility Renewal fee	$15
Technology Fee	$ 5
Special Building Fee	$20
ACCS Enhancement Fee	$10
TOTAL PER CREDIT HOUR	$61

In-state Tuition and Fee Rates

Students classified as in-state will pay $131 per credit hour for tuition plus applicable fees.

Credit Hours	Tuition	Fees	Total Tuition and Fees
1	$ 131	$ 61	$ 192
2	$ 262	$ 122	$ 384
3	$ 393	$ 183	$ 576
4	$ 524	$ 244	$ 768
5	$ 655	$ 305	$ 960
6	$ 786	$ 366	$1,152
7	$ 917	$ 427	$1,344
8	$1,048	$ 488	$1,536
9	$1,179	$ 549	$1,728
10	$1,310	$ 610	$1,920
11	$1,441	$ 671	$2,112
12	$1,572	$ 732	$2,304
13	$1,703	$ 793	$2,496
14	$1,834	$ 854	$2,688
15	$1,965	$ 915	$2,880
16	$2,096	$ 976	$3,072
17	$2,227	$1,037	$3,264
18	$2,358	$1,098	$3,456
19	$2,489	$1,159	$3,648
20	$2,620	$1,220	$3,840

Out-of-state Tuition and Fee Rates

Students classified as out-of-state will pay $262 per credit hour for tuition plus applicable fees.

Credit Hours	Tuition	Fees	Total Tuition and Fees
1	$262	$ 61	$323
2	$524	$ 122	$646
3	$786	$ 183	$969
4	$1,048	$ 244	$1,292
5	$1,310	$ 305	$1,615
6	$1,572	$ 366	$1,938
7	$1,834	$ 427	$2,261
8	$2,096	$ 488	$2,584
9	$2,358	$ 549	$2,907
10	$2,620	$ 610	$3,230
11	$2,882	$ 671	$3,553
12	$3,144	$ 732	$3,876
13	$3,406	$ 793	$4,199
14	$3,668	$ 854	$4,522
15	$3,930	$ 915	$4,845
16	$4,192	$ 976	$5,168
17	$4,454	$1,037	$5,491
18	$4,716	$1,098	$5,814
19	$4,978	$1,159	$6,137
20	$5,240	$1,220	$6,460

Payment

All students who have not completed payment, confirmed financial assistance, or enrolled in a payment plan by the final registration date will be removed for nonpayment. If not enrolled in a payment plan, all outstanding balances must be paid prior to the first official class day of the term. Payments can be made by cash, personal check, cashier's check, traveler's check, money order, debit card, or credit card.

Students using VA education benefits will not be penalized for delayed disbursements and should not face late fees, denial of access to classes, or be required to borrow additional funds due to delayed payments from the Department of Veterans Affairs.

Delinquent Accounts

Students with a delinquent account may not complete registration until their account is settled. Reid State may use legal means to collect debts, including referring accounts to collection agencies and reporting them to credit bureaus. The student will be responsible for paying all attorney's fees, court costs, and collection agency charges.

Students who leave the College without fulfilling financial obligations will be considered "Not in Good Standing." They may be denied future enrollment, and a hold will be placed on their records. Reid State requires students to fulfill financial obligations before graduation, and the College reserves the right to withhold degrees, diplomas, or certificates until all requirements are met. A student who fails to make timely payments will not receive official grades for the current term or may not re-enroll without special permission from the President.

Payment Plan Options

Reid State offers an interest-free, direct debit payment plan through TouchNet. A $40 non-refundable setup fee is required. All down payments and fees are processed immediately upon enrollment, and regular payments are processed automatically each month. A $35 fee will be assessed for insufficient funds, and late fees of $25/month apply if payments are missed. The payment plan amount will be recalculated if classes are added or dropped.

Students must discontinue the plan if they withdraw. For more details, visit the website or contact the Business Office at 251-578-1313. Any student involved in an incident such as, but not limited to, unsatisfactory clinical or disciplinary performance will receive the grade of "F" in the course, which will not be posted until the end of the semester to the student's transcript. The student will not be allowed to withdraw regardless of the College published withdrawal date. This policy supersedes the College withdrawal policy. A student assigned a failing grade by an instructor in the aforementioned circumstance may appeal the grade using the published grade appeal process outlined in the College Catalog and Student Handbook.

Financial Aid

Reid State's Financial Aid Office is dedicated to helping students achieve their educational goals by offering various forms of financial assistance, including Pell Grants, Supplemental Educational Opportunity Grants, institutional scholarships, third-party scholarships, Vocational Rehabilitation, WIOA, TAA, etc. Our goal is to ensure that students and their families have the necessary resources and guidance to make education accessible.

Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for financial aid, as it determines eligibility for the Pell grant and other forms of federal aid for education. A completed FAFSA is also required to submit a completed application for Reid State institutional scholarships. Students should complete the form at www.fafsa.gov and can receive assistance in the Student Services computer lab if needed. In order to sign the FAFSA, students need to establish an FSA ID. Dependent student, students who must provide parental information, need their parents to establish an FSA ID, too. Reid State's school code is 005692.

Financial Need and Eligibility

At Reid State, most financial aid is awarded based on financial need. Students must file the FAFSA to determine their eligibility for financial aid.

Types of Financial Aid

Alabama State Assistance Grant (ASAG)

This need-based grant is available to students who have been Alabama residents for at least one year. To apply, students must complete the Federal Pell Grant application.

Federal Pell Grant (FDPG)

This federal grant helps students with financial need. To apply, visit www.fafsa.gov

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available for students with exceptional financial need. Eligibility is automatic for Pell Grant recipients with a negative Student Aid Index (SAI). Just like Pell Grants, the FSEOG does not have to be repaid as long as all requirements are being met. To receive a FSEOG, a student must be an undergraduate student who does not already have a bachelor's degree. Financial need is determined by the Free Application for Federal Student Aid (www.fafsa.gov). Students need only to complete the FAFSA and any required documents to receive consideration. Since funds are limited, not all eligible students will receive this grant. For additional information about the FSEOG grant, contact the Office of Financial Aid.

Federal Work-Study (FWS)

The Work-Study program provides part-time employment opportunities to students who need financial assistance. Applications are available at the Financial

Aid Office.

Scholarships

Reid State offers institutional scholarships to students based on academic performance, leadership, and financial need. Students must file for Federal Student Aid (Pell Grant) to be eligible. Applications are available on the Reid State website under "Financial Aid."

Academic scholarships are available for first-time, transfer or current RSTC students. The academic scholarship covers tuition and fees up to $4,000 per academic year. Only in approved circumstances will scholarships be awarded for less than full-time status. In these circumstances, scholarship dollars may be prorated when status is less than full-time.

Minimum Requirements for New Students: 3.0 GPA and a combination of ACT or SAT scores (21 ACT minimum or 1250 SAT minimum) and at least full-time status per term.

Minimum Requirements for Current Students: 3.0 GPA and at least 12 credit hours earned at Reid State. Additional consideration is given to activities and honors.

Leadership scholarships are available for first-time, transfer or current RSTC students. Leadership Scholarships are awarded on the basis of achievement in leadership positions in high school or community, church, or civic organizations, and commitment to Reid State. The leadership scholarship covers tuition and fees up to $3,000 per academic year. Only in approved circumstances will scholarships be awarded for less than full-time status. In these circumstances, scholarship dollars may be prorated when status is less than full-time.

Minimum Requirements for New Students: 2.5 GPA and leadership abilities demonstrated by an active leadership position in high school or community, church, or civic organizations.

Minimum Requirements for Current Students: 2.5 GPA and at least 12 credit hours earned at Reid State.

Senior Adult Scholarships
Alabama residents aged 60 or older can attend classes tuition-free, space

permitting, although the scholarship does not cover books, fees, or supplies.

Vocational Rehabilitation
Students with physical or mental conditions affecting their ability to work may be eligible for vocational rehabilitation assistance, including tuition and sometimes tools. Contact the Financial Aid Office for more details.

Refund Policy

Administrative Fee
An administrative fee not to exceed 5 percent of tuition and other institutional charges or $100, whichever is smaller, may be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Books/Tools/Supplies
A student who withdraws and who has purchased returnable books/tools/ supplies from the college and returns the items in new/unused condition by the end of the second week of the semester will be refunded the full purchase price. Books/tools/supplies returned in used condition by the end of the second week of the semester will be refunded 50% of purchase price. The required books/tools/supplies listing for each department will indicate which items are refundable. Students who purchased books/tools/supplies by cash, must present receipt to receive a refund.

Refund for Partial Withdrawal
Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws on or after the first day of class.

NOTE: THE STUDENT IS RESPONSIBLE FOR COMPLETING DROP/ADD FORM AND SUBMITTING IT TO THE REGISTRAR.

Financial Aid Payment Procedures

The Pell Grant is disbursed through electronic transmission to the Business Office. After subtracting tuition and other eligible outstanding charges the Business Office processes the financial aid refunds. Financial aid refunds are mailed to the student's address in the admissions records.

Students are paid based on enrollment status as of the end of the published drop and add period. The Pell Recalculation Date (PRD) shall be the day after drop/add for the full-term. Students who officially withdraw from/or cease attending all classes are subject to the Financial Aid Return of Title IV Funds Policy. Students are not eligible for financial aid for classes they never attend. Financial Aid funds will be disbursed to student accounts after attendance is verified for all classes. Students may charge their estimated expenses (tuition/fees, books, and supplies) to their authorized Pell grant award which is shown on their myREID STATE Student portal. The Business Office will send the balance of all remaining student Pell grant funds within 14 days of the date the amount is posted to the student accounts. If a student is re-enrolled in a course that they were dropped for nonattendance, their aid will be re-adjusted to include the hours the student was dropped.

Financial Aid payments are scheduled every 14 days after the initial payroll of the semester.

Students who are withdrawn by the College for disciplinary reasons, excessive absences, nonpayment of charges, or other similar reasons are subject to the Financial Aid Return of Title IV Funds Policy.

In the event of an over-award, the student's account is placed on hold until such time that the over-payment is rectified.

Refund in Compliance with State Refund Policy

In accordance with System policy, a student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

- Withdrawal during the first week of the semester, 75% refund.
- Withdrawal during the second week of the semester, 50% refund.
- Withdrawal during the third week of the semester, 25% refund.
- Withdrawal after the third week of the semester, 0% refund.

Return in Compliance for Federal Financial Aid Return of Title IV Funds Policy

In accordance with Federal regulations, those students who receive a disbursement of Title IV funds, Pell Grant and/or Supplemental Educational Opportunity Grant (FSEOG) officially withdraws or ceases attendance prior to the 60% point in the payment period, Reid State will determine whether the student must repay a portion of the net disbursement. Federal Work-Study is excluded from the calculation. This process is called a Return of Title IV Calculation.

Title IV funds must be disbursed within 14 days of the aid being posted on the students financial account, however aid is earned as student attends throughout the semester.

If the student does not complete 60% of the semester, REID STATE is required to perform a calculation to determine if funds must be returned to the Department of Education. This date of withdrawal is determined in two different ways for official and unofficial withdrawals.

Official Withdrawal: The official withdrawal date is determined by the date the student started the withdrawal process or the date of the last academic related activity.

Unofficial Withdrawal: The unofficial withdrawal date is determined by the date the instructors report as the last documented academic related activity when a grade of "F" is posted at the end of the semester or payment period. The return of funds calculation shall be based on the midpoint of the term for students who unofficially withdraw and cease attending before completing 60% of the term, unless it can be determined that the last documented academic related activity/engagement is after the 50% date, at which time that date will be used to the benefit of the student.

The percentage formula is as follows: total number of calendar days completed in the payment period divided by the total number of calendar days in the payment period equals the percentage of Title IV funds earned. Scheduled break days of 5 or more are excluded from the calculation.

Funds shall be returned in the following order:

- Federal Pell Grants
- FSEOG

Any remaining credit, (post-withdrawal disbursements), shall be posted to the student's account within 45 days of the date it was determined that the student withdrew. If there is a remaining credit after all expenses are paid, the balance shall be refunded to the student within 14 days.

Calculations and returns must be made 45 days from the date of determination for official withdrawals and 30 days from the end of the semester (or payment period) for unofficial withdrawals.

The student may be required to return or repay the remaining unearned Title IV funds to the Department of Education. REID STATE will notify the student in writing of the amount they owe, the procedure for repayment and consequences of non-payment within 30 days.

Any student who does not return or repay unearned Title IV funds as required by law will be reported to the Department of Education and will not be eligible to receive Title IV funds at Reid State or any other college participating in the Title IV Program until overpayment

is paid in full.

Reid State requires the student to repay any funds that the school was required to return to the Department of Education as a result of the students' failure to complete 60% of the term. Reid State will notify the student by email informing them of the amount due to the school and why the amount is owed giving the student a day for the amount to be repaid. The student's account will be placed on hold and the student will not be able to register or receive an official transcript until said amount is paid in full.

If the student owes Reid State funds and fails to pay by the demanded date, their record will be turned over to Williams & Fudge, Inc. for collection, then if not paid will be sent to SSS Recovery for further collections.

Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal if such student is unable to complete the term due to active-duty orders or assignment to another location.

Returned Check Policy

Returned check charge is $30.

If a check is deposited to the College's bank account and does not clear the student's account, there is a possibility the check will be resubmitted to the student's banking institution before the College is notified the check did not clear. Once the check is returned to the College, the student is informed in writing and has ten days in which to clear the outstanding obligation. If at the end of ten days the obligation has not been cleared, it will be turned over to the Magistrate Court for collection. The student will be responsible for all court costs in addition to the returned check amount and returned check fee.

Financial Obligations to the College

Failure to meet financial obligations to the College may result in the student's account being placed on processing hold with no credit for the semester. Additionally, such students may be denied enrollment in subsequent semesters. The College will withhold copies of educational records of students who have outstanding debts to the institution.

College Bookstore

Students must purchase their own textbooks, workbooks, equipment, materials and supplies specified for their program of study. As a convenience for students, a college bookstore is provided with a full array of instructional materials, supplies, and equipment for purchase by students and the general public. The bookstore is located in the Edith Gray Building and is open Tuesdays and Thursdays from 8:00 a.m. until 11:00 a.m., with the exception of the first week of the semester at which time the bookstore is open Monday through Thursday from 8:00 a.m. until 3:30 p.m. Additional hours will be posted during periods of day and evening registration. The financial aid coverage ending date will be posted at the appropriate time.

Student Code of Conduct

This Student Code of Conduct ("The Code") documents the standard of conduct by which students and student organizations are expected to abide.

This Code outlines the College's expectations for conduct as well as non-punitive educational goals, offering opportunities for personal accountability, growth through mistakes and including sanctions that support and further the College's educational mission.

As members of the learning community at RSTC, students have several rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances. It is the responsibility of the student to become familiar with the policies and procedures governing student conduct and to adhere to policies and procedures where applicable.

The Student Code of Conduct describes the Code of behavior for all students and student organizations and outlines rights and the process for adjudicating alleged violations. It is set forth in writing in order to give general notice of prohibited conduct. The Code should be read broadly and is not designed to define prohibited conduct in exhaustive terms. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available (INSERT LINK TO STUDENT CODE).

Authority

The conduct authority for students and student organizations at the College rests with the Dean of Students. The Dean of Students is responsible for the overall administration and oversight of the College's student conduct process and the Code and has the authority to delegate the responsibility for administration of the student conduct process and the Code. The Dean of Students is responsible for the operations of the student conduct disciplinary process.

A College official designated by the Dean of Students may investigate a case as well as adjudicate or advise a hearing. The investigation may be in conjunction with Reid State Police, local police, or other college officials.

When necessary, the Dean of Students or designee may alter the disciplinary procedures to protect the College community, property, or resources.

Jurisdiction

Jurisdiction on College Premises, at College-Related Activities and Systems, or Off-Campus

The Code applies to all student or student organization behavior that occurs on College premises or with College-related activities and systems. The Code may also apply to student and student organization behavior that occurs off-campus when, in the Dean of Students' or designee's discretion, the behavior is of College interest. College interest includes the following:

- any situation where it appears that the behavior may endanger the College community;
- any situation that significantly infringes upon the rights, property, or educational pursuits of others; significantly disturbs the public peace; or incites or contributes to panic or distress; or
- any situation that affects or is detrimental to the College community or the pursuit of College objectives.

If a student withdraws or leaves the College prior to the resolution of a pending case, a hold will be placed on the student's record, and they will be prohibited from future enrollment until such time as the case is resolved.

Student Organizations

A student organization may be held accountable for a violation(s) of the Code regardless of whether a member of the organization is individually held accountable for a violation(s) arising from the same incident(s).

A student organization and its officers, leaders, or any identifiable spokespersons may be held collectively or individually responsible when prohibited conduct by those associated with the organization have received the implied or direct consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.

The officers, leaders, or any identifiable spokespersons for a student organization may be directed by appropriate College officials or other designated security or law enforcement officials to take appropriate action designed to prevent or end prohibited conduct by the organization or by any individuals associated with the organization who can reasonably be said to be acting on the organization's behalf.

A student organization may be held accountable if any of the following situations regarding an alleged violation(s) of the Code apply: (a) it was committed by one or more members of the organization; (b) it was committed by one or more members of the organization, and organization funds were used to finance the function; (c) it occurred in the context of an organization-sponsored function; or (d) it occurred in the context of an organization-sponsored activity that was advertised via organization-controlled mediums (e.g., social media, organizational announcements).

The President or equivalent officer of a student organization shall represent the organization unless the President or equivalent officer petitions the Dean of Students or designee in writing to substitute another student to represent the organization.

A student organization that is a member, chapter, affiliate, or associate of a local, state, national, or international organization (collectively referred to as "parent organization") must disclose to the Dean of Students or designee any investigation or disciplinary action (e.g., alleged behavior, disciplinary procedures, findings, sanction(s)) initiated by the parent organization. The disclosure must be made within one (1) business day of the organization being notified. Determinations on the most appropriate follow-up, including, but not limited to, an educational conversation, initiation of the Disciplinary Procedures, or notification to appropriate College officials, shall be made at the discretion of the Dean of Students or designee.

Relationship to the Legal and Criminal Justice System

The disciplinary procedures in the Code are educational administrative procedures and differ from the criminal justice system in scope, purpose, procedure, and outcome. The student conduct process is not attempting to determine whether a student has violated the law and is not designed to replace federal, state, or local laws or procedures. It is not a legal proceeding, nor is it intended to resemble one. An alleged violation(s) of the Code that is also a violation(s) of federal, state, or local law can be prosecuted separately through the legal system and, if the student is found guilty, can result in civil or criminal penalties such as probation, fines, jail, or prison. The College does not need to wait for resolution of pending criminal charges before proceeding with the disciplinary procedures. These disciplinary

procedures may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The College may use information from third party sources, such as law enforcement agencies, the courts, and other witnesses to help determine whether a violation(s) of the Code has occurred.

A student must disclose to the Dean of Students or designee any arrest or conviction for a criminal offense (excluding minor traffic violations that do not result in an arrest or injury to others) that occurs after the student has enrolled at the College, regardless of whether the arrest or conviction occurred within the State of Alabama or whether the College is in session at the time. The disclosure must be made within five (5) business days of the arrest or conviction, whichever occurs first. If the arrest or conviction involves a juvenile proceeding, the student has been granted youthful offender status with regard to the case, or the conviction has been sealed, expunged, or overturned, the student is not required to disclose the arrest or conviction. Determinations on the most appropriate follow-up, including, but not limited to, an educational conversation, initiation of the disciplinary procedures, or notification to appropriate College officials, shall be made at the discretion of the Dean of Students or designee.

Additional Policies and Code

Students may be subject to additional College policies and procedures; rules; regulations; guidelines; or professional and ethical code that supplement the Code. Students may also be held accountable for their behavior through professional code, codes of ethics, or honor codes, but this does not preclude the College from initiating these disciplinary procedures.

Standard of Proof

For the Responding Party to be found responsible for a violation(s) of the Code, the totality of the information must establish that the Responding Party is responsible for the violation(s) by a preponderance of the evidence, meaning a reasonable individual would conclude it is more likely than not that the Responding Party violated the Code. This determination must be based solely on the information presented during the disciplinary procedures, which may include, but is not limited to, relevant records, (e.g., complaints, police reports, investigation reports), exhibits (e.g., photographs, audio/video information, social media information), or written/oral statements. Formal rules of evidence are not applicable, nor does deviation from the disciplinary procedures necessarily invalidate a determination or proceeding, unless the deviation significantly impacts the resolution.

Rights of the Responding Party

The Responding Party has the following rights:

- to be provided a fair, impartial, and efficient process;
- to be presumed not responsible until determined otherwise through the disciplinary procedures;
- to be given written notice of any alleged violation(s) of the Code;
- to present relevant information on their behalf, including witnesses and documentary information;
- to respond to information presented against them;
- to accept responsibility for any or all alleged violation(s) of the Code;
- to decline to make statements against themselves;
- to have a support individual and/or advisor present during the disciplinary procedures;
- to receive reasonable accommodations as a qualified student with a disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act;

- to examine the documentary information that will be presented in the disciplinary procedures, provided that the information may be available only in a redacted format;
- to have a reasonable period of time to prepare for a hearing;
- to obtain the list of witnesses who have been called to present information at a hearing;
- to request a delay of a hearing due to extenuating circumstances, provided that the granting of such request is in the discretion of the Dean of Students or designee;
- to challenge the objectivity of a Judiciary Committee member if they believe that a bias or conflict of interest may exist;
- to hear and pose relevant questions to any witness appearing at a hearing in a manner consistent with the Code;
- to present an impact statement as part of the sanctioning phase of a hearing;
- to be notified in writing of the outcome of the disciplinary procedures;
- to appeal the determinations of a hearing within the time limits and conditions specified in this Policy
- to have any conduct records protected to the extent permitted, the College's Record Retention Policy, and applicable privacy laws.

Prohibited Conduct

The following behaviors are prohibited and are considered violations of the Code. Attempts to engage in behavior prohibited by the Code or knowingly or willfully encouraging or assisting others to engage in these behaviors are also prohibited and may be adjudicated through the disciplinary procedures.

- Any form of dishonesty, including cheating, knowingly furnishing false information to the members of the College faculty or to any other officer or employee of the College, and alteration or use of College documents or instruments of identification with intent to defraud.
- Plagiarism (the act of using the words and/or work of another author and attempting to pass it on as one's own work) Examples include submitting work written by another person, failing to properly cite sources, and presenting someone else's ideas as one's own.
- Engaging in or sponsoring any college activity that disrupts the normal educational process.
- Activities that interfere with the regular operation of the College, including occupying buildings or campus areas for disruption, preventing access, or failing to obey directions of College officials.
- Displaying inflammatory or incendiary signs, posters, banners, or distributing literature that disrupts the educational process.
- Defacing, damaging, or destroying College, faculty, or student property.
- Stealing or selling stolen property.
- Failing to comply with a request to report to a faculty or staff member for a conference.
- Eating or drinking in unauthorized areas.
- Engaging in loud, indecent, or obscene conduct on campus or at College events.
- Violating College policies on the use of facilities, public expression, or parking regulations.
- Bringing guests who fail to follow College rules. Students are responsible for their guests' conduct.
- Misusing College computers, access codes, or disclosing confidential records.
- Being in shop laboratories after hours without an instructor present.
- Exceeding the campus speed limit or parking improperly.
- Engaging in fighting or other forms of physical altercations.

- Standing in doorways, hallways, or classrooms without official business.
- Having unauthorized visitors in classrooms while class is in session.
- Using profanity or derogatory language toward others.
- Disruptive behavior in and around classrooms.
- Copying, distributing, or downloading copyrighted materials without permission.
- Forging, altering, or misusing College documents or records.
- Issuing worthless checks to the College.
- Failing to comply with reasonable directions from College officials.
- Obstructing teaching, research, administration, or College activities.
- Engaging in conduct that violates federal, state, or local laws and negatively impacts the College environment.
- Conviction of any crime that affects the College's educational environment.
- Obtaining College services under false pretenses.
- Engaging in lewd, obscene, or indecent conduct, or making threats against others.
- Harassment, intimidation, bribery, or physical assault.
- Trespassing or unauthorized entry onto College property.
- Tampering with fire alarms, fire extinguishers, or other safety equipment.

Any prohibited behavior defined in the Title IX Sexual Harassment Complaint Procedures that does not fall under the jurisdiction of that policy may be handled under this Code. This includes dating violence, domestic violence, sexual assault, sexual harassment, and stalking. The prohibited conduct defined in the Title IX Sexual Harassment Complaint Procedures shall be used. The consent definition shall also apply.

For conduct that is not covered by the Title IX Sexual Harassment Complaint Procedures, this Code also prohibits repetitive and menacing behavior towards another, or pursuit, tracking, surveilling, or harassing another in such a way that would cause a reasonable person, under similar circumstances and with similar identities, to fear for their safety or the safety of others, the safety of their property, or to otherwise suffer substantial emotional distress.

Retaliation (any form of abuse, threat, intimidation, bullying, coercion, harassment, or attempt to influence or interfere with another individual or group who submits a report, cooperates with any investigation or acts as a witness in relation to an alleged violation of the Code, University policy, or any federal or state law or local ordinance)

Hazing (any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including— whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of

threatening words or conduct; any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law).

Sanctions

If the Responding Party is found responsible for a violation(s) of the Code, a sanction(s) will be imposed. Compelling factors that may affect the severity of the sanction(s) include, but are not limited to, the Responding Party's demonstrated understanding of their responsibility and level of accountability; the conduct history of the Responding Party; the nature of the incident and the facts and circumstances related to the case; the severity of any damage, injury, or harm resulting from the incident; the level of disruption to normal College operations and activities; or whether the incident was motivated by bias based upon race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history.

Individual Student Sanctions

One or more of the following sanctions may be imposed on a student found responsible for a violation(s) of the Code:

> Warning is used for minor violations of the College's regulations and consists of restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies the student(s) that:
> - any further violation of the College's regulations will subject the student to further disciplinary sanctions,
> - the student must maintain exemplary conduct during the period of restriction,
> - the restriction is generally for an indefinite period of time but not less than one academic semester and may be terminated by the Dean of Students on a discretionary basis, and termination is generally based upon the student's cooperative attitude, academic progress, and positive service contributions to the College.

> Probation is a restriction for a stated period of time designed to encourage and require a student to cease and desist from violating the College's regulations. Any student on probation shall report as required to the Dean of Students and may be subject to one or more of the following:
> - loss of privilege of representing the College in any intercollegiate event or contest,
> - loss of privilege of holding any elected or appointed student office or appointment to an RTSC committee, and
> - loss of privilege of performing reasonable civic and noncredit academic assignments.

Any student who fails to abide by the condition of sanctions may face additional disciplinary actions and shall be required to appear again before the College Judiciary Committee or Dean of Students. Disciplinary probation generally is not less than one academic semester and does not extend longer than two semesters.

Suspension excludes the student from academic and extracurricular activities at the College for a stated period of time. The student(s) may be barred from any campus, site, center, facility, or activity of the College. As a result, any student found responsible of a violation that is serious enough to merit suspension from the College will also be withdrawn from the College and will not receive academic credit

for the term. To qualify for readmission, the student must receive the Dean of Students' approval. This does not apply to temporary suspension as an interim action.

Expulsion is the permanent dismissal of a student from the College, resulting in the termination of student status. As a result, any student found responsible of an violation that is serious enough to merit expulsion from the College will also be withdrawn from the College and will not receive academic credit for the term.

Restitution is compensation for damage to property limited to the actual cost of repair or replacement.

Work Reparation is the option of working off part of a disciplinary action by doing work for the college without pay.

Voluntary Withdrawal is the option given to any student who voluntarily withdraws from the College. The College Judiciary Committee or the location Dean/Director may specify a period of time before the student(s) may apply for readmission, and the student must receive approval of the respective authority to qualify for readmission to the College.

Mandatory Behavioral Intervention requires the student to participate in one (1) or more meetings, activities, or workshops related to the conduct violation.

Letter of Apology is a written acknowledgement of how the student's behavior or actions adversely affected the Impacted Party.

Non-Student Sanctions

A non-student or group of non-students may be barred from any campus facility or activity if found responsible of offenses under this Code. The length of this disbarment is at the discretion of the Dean of Students.

Student Organization Sanctions

One or more of the following sanctions may be imposed on a student organization found responsible for a violation(s) of the Code:

> Conduct Warning – Formal written warning that the organization's behavior was in violation of the Code and that if the organization is subsequently found responsible for a violation(s) of the Code, more severe sanctions could result.

> Recognition Probation – A status in which the organization is deemed not to be in good conduct standing with the College for a specified period of time. The organization may seek and add members during the probationary period and may host other activities unless otherwise specified. If the organization is subsequently found responsible for a violation(s) of the Code while on Recognition Probation, more severe sanctions, including Recognition Suspension or Recognition Revocation, could result.

> Recognition Suspension – Removal of College recognition or loss of funding for the organization for a specified period of time. During the period of Recognition Suspension, the organization is deemed not to be in good conduct standing with the College. While under Recognition Suspension, the organization may continue to occupy or hold property but may not function at the College; utilize College facilities or services; or participate in any College-related activity or system.

Recognition Revocation – Permanent removal of College recognition or loss of funding for the organization. The organization may not function at the College; utilize College facilities or services; or participate in any College-related activity or system. The organization may petition the Dean of Students or designee in writing for the Recognition Revocation to be rescinded, but not earlier than five (5) calendar years from the effective date of the Recognition Revocation.

Additional Sanctions – The following sanctions may be imposed in addition to those listed above:

- restitution for actual financial loss incurred by an individual or the College as a result of the organization's violation(s);
- exclusion or administrative ban from all or a portion of any College premises or any College-related activity or system, as specified in the sanction, for a definite or indefinite period of time (e.g., exclusion from intramural competition, denial of use of College premises for meetings or activities);
- suspension of recruiting or intake processes;
- loss of or limitation on social event privileges;
- loss of or limitation on student organization privileges;
- community service or participation in educational programs;
- restitution for expenses incurred by individuals or the College as a result of providing educational programs or other educational experiences related to the violation(s); or
- any other appropriate sanction as determined by the College official appointed to resolve the case.

Deferral of Sanctions

At the discretion of the Dean of Students or designee, the imposition of a sanction(s) normally will be deferred until after an appeal decision is made, but may be imposed immediately after a hearing if:

- the Responding Party has been found responsible for an act which resulted or foreseeably could have resulted in personal injury to another;
- the Responding Party has been found responsible for possession of a dangerous weapon or firearm on College premises without College authorization;
- the Responding Party has been found responsible for the forgery or alteration of a College document or record; or
- the Responding Party has committed an additional violation of the Code during the appeal period or has violated the terms of a previous sanction(s).

Readmission to the College

Readmission to the College after Conduct Suspension or a rescinded Conduct Expulsion is dependent upon the individual's compliance with the imposed sanction(s) and the individual's fitness to return to the campus community. These decisions are made by the Dean of Students or designee and may include consultation with appropriate College officials. In some cases, appropriate documentation may be required for readmission. Upon readmission, additional requirements may be placed on the individual.

Interim Actions

Students

When the College determines that a student's behavior (a) is potentially threatening, harmful, or dangerous to others or the College community; (b) poses a threat of significant property damage; (c)

impacts the stability and continuity of normal College operations and activities; or (d) directly and substantially impedes the lawful activities of others, the Dean of Students or designee may take interim action. Interim actions include, but are not limited to, the following:

- temporary suspension from the College;
- exclusion or administrative ban from all or a portion of any College premises or any College-related activity or system
- an administrative no contact order with an individual; or
- if a student persists in disrupting a particular course after repeated warnings or exclusion from class sessions by the instructor, temporary suspension from that course only. Students should still receive necessary assignments and coursework to be completed and turned in during the temporary suspension.

Within three (3) business days of the effective date of the interim action(s), the student may submit a written request for termination or modification to the Dean of Students or designee. In reviewing the request, the Dean of Students or designee shall consider the following issues only:

- the reliability of the information concerning the student's behavior, including an assertion of mistaken identity; and
- whether the alleged conduct and the surrounding circumstances reasonably indicate that the student is threatening, harmful, or dangerous to others or the College community; poses a threat of significant property damage; impacts the stability and continuity of normal College operations and activities, including the normal conduct of class; or directly and substantially impedes the lawful activities of others.

The Dean of Students or designee may, in their discretion, meet with the student and utilize information gathered in that meeting to make a decision whether to terminate or modify the interim action(s). The student may have a support individual and/or advisor present.

In addition to interim action, the disciplinary procedures may be initiated pursuant to the Code.

Student Organizations
When the College determines that the continued activities of a student organization (a) are potentially threatening, harmful, or dangerous to others or the College community; (b) pose a threat of significant property damage; (c) impact the stability and continuity of normal College operations and activities; or (d) directly and substantially impede the lawful activities of others, the Dean of Students or designee may take interim action. Interim actions include, but are not limited to, the following:

- temporary suspension from the College in which the organization must cease activities both on campus and off campus;
- exclusion or administrative ban from all or a portion of any College premises or any College-related activity or system, including, but not limited to, exclusion from intramural competition or denial of use of College premises for meetings or activities;
- suspension of recruiting, or intake processes; or
- suspension of social events.

Within three (3) business days of the effective date of the interim action(s), the organization may submit a written request for termination or modification to the Dean of Students or designee. In reviewing the request, the Dean of Students or designee shall consider the following issues only:

- the reliability of the information concerning the organization's behavior, including an assertion of mistaken identity; and
- whether the alleged conduct and the surrounding circumstances reasonably indicate that the continued activities of the Organization are threatening, harmful, or dangerous to others or the College community; poses a threat of significant property damage; impacts the stability and continuity of normal College operations and activities; or directly and substantially impedes the lawful activities of others.

The Dean of Students or designee may, in their discretion, meet with the organization and utilize information gathered in that meeting to make a decision whether to terminate or modify the interim action(s). The organization may have a support individual and/or advisor present.

In addition to interim action, the disciplinary procedures may be initiated pursuant to the Code.

Disciplinary Procedures

The purpose of the Reid State disciplinary procedures is to provide a process to address formal complaints concerning students at the College, discuss them in an orderly and amicable fashion, and resolve them equitably and fairly.

Filing a Complaint

Any individual may refer a student or student organization suspected of violating the Code by completing a Student Complaint Form and submitting it to the Dean of Students or designee. Referrals should be made as soon as possible after the alleged violation(s) occurred. Anonymous referrals may limit the College's ability to appropriately respond to the referral. Additionally, the Dean of Students or designee may utilize information resulting from police reports, media reports, or other referral sources.

Processing of Complaint

When an alleged violation of the Student Code of Conduct comes to the attention of the Dean of Students, the Dean of Students or designee will determine whether the Disciplinary Procedures shall be initiated. This determination should be made within three (3) business days after the referral is received; however, a reasonable extension of this time limit is permissible.

The Dean of Students or designee may investigate an alleged violation(s) of the Code. The Dean of Students or designee will conduct interviews with the Responding Party and any relevant witnesses; will collect and review any other information relevant to the report; and a summary of the findings may be produced. If an investigation is anticipated to last for an extended period of time, the Dean of Students or designee, in their discretion, may initiate the disciplinary procedures following a preliminary inquiry.

If the Dean of Students or designee initiates the disciplinary procedures, a written notice of referral will be sent to the Responding Party via the Responding Party's official College email. The notice of referral will include the following:

- notice of the alleged violation(s) of the Code and that the alleged violation(s) may be modified as a result of additional information provided during the disciplinary procedures;
- information regarding next steps in the disciplinary procedures;
- a statement indicating that the Responding Party has the right to have a support individual and/or advisor present during the disciplinary procedures; and
- if a meeting is requested, notice that the Responding Party is required to respond to the meeting request within three (3) business days of delivery of the notice of referral.

As an alternative to the disciplinary procedures, the Dean of Students or designee, in their discretion, may take action in order to support the purpose of the student conduct process, including, but not limited to, an administrative no contact order or a request for a meeting (i.e. educational conversation).

Participation of a Support Individual and/or Advisor

The Responding Party may invite an individual to the disciplinary procedures to serve solely as a support individual. During the disciplinary procedures, the support individual may confer with the Responding Party, but may not address other parties or witnesses, and may not unreasonably delay, disrupt, or otherwise interfere with the proceedings. A support individual may not argue, make statements, or question witnesses. A support individual may address a College official or Judiciary Committee Member or respond to questions if asked to do so by a College official or College Judiciary Committee Member. A support individual may not serve as a witness.

The Responding Party may be advised by legal counsel of his/her choice and the advisor may not address the hearing or give evidence on behalf of the student. In answering and asking questions, the student may seek advice from the advisor before the proceedings or request a break in the hearing to discuss with their advisor.

The Responding Party must provide notice of participation of a support individual and/or an advisor at least three (3) business days prior to the scheduled meeting or hearing.

Informal Resolution

In consultation with the Dean of Students or designee, an Informal Resolution may be applied in cases in which the following is determined:

- there is a preponderance of the evidence that the Responding Party has engaged in a single, first-time, minor violation of the Code;
- there is little additional information needed to resolve the case;
- important information relevant to the violation may be communicated to the Responding Party in writing without a face-to face meeting; and
- the appropriate response to the violation is limited to an official written notice to the Responding Party educating them about the policy that has been violated.

The Informal Resolution will result in written communication to the Responding Party from the Dean of Students or designee that:

- provides notification of the alleged violation;
- educates the Responding Party about the policy that has been violated;
- offers the Responding Party the opportunity to engage in an Informal Resolution;
- notifies the Responding Party that they have three (3) business days to request an Informal Resolution; and
- notifies the Responding Party that if they do not respond within three (3) business days, the Informal Resolution stands, and the case will be closed.

Hearing

If the case is not resolved through an Informal Resolution, the Dean of Students or designee may refer the case to the College Judiciary Committee for a hearing. The Dean of Students or designee may modify the alleged violation(s) based on information provided before or during the Informal Resolution process.

The scheduling of a hearing may be delayed at the discretion of the Dean of Students or designee due to reasons including, but not limited to, if the alleged violation(s) occurs close to the end of an academic term, the reasonable need of additional time for the Responding Party to gather information for the hearing, or upon request of the Responding Party due to extenuating circumstances.

Once the Dean of Students or designee determines the need for a hearing, a hold shall be placed on the Responding Party's record until the disciplinary process is complete.

At any time before the scheduled hearing, an Informal Resolution may be offered or accepted.

College Judiciary Committee

The Dean of Students or designee has the responsibility for administration of student discipline at all locations. The Monroeville and Georgiana instructional center sites will have a separate College Judiciary Committee appointed by that location's Dean or Director. Each College Judiciary Committee will consist of one faculty, one Student Services staff, and one student member.

The College Judiciary Committee shall objectively consider charges and grievances brought against any student by the Dean of Students. The Committee shall refer all judgments and decisions in accordance with due process, as guaranteed to each student, and shall afford a fair and impartial hearing to all persons who come before the Committee. In making these decisions, the Committee shall consider the welfare of the individual(s) concerned, of other RSTC students, and the College.

The Dean of Students or designee may, in their discretion, convene a hearing with an Administrative Hearing Officer if the case arises at a time when a full College Judiciary Committee is unavailable (e.g., holidays, semester breaks, summer months); there is clear information that the Responding Party may not receive a fair hearing from a College Judiciary Committee; a backlog of cases has developed and the use of an Administrative Hearing Officer is necessary to assure prompt resolution of cases; or the Dean of Students or designee determines that the complexity or required expediency of the case necessitates the use of an Administrative Hearing Officer.

A College Judiciary Committee member who has a conflict with, bias about, or interest in the case or is closely associated professionally or personally with any relevant party to the case should recuse themselves. If a Committee member with a conflict fails to recuse themselves, the Dean of Students or designee shall make the decision about whether to remove that Committee Member from the College Judiciary Committee.

In the discretion of the Dean of Students, the primary documentary information to be presented by the College at the Hearing and a list of witnesses may be submitted to the College Judiciary Committee in advance of the hearing.

Hearing Proceedings

Notice of the Hearing

Written notice of the hearing shall be provided to the Responding Party at least five (5) business days prior to the date of the hearing. The notice of hearing will include the following:

- notice of the alleged violation(s) of the Code, citing the alleged behavior prohibited by the Code;
- the date, time, and location for the Hearing;
- the names of the College Judiciary Committee members who will hear the case;
- the name of the Dean of Students or designee designated to present the case on behalf of the College;

- the nature of the evidence (if available), and;
- a statement indicating that the Responding Party has the right to have a support individual and/or advisor present during the hearing

Notice is sufficient if sent via email to the Responding Party's official College email address or mailed via first class, registered, or certified mail to the Responding Party's current address as shown in the student information system on the date of mailing. All claims of failure to receive adequate notice are waived by the Responding Party if the Responding Party appears at the hearing and does not formally raise the issue of adequate notice at the first opportunity.

Attendance of Parties

The College Judiciary Committee hearing shall be private and confidential and will be limited to persons involved. Persons present shall include the Committee members, the Responding Party, their support individual and/or advisor, the Impacted Party, and witnesses for both parties. Witnesses will be present only when giving testimony. If the Responding Party fails to attend the College Judiciary Committee hearing after notification of the hearing date by the Dean of Students, the hearing shall continue. All hearings will be recorded.

Challenges of Judiciary Committee Members

The Responding Party may challenge a College Judiciary Committee member on grounds of bias or a personal relationship that might affect impartial consideration of the case. The Responding Party must submit the challenge in writing to the Dean of Students at least three (3) business days prior to the scheduled hearing. The Dean of Students must make a decision on the challenge prior to the hearing. If the Dean of Students determines possible bias, they will excuse the Committee member and appoint a replacement. The hearing may be rescheduled at the discretion of the Dean of Students in order to appoint an available replacement.

Multiple Responding Parties

Pursuant to FERPA, an alleged violation(s) against multiple Responding Parties involved in the same incident may be heard in a single hearing only if each Responding Party consents in writing in advance of the hearing.

Special Accommodations

Upon timely request to the Dean of Students or designee by the Responding Party or any witness, the College may be able to provide special accommodations for testimony by alternate methods (e.g., room divider, video conference). Such accommodations are at the discretion of the Dean of Students or designee. The College's ability to provide special accommodations may be limited by the timing of the request and the accessibility of resources.

Hearing Guidelines

Formal rules of evidence do not apply. The Judiciary Committee will determine the admissibility of any information, provided that, at the discretion of the Judiciary Committee, the information is relevant to the alleged violation(s) or other information presented and does not otherwise infringe upon the rights of other students. The Responding Party's conduct history is not to be considered in the hearing unless and until the Responding Party is found responsible for a violation(s) of the Code.

The Judiciary Committee will exercise control over the proceedings in order to maintain a fair, impartial, and efficient hearing for all involved individuals. The Judiciary Committee may exclude or remove any

individual who unreasonably delays, disrupts, or otherwise interferes with the hearing, including the Responding Party, any witness, or their respective support individuals and/or advisors.

Each hearing shall be audio recorded or transcribed by the College and not by any other individual, and the recording or written transcript becomes a part of the case file in Dean of Students Office. All documents or recordings included in the case file are the property of the College.

The hearing is closed to the public. Admission of any individual to the hearing shall be at the discretion of the Dean of Students or designee.

The Dean of Students or designee shall present the case on behalf of the College, including witnesses or documentary information to establish the alleged violation(s). The Dean of Students or designee will present information regarding the investigation, if applicable.

The Dean of Students or designee may submit as documentary information any notes from the Informal Resolution process.

Both parties will have the opportunity to give an opening and closing statement.

The Responding Party and any witness are expected to give truthful testimony. Furnishing untruthful testimony may subject a student or employee to appropriate disciplinary action.

The Responding Party shall be given the opportunity to present any witnesses or documentary information that they wish to offer, provided that, at the discretion of the Judiciary Committee, the information is relevant to the alleged violation(s) or other information presented and does not otherwise infringe upon the rights of other students. If the Responding Party has a question for a witness during the hearing, they must present the question to the Judiciary Committee. After determining whether the question is relevant to the alleged violation(s) or other information presented and does not otherwise infringe upon the rights of other students, the Judiciary Committee may then ask the question or a rephrased question in their discretion on behalf of the Responding Party. The Responding Party will be afforded the opportunity to examine any documents offered.

All witnesses are expected to attend the hearing. Written witness statements in lieu of appearance and testimony at the hearing may be admitted as information only if the witness's attendance would result in significant and unavoidable personal hardships or substantial interference with normal College operations and activities. A desire to avoid questioning may not be used to demonstrate "personal hardships." To be eligible for admission into information, such written statements must be signed by the individual writing the statement and verified by an individual appointed by the Dean of Students or designee.

The Judiciary Committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

To determine findings for any alleged violation(s) of the Code, a vote will be taken in private, based solely on the information presented at the hearing. In the case of a Judiciary Committee, the determination shall be by majority vote of the voting members.

If the Responding Party is found responsible for a violation(s) of the Code, the Judiciary Committee will recommend an appropriate sanction(s). The Responding Party's conduct history may be considered at this time. The Responding Party and any individual who was an impacted party of the violation(s) while they were a student or College employee may each provide an impact statement as part of the

sanctioning phase of the hearing. The impact statement is not binding to the Judiciary Committee but will be given such weight as deemed appropriate.

The Judiciary Committee's determination on findings and recommendation on sanction(s) (if applicable) will be sent to the Dean of Students or designee in the form of a brief written summary noting the rationales upon which the determination and recommendation are based. The Dean of Students has the authority to affirm or adjust the recommended sanction(s).

The Dean of Students shall deliver the Judiciary Committee's determinations in a written notice of outcome no later than three (3) business days after the recommendation is made. The notice of outcome will include determinations on findings and sanction(s) (if applicable), due date(s) assigned for any sanction(s), the rationales upon which the determinations are based, and any available appeal rights, including the permitted grounds for appeal and the time limits in which to appeal. A copy of the determination letter shall be sent to the Responding Party, the Impacted Party, the Judiciary Committee, and the President of the College.

Appeal

Findings of responsibility that result in a sanction of probation, suspension, or expulsion may be appealed by a student using the appeal procedures below. Findings of responsibility that result in a sanction of a verbal or written warning cannot be appealed by a student.

Within three (3) business days after delivery of the written notice of outcome, the Responding Party may submit in writing a request for an appeal with the Dean of Students' Office to appeal the decision of the Judiciary Committee to the Judiciary Appeals Committee. In extenuating circumstances, an extension of time may be granted by the Dean of Students. A request for an extension of time must be made in writing and approved by the Dean of Students.

The Judiciary Appeals Committee is composed of (INSERT MAKEUP OF JUDICIARY APPEALS COMMITTEE).

The appeal must clearly state the grounds on which it is based and present specific reasons or justifications to support the appeal. Appeals will be considered if based only on the following grounds:

- a specified procedural error(s) occurred that significantly impacted the outcome of the Hearing;
- new information exists that was not known or could not have been known at the time of the Hearing and could substantially impact the determination on findings or sanction(s);
- the determination on findings was not based on substantial information—that is, whether there were not sufficient facts, even if believed by the Judiciary Committee, to establish that a violation(s) of the Code occurred; or
- there is no reasonable basis for the sanction(s) or the sanction(s) is grossly disproportionate to the severity of the violation(s).

Upon receipt of the student's appeal, the Dean of Students or designee will promptly forward those meeting the requirements, along with the Record on Appeal, to the Judiciary Appeals Committee. Appeals not meeting the requirements will not be considered.

The Judiciary Appeals Committee may contact the student and/or other parties involved to answer questions regarding the appeal.

The Judiciary Appeals Committee shall make a decision based upon the written appeal and the Record on Appeal. In the case of the Judiciary Appeals Committee, the determination shall be by majority vote of the voting members. The decision may:

- affirm the determinations on findings and sanction(s) (if applicable);
- affirm the determination on findings and modify but not eliminate the sanction(s); or
- remand the case to the Judiciary Committee for a new hearing

The Judiciary Appeals Committee will deliver their decision in writing no later than seven (7) business days after receiving the appeal documentation. Either the Judiciary Committee or the student can delay this timeframe by mutual agreement. The decision of the Judiciary Appeals Committee affirming the findings shall be final and conclusive, and the sanction(s) will be imposed as directed. If the case is remanded, the appropriate disciplinary procedures set forth in the Code shall apply. All decisions of the Judiciary Appeals Committee are final.

Conduct Records

Student records shall reflect sanctions. All applicable sanctions will be reported in accordance to the Jeanne Clery Campus Safety Act and all other applicable reporting laws.

Minutes of the proceedings will be documented and filed in the Office of the Dean of Students and will remain confidential. The documentation may be distributed to the involved parties including the Judiciary Committee members. A recording of the Hearing may also be made available to the persons involved in the charges.

Conduct records related to an Informal Resolution are considered internal to the College but may be disclosed as part of the disciplinary procedures.

Conduct records where there is a finding of not responsible are considered internal to the College and are not disclosed as part of a student's or organization's conduct history.

Conduct records related to an individual student are protected and shall be maintained pursuant to the College's Record Retention Policy and applicable privacy laws, including limited exceptions that permit disclosure without a student's consent. Any portion of conduct records related to a student organization that do not contain identifiable student information are generally not protected from disclosure.

Students may review their conduct records in accordance with the College's Record Retention Policy.

Appropriate College officials may be notified of any findings or sanction(s). A student organization's primary advisor and any parent organization staff may also be notified of any alleged violation(s), findings, or sanction(s).

Maintenance of Policy

The Code shall be reviewed annually to determine whether revisions are appropriate to address the needs of the College community. The Code may be amended by the Dean of Students and President of the College immediately based on changes in applicable governing laws, regulations, or policies.

TITLE V (DISABILITIES), TITLE VI (CIVIL RIGHTS), AND TITLE IX (GENDER) GRIEVANCE

Procedures

Reid State is committed to ensuring a fair and equitable process for addressing grievances related to Title V (Disabilities), Title VI (Civil Rights), and Title IX (Gender). These grievance procedures provide a structured framework for students and employees to report and seek resolution for alleged violations in a timely and transparent manner. By following the outlined steps, complainants can expect a thorough investigation and review process, ensuring their concerns are heard and addressed at multiple levels of authority.

1. The original and two copies of Grievance Form A must be filed with the complainant's Dean of Students or Department Chair within 30 calendar days of the alleged violation.

2. The Dean of Students or Department Chair will notify the President and the Title V, VI, or IX Coordinator upon receipt of the grievance.

3. Within 30 days, an investigation and formal hearing will be conducted, and findings will be reported using Form A.

4. The complainant has 15 days to accept the decision or file an appeal using Form B, stating specific objections to the findings.

5. If an appeal is filed, the President has 30 days to investigate and report findings using Form B.

6. The complainant then has 15 days to accept or appeal the President's report using Form C.

7. The Chancellor has 30 days to investigate, hold a hearing, and report findings using Form C.

If a complainant fails to file an appeal within the specified deadlines, the right to further appeal is forfeited.

Sexual Harassment, ADA, other Civil Rights Complaint and Grievance

Policies and Procedures

Important Notice: Faculty and staff members and students should be aware that any expectation of confidentiality does not extend to illegal acts. Faculty and staff members, including College counselors, are required to notify law enforcement and College officials when they learn of a criminal act.

Consumer Complaint Information

- Reid State ensures that all students have easy access to a process for resolving conflicts, complaints, or grievances.
- Various policies and procedures are outlined in this handbook and the College Catalog.
- Any member of the College community who believes they have been a victim of sexual harassment or any form of discrimination may:
  - Report the matter to any academic or administrative officer.
  - The recipient of the complaint must forward it to the Compliance Officer.

Compliance Officers

Title IX Compliance Officer: Dean of Students, (251) 578-1313.

Sexual Harassment Compliance Officer: Dean of Students, (251) 578-1313

Section 504 Compliance Officer (Disabilities): Dean of Students, (251) 578-1313

ADA Compliance Officer: Dean of Students, (251) 578-1313

Civil Rights and Title IX Policy

- The College is committed to a learning environment free from discrimination based on:
    - Race
    - Religion
    - Gender
    - Disability
    - Age
    - National origin
- A grievance process is available to ensure student rights are upheld.
- Compliance officers assist students in resolving grievances or accessing further grievance procedures.

Sexual Harassment Policy

Reid State Community College prohibits sexual harassment in all forms, including:

- Hostile Environment: Unwelcome sexual conduct that creates an intimidating, hostile, or offensive environment.
- Quid Pro Quo: Requesting sexual favors in exchange for grades, employment benefits, or promotions.

Complaints should be reported to academic or administrative officers, deans, supervisors, or advisors.

Reports will be forwarded to the designated College official for investigation.

All employees are expected to treat students with respect and dignity at all times.

The College adheres to the reasonable person standard when evaluating sexual harassment claims.

Legal Authority

Sexual harassment is prohibited under:

- Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments
- Equal Employment Opportunity Commission Guidelines

Definition of Sexual Harassment

- Can occur between individuals of any gender.
- Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Classified as:
    - Quid Pro Quo: Submission to sexual conduct is tied to employment or academic advancement.
    - Hostile Environment: Sexual conduct interferes with academic/work performance or creates an intimidating or offensive environment.
- Third parties may also file a complaint if affected by the conduct.

Examples of Prohibited Behavior

- Unwelcome sexual propositions, invitations, solicitations, or flirtations.

- Threats that employment, grades, or promotions depend on submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature (e.g., comments about body, dress, appearance, or sexual activities).
- Displaying sexually suggestive materials in work or study areas.
- Unwelcome touching, patting, pinching, or obscene gestures.

Consensual Relationships Policy

Romantic/sexual relationships between faculty/staff and students are strongly discouraged due to power differentials. Such relationships may result in:

- Conflicts of interest
- Claims of coercion or favoritism
- Legal and ethical issues

Faculty/staff involved in such relationships assume responsibility for any complaints of sexual harassment that arise.

The College may impose sanctions for violations of this policy.

Title IX Sexual Harassment Complaint and Grievance Policies and Procedures

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

> "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Reid State is committed to providing a workplace and campus community free of sexual misconduct and harassment. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Reid State Community College does not tolerate or condone retaliation, nor does the College believe that a person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Reid State Community College does not tolerate or condone retaliation, nor does the College believe that a person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those

impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community. Individuals wishing to report reporting sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Dean of Students, Title IX Coordinator
Edith A. Gray Library and Technology Building Post Office Box 588, Evergreen,
Alabama 36460 Phone: 251-578-1313
and/or

Assistant Secretary
U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCT@ed.gov (mailto: OCR@ed.gov)

Information regarding the Title IX Coordinator and their role is provided to all faculty, staff, students, applicants for admissions, and applicants for employment. The information is also available on the College website at www.rstc.edu under the Title IX webpage.

Sexual Harassment Defined

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. Sexual harassment can be defined as conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo). Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

A person commits the crime of sexual abuse in the first degree if:

- He subjects another person to sexual contact by forcible compulsion; or
- He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66). Sexual abuse

Sexual abuse in the second degree:

A person commits the crime of sexual abuse in the second degree if:

- He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
- He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

A person commits the crime of rape in the first degree if:

- He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
- He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

A person commits the crime of rape in the second degree if:

- Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
- He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

A person commits the crime of sodomy in the first degree if:

- He or she engages in deviate sexual intercourse with another person by forcible compulsion; or
- He or she engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- He or she, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

A person commits the crime of sodomy in the second degree if:

- He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
- He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

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 will be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7

Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Sexual Harassment and Related Definitions

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

<u>Actual knowledge:</u> The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

<u>Complainant:</u> is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

<u>Respondent:</u> is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

<u>Formal complaint:</u> is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to

participate in an educational program or activity of the College at which the formal

complaint is filed.

<u>Consent:</u> "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

<u>Incapacitation:</u> An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

<u>Sexual Misconduct:</u> Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

<u>Harassment:</u> The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming.

Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Victim's Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

Any individual, including a student or employee of the College or applicant for employment or admission, who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator via the Formal Complaint process. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing.

The report must include:

- Names of the Complainant(s) and Respondent(s)
- Approximate date of incident
- Facts of the incident
- Contact information for the person submitting the report

Formal Title IX Complaint

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint.

The report must include:

- Names of the Complainant(s) and Respondent(s)
- Approximate date of incident
- Facts of the incident
- Contact information for the person submitting the complaint
- Date of the original complaint
- Request to investigate the complaint

A Complainant must be a participant of a College-sponsored program or activity at the time the complaint is filed.

Complaint Process

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

Notice of Allegations

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal

complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

Standard of Evidence for Determining Responsibility

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of

greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

Advisors

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing. Neither party may dismiss a College appointed advisor.

Investigation Procedure

Role of Title IX Investigator:

- Responsible for conducting an investigation of the submitted formal complaint.
- Must have received Title IX investigator training within the current academic year.
- The burden of proof and gathering evidence rests on the College, not the parties.

Notification and Interviews:

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint.

Interviews will commence within ten (10) business days of receipt of the formal complaint.

Written notification of intended interviews will be provided to Complainant, Respondent, and their respective advisors.

Interviewees will receive at least five (5) business days' notice before an interview, including details on participants, date, place, purpose, and time.

Presentation of Evidence:

Both parties have equal opportunities to present witnesses and evidence.

Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or proceeding.

The College may impose restrictions on advisor participation but must apply them equally to both parties.

Review of Evidence:

Both parties will have equal access to inspect and review all evidence related to the allegations before the conclusion of the investigation.

The College will provide all such evidence for review at any hearing, allowing equal access for cross-examination.

Investigation Report and Review:

Prior to the completion of the investigative report, the investigator submits all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator provides copies of the evidence to Complainant, Respondent, and their respective advisors.

All parties have ten (10) business days to review and respond in writing.

Responses are directed to the Title IX Investigator for additional review.

The final report and reviewed evidence are submitted to the Title IX Coordinator.

At least ten (10) business days before the live hearing, the Title IX Coordinator provides the final report and reviewed evidence to all relevant parties.

The President selects a Hearing Officer to conduct the live hearing.

Live Hearing Procedure
Hearing Panel Formation:

The Hearing Officer convenes a Decision Maker panel upon receiving the final investigative report.

The panel consists of three (3) individuals who have completed Decision Maker

training within the current academic year.

One Decision Maker is designated as the Primary Decision Maker.

Notification of the live hearing date is sent within five (5) business days of receipt of the final investigative report.

The hearing date must allow at least ten (10) business days for review of the final report and supporting evidence.

Hearing Structure:

The hearing is live, recorded, and includes cross-examination by both advisors.

The hearing is recorded by a court reporter, audio/video tape, or other electronic medium.

All evidence submitted, whether admitted or not, is marked and preserved.

Complainant and Respondent may request on-campus video conferencing participation, ensuring real-time audio and visual access for all parties.

Participants:

Hearing Officer

Decision Makers

Complainant and their advisor

Respondent and their advisor

Title IX Investigator and Coordinator (if called for testimony)

Witnesses (if requested by Decision Makers, parties, or advisors)

If a party does not have an advisor, the College will provide one at no cost.

Hearing Process:

 Opening Statement by Hearing Officer.

 Review of hearing procedures, formal complaint, and allegations.

 Review of potential outcomes and sanctions.

 Complainant Testimony and cross-examination by Respondent's advisor.

 Testimony of Complainant's Witnesses and cross-examination.

 Respondent Testimony and cross-examination by Complainant's advisor.

 Testimony of Respondent's Witnesses and cross-examination.

 Decision Maker inquiries.

 Review of appeal process.

 Closing Statement by Hearing Officer.

 Dismissal of parties.

 Decision Maker deliberations.

Questioning and Cross-Examination:

Only relevant questions may be asked.

Cross-examination is conducted orally, with the Primary Decision Maker determining the relevance of each question.

Rape shield protection applies: questions about prior sexual behavior are irrelevant unless proving that someone other than the Respondent committed the misconduct or proving prior sexual behavior with Respondent to establish consent.

If a party or witness declines cross-examination, their statements cannot be considered in determining responsibility. However, no negative inference can be drawn from their absence.

Decision and Report:

Decision Makers deliberate to determine responsibility.

A written hearing report is issued, including:

- Identification of the allegations.
- Procedural steps from complaint to determination.
- Findings of fact.
- Application of the College's code of conduct.
- Statement of determination regarding responsibility.

Appeal Procedure

Both parties may appeal a determination of responsibility or dismissal of a formal

complaint on the following grounds:

- Procedural irregularity that affected the outcome.

- New evidence not reasonably available at the time of the decision, which could affect the outcome.
- Conflict of interest or bias from the Title IX Coordinator, Investigator, or Decision Maker that affected the outcome.

The President of Reid State Technical College or a designee serves as the appeal authority and may uphold, reject, or modify the Decision Maker Panel's recommendation. The President is not bound by the panel's recommendation but will consider it when making a final decision.

Either party may submit a written appeal to the President within ten (10) business days of receiving the hearing report. If not filed by the deadline, the right to appeal is waived.

The College will:

- Notify the other party in writing when an appeal is filed and apply appeal procedures equally.
- Ensure that appeal decision-makers are different from those involved in the original decision.
- Follow federal compliance standards (34 C.F.R. § 160.45(b)(iii)).
- Give both parties a fair opportunity to submit written statements.
- Issue a written decision explaining the outcome and rationale, provided to both parties simultaneously.

The appeal decision will be issued within 30 calendar days unless extended due to exigent circumstances or mutual agreement.

If the Respondent is an employee, they may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged act.

Informal Resolution

The College cannot require students or employees to waive their right to an investigation and adjudication of formal complaints of sexual harassment. Informal resolution is only possible if:

- The College provides written notice of the allegations and terms of the process.
- Both parties give voluntary, written consent to participate.
- It does not involve resolving allegations of an employee sexually harassing a student.

At any time before a final determination, a party may withdraw from the informal process and resume the formal grievance process.

Retaliation Prohibited

No person or entity may intimidate, threaten, coerce, or discriminate against anyone involved in a Title IX report or proceeding.

The College will keep identities confidential unless disclosure is required by FERPA (20 U.S.C. 1232g, 34 CFR Part 99) or other applicable laws.

Range of Possible Sanctions

For Students

A student or organization found in violation of the Code of Student Conduct may face

one or more of the following sanctions:

- Reprimand – A written warning that future misconduct may lead to further action.

- Restitution – Compensation for damages, limited to repair or replacement costs.
- Probation – A set period of restricted privileges (e.g., extracurriculars, on-campus driving). Further violations may lead to suspension or expulsion.
- Voluntary Withdrawal – The option to withdraw from a class or the College instead of disciplinary action. Re-admittance requires approval from the Dean of Students, and no refunds will be given.
- Suspension – Temporary separation from the College (up to 2 years). Readmittance requires approval from the Dean of Students, and no refunds will be given.
- Expulsion – Indefinite separation for at least 2 years. Permanent expulsion is possible. Re-admittance requires approval from the Dean of Students, and no refunds will be given.

Additional Procedures

The College may extend timelines for good cause (e.g., absences, law enforcement activity, disabilities, language needs) with written notice. Investigators and Decision Makers cannot use privileged information (e.g., medical or legal records) without a waiver from the individual holding the privilege. All Title IX personnel receive training, which is publicly available at www.rstc.edu.

Filing a False Report

Submitting a false report violates faculty, staff, and student conduct policies.

Contact Information

Students needing assistance with Title IX, ADA, or civil rights concerns should contact:

Dean of Students: (251) 578-1313

Alabama Community College System (ACCS) Student Complaint Process

The Alabama Community College System (ACCS) is committed to providing a quality educational experience and ensuring student concerns are addressed fairly and promptly. Each institution has its own procedures for handling student complaints. Students must first follow their institution's complaint/grievance process before escalating their concerns to the ACCS System Office.

Steps for Filing a Complaint with ACCS:

1.Follow Your College's Process First

- Students must first submit their complaint through their college's official complaint or grievance process.
- Only after all institutional procedures have been exhausted can a student escalate their complaint to ACCS.

2. Submit a Complaint to ACCS

- If the issue remains unresolved, students may submit a Student Complaint Form to the Alabama Community College System.
- The form is available online at www.accs.edu

Complaint Investigation Process

Review Timeline: The ACCS Division of Academic and Student Affairs will review and investigate the complaint within 30 days of receiving it.

Institutional Response: The college in question has 30 days to provide a written response.

Final Decision: ACCS will determine if corrective action is needed and notify both the student and the institution.

Compliance Monitoring: If corrective action is required, the institution has 30 days to comply or submit a plan for compliance. ACCS will monitor the institution's adherence to the resolution.

For questions, contact:

Phone: 334.293.4500
Fax: 334.293.4504
FERPA (Federal Educational Rights and Privacy Act)

Consent to Release Student Information

I, (your name), am a student at, or a former student of Reid State. I have submitted a complaint concerning the above institution to the Alabama Community College System.

I hereby consent to the institution's release of any of my educational records, including personally identifiable information that the institution determines is relevant and necessary to provide to the ACCS System Office in response to my complaint. I also authorize representatives of the institution to discuss the details of my complaint with representatives of the ACCS System Office.

Signature:

Date:

A#:

For grievances not settled at the institutional and system office you may contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone 770-396-3898/FAX 770-396-3790
www.council.org

Student Records

Reid State complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) to protect students' educational records. Once a student turns 18 or attends a postsecondary institution, all rights under FERPA transfer from the parents to the student.

The Registrar/Admissions & Records Clerk is responsible for maintaining the privacy of student records, which include files, documents, and materials containing student information. Six exceptions to this definition are listed in the 2010 FERPA Guide.

Student Access to Educational Records

As a student at Reid State Community College, you have the right to:

- View Your Records – You can review your educational records in the presence of a college official.
- Request Copies – You can request copies of your records (a small fee may apply).
- Understand Your Records – You may ask for explanations of your records.
- Add Explanations – If you believe your records need clarification, you can add a statement.
- Challenge Your Records – If you think any information is inaccurate, you can request a hearing.

Records You Cannot Access

Some records are not available for review, including:

- Your parents' financial records
- Confidential recommendations (if you waived your right to see them)
- Records from denied admission applications
- Certain medical and counseling records (but they can be reviewed by a healthcare
- provider of your choice)
- Any records for which you have signed a waiver

Students may request to review their records in the Admissions and Registrar's offices with a valid photo ID. If records are not immediately available, students may need to complete a Request to Review Educational Records form. The College may take up to 45 days to fulfill the request. Copies of records (excluding transcripts) are provided only when a student is geographically unable to visit campus, with a photocopy fee of $0.25 per sheet.

To review your records, submit a written request to the Dean of Students or Registrar's Office. You'll be notified when and where you can review them—this will happen within 45 days. If your records contain information about other students, you may only access the parts that pertain to you.

Getting Copies of Your Records

Copies of records are available for $0.25 per page. However, the college may refuse to provide copies if:

- You have unpaid fees
- There's an unresolved disciplinary issue
- You have an unresolved conditional admission status

Who Can See Your Records?

Your records are private. They will only be shared if:

- You provide written consent
- College staff need them for educational purposes

- You transfer to another school
- Officials from the U.S. Department of Education request them
- They are needed to process your financial aid
- A court order or subpoena requires disclosure
- A health or safety emergency requires access

Directory Information

Some basic information (like your name, major, and awards) may be shared unless you request otherwise. If you don't want your directory information released, submit a written request to the Dean of Students or Registrar's Office.

Correcting Your Records

If you believe your records contain incorrect or misleading information, you can request a correction.

Steps to Correct Your Records:

- Submit a written request to the Dean of Students explaining the issue.
- The college will review your request and decide whether to make changes.
- If the request is denied, you have the right to a hearing.
- If the college still disagrees, you can add a statement to your file explaining your position.
- If a change is made, you'll be notified in writing.

Challenging Educational Records

Students may challenge inaccurate or inappropriate information in their records by submitting a written request to the appropriate records custodian within one year of the term in question. If a resolution is not reached, students may appeal to the Dean of Students for a formal hearing. The Admissions Committee will review the case and issue a written decision. If the challenge is upheld, the records will be amended. If denied, students may add a personal statement to their records explaining their position.

Disclosure of Educational Record Information

Reid State Community College requires written consent from students before releasing personally identifiable information, except in certain cases permitted by FERPA. Consent must specify:

- Records to be released
- Purpose of disclosure
- Recipient(s) of information
- Student's signature and date

Directory Information

The College designates the following as directory information, which may be released unless students complete a Do Not Release Directory Information form within the first two weeks of the term (must be resubmitted annually):

- Name
- Address
- Telephone number
- Date of birth
- Major field of study
- Participation in activities and sports

- Dates of attendance
- Degrees and awards
- Most recent educational institution attended
- Photographs
- Enrollment status
- Email address

Disclosure without Consent

Reid State Community College may disclose student records without consent to:

- College officials with a legitimate educational interest (instructors, counselors, administrators, law enforcement, attorneys, etc.).
- U.S. Department of Education, Comptroller General, and state/local educational authorities for education program oversight.
- Financial aid officials to determine eligibility and enforce aid terms.
- State/local officials as required by law.
- Organizations conducting studies for the College.
- Accrediting agencies to perform accreditation functions.
- Parents of eligible students who claim the students as dependents for income tax purposes: Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In cases of divorce, separation, or custody where only one parent declares the student as a dependent, Reid State Community College will grant equal access to the student's educational records upon demonstration of dependency as described above.
- Appropriate parties in a health or safety emergency, subject to a determination by the President or Executive Directors
- Personnel complying with a judicial order or lawfully issued subpoena, including Ex Parte orders under the USA Patriot Act, provided that the Registrar makes a reasonable attempt to notify students in advance of compliance.

  Note: Reid State Community College is not required to notify students if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.

- An alleged victim of any crime of violence (as defined in 18 U.S.C. 16), regarding the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime.
- Officials of another institution of postsecondary education where the student seeks or intends to enroll.
- The student

Information that Reid State Community College has designated as Directory Information. The ·College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the student's written consent. The College will maintain a record of all requests for and/or disclosures of information from a student's educational records. This record will include the name of the requesting party, any additional parties to whom the information may be re-disclosed, and the legitimate interest of the party in requesting or obtaining the information. This

record may be reviewed by the eligible student. A list of the types of records that Reid State Community College maintains, their locations, and their custodians is provided in this handbook.

Annual Notification of FERPA Rights

Reid State Community College will provide annual notice to current students of their rights under the Act by publishing information in this Student Handbook. New students will receive information regarding their rights through Reid Orientation And Registration (ROAR and Target X).

Facsimile (FAX) Records

Reid State Community College will accept faxed transcripts for advising purposes only. An official transcript is required for admission purposes.

Computer Access to Records

Reid State Community College has established policies for instructing and periodically reminding school officials of FERPA's confidentiality requirements before granting access to the computer system. These officials are informed of the criteria used to determine legitimate educational interest and their responsibility for ensuring that access is not abused.

Student Rights after Graduation or Ceased Attendance

Students who have ceased attendance or graduated from Reid State Community College retain the same FERPA rights as currently enrolled students, including:

- The right to inspect their educational records.
- The right to request an amendment to an educational record.
- The right to have their educational record privacy protected by the College.

Former students do not have the right to request nondisclosure unless they made such a request at their last opportunity as students.

Privacy Rights of Deceased Students

For 25 years following a student's death, educational record information will not be released unless authorized by the student's parents or the executor of the student's estate.

Changes in Regulations

Reid State Community College reserves the right, without prior notice, to make changes in regulations, courses, fees, and other policies and procedures as necessary

Student Services Information

Access to Student Accounts (MyRSTC)

MyRSTC is a student's portal to access submitted applications, grades, financial aid, and more. Students obtain a MyRSTC account by virtue of an application to Reid State. Once assigned, a student uses the @alabama.edu email address provided, which should begin with the student's A number. Log into your MyRSTC Account by using your username and password. The first time logging in requires the following: Username: Your email address (A# followed by @rstc.edu) Example: A01234567@rstc.edu Password: !RSTCMMDDYY (MMDDYY should be replaced by your birthdate. Example: If you were born January 3rd, 2004, the password would be !RSTC010304 not !RSTC01032004. Do not use 4 digits for the year, only the last two digits. Any login issues regarding the student account can be addressed in Student Services.

Distance Education

Reid State Community College offers online and hybrid courses to provide flexible learning options for students balancing work, life, and education. These courses maintain the same academic standards and objectives as on-campus classes. The College requires the use of Canvas Learning Management System (LMS) to teach all distance education courses in order to ensure the security of student course material, communication, student work submission, and grades.

Online Courses – Fully delivered via CANVAS. No on-campus meetings are required. Final exams are proctored using Honorlock online proctoring service.

Hybrid Courses – Combine online instruction with some in-person requirements. At least 50% of the coursework is online. Final exams must be proctored.

Distance education students must also have access to a computer with a microphone, webcam, and internet access, which may involve personal costs not imposed by the College. Students can find technology requirements and additional details on the College website or by contacting Mr. Steven Preyear, LMS Administrator, at 251-578-1313 ext. 211 or spreyear@rstc.edu

Canvas LMS

Reid State uses Canvas as its Learning Management System (LMS), which allows students to access course materials, assignments, and resources. Within Canvas, students have access to tools such as Honorlock, a secure online proctoring service, and BigBlueButton, a virtual classroom platform for real-time collaboration and instruction. Students can log in to Canvas via an app or the alabama.instructure.com website using their student credentials (A Number).

Tutoring

Students have access to tutoring services via Tutor.com, on online tutoring service accessible through a course navigation link in Canvas LMS. Tutor.com offers 24/7 on-demand and scheduled tutoring, as well as drop-off review services for various subjects.

Accommodations and American with Disabilities Act (ADA)

Reid State Community College is dedicated to serving students with disabilities. All departments

collaborate to provide individualized accommodations while encouraging self-advocacy.

Important Notes:

- The ADA Coordinator is the central contact for disability services.
- Admissions decisions are made without regard to disability status—do not submit disability documentation with your application.
- Students may self-identify at any time, but accommodations will only be provided once they are registered with the ADA Coordinator each academic term.

For assistance, contact the ADA Compliance Officer: Dean of Students at (251) 578-1313.

Parking

Accessible parking is available for students who have been certified for disability

parking by their home county.

Library Resource Centers – System Access and Assistance

Library staff are available during business hours to assist with accessing library collections and services. Special services include:

- Research assistance
- Telephone reference
- Material retrieval
- Photocopying assistance
- Library orientation
- Special checkout arrangements
- Extended loan periods for reserved materials

For more information, contact the library at (251) 578-1313, Alabama Department of Rehabilitation Services (ADRS).

The Alabama Department of Rehabilitation Services (ADRS) helps individuals with disabilities reach their full potential by providing necessary services, including:

- Diagnostic and medical assistance
- Educational support
- Technology access
- Independent living resources
- Vocational counseling and employment services

Please note that ADRS does not provide comprehensive psychological services. For more information, contact ADRS at (334) 293-7500, toll-free at (800) 441-7607, or visit www.rehab.alabama.gov.

Note: Students with disabilities are encouraged to engage in campus organizations.

One of Reid State Technical College's goals is to support students in developing self advocacy skills and becoming active members of the campus community. For information about student organizations, contact the Dean of Students at (251) 578-1313.

Verification of Disabilities

Students seeking disability services at Reid State Technical College must submit appropriate documentation to the Dean of Students, who also serves as the ADA Coordinator. This documentation is required to verify eligibility under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act (ADA).

The documentation must clearly identify a major life activity (e.g., walking, eating, writing, learning) that is substantially limited by a disability. The following guidelines ensure appropriate documentation and support requests for accommodations in accordance with federal regulations, college policies, and best practices from the Association on Higher Education and Disability (AHEAD) and Educational Testing Service (ETS).

Confidentiality

Reid State is committed to maintaining the confidentiality of disability documentation and does not release evaluation information.

Evaluator Qualifications

Documentation must include:

- The evaluator's name, title, and credentials (e.g., licensed psychologist)
- The evaluator's specialization, employment details, and state of practice
- Reports on official letterhead, dated, and signed

Qualified professionals for diagnosing learning disabilities include:

- Clinical psychologists
- School psychologists
- Neuropsychologists
- Learning disability specialists
- Diagnosticians
- Psychiatrists with expertise in educational performance

Current and Comprehensive Documentation

Evaluations should be no older than three years to ensure they reflect current functioning.

Documentation must demonstrate the need for services based on the student's present condition.

While Individualized Education Plans (IEPs) or 504 Accommodation Plans may be included, they are insufficient as sole documentation.

Identification and Assessment of Learning Disabilities

Comprehensive evaluations must include:

Clinical Interview

- Academic history and learning abilities
- Medical, developmental, and social history
- Family history of educational, medical, or psychosocial concerns
- Exclusion of other medical, social, or psychological causes
- Assessment of Aptitude

A complete intellectual assessment with standard scores. Recommended tests include:

- Wechsler Adult Intelligence Scale (3rd Edition)
- Stanford-Binet Intelligence Scale (4th Edition)
- Woodcock-Johnson Cognitive Processing Battery (for processing issues)
- Note: The Slosson Intelligence Test-Revised and Kaufman Brief Intelligence Test are screening tools and are not valid for diagnosing learning disabilities.

Assessment of Academic Achievement

- Standardized tests evaluating reading, math, and written language
- Recommended tests include:
- Woodcock-Johnson Psychoeducational Battery – Revised
- Wechsler Individual Achievement Test
- Kaufman Test of Educational Achievement
- Key Math Diagnostic Arithmetic Test-Revised
- Test of Written Language-3
- Gray Oral Reading Test-3
- Note: The Wide Range Achievement Test (WRAT3) is a screening tool and not
- valid for diagnosing learning disabilities.

Diagnosis of Learning Disabilities

The evaluator must use clear and direct language when diagnosing a learning disability based on DSM-5 criteria. The diagnosis must include:

- A specific statement confirming the learning disability
- A description of how the disability substantially limits academic learning
- Any alternative explanations or diagnoses, if applicable

Accommodation Recommendations

- The diagnostic report must include specific academic accommodations and their justifications.
- If accommodations are not explicitly stated, the ADA Coordinator will request further clarification before providing services.
- A history of past accommodations does not automatically ensure approval at Reid State.
- Final determination of reasonable accommodations is made by the ADA Coordinator.

Attention Deficit Disorder (ADD) & Attention Deficit Hyperactivity Disorder (ADHD)

Disability Verification and Evaluator Qualifications
- Documentation must include the name, title, and credentials of the evaluator.

Qualified professionals for diagnosing ADD/ADHD include:

- Physicians
- Psychiatrists
- Clinical psychologists
- Neurologists
- Neuropsychologists
- Note: Diagnoses from professionals outside these fields will not be accepted. All
- reports must be on official letterhead, dated, and signed.

Current Documentation

Evaluations should be no more than three years old to reflect the student's current

condition.

Documentation must provide a clear statement of the diagnosis and its impact on academic performance.

Changes in symptoms, new medications, or discontinued treatments must be documented.

Identification and Assessment of ADHD

A comprehensive evaluation should include:

Clinical Interview

- Academic history
- Medical and developmental history
- Social history and family background

Assessment of Attention Difficulties

- Standardized tests assessing attention and executive functioning

Diagnosis Using DSM-5 Criteria

- A specific diagnosis of ADD or ADHD must be stated.

If an attention disorder is not present, the evaluator must explicitly state this finding.

Note: While an IEP or 504 Plan may be included, it is not sufficient as the sole documentation.

Traumatic Brain Injury (TBI) Disability Verification

Evaluator Qualifications:

Qualified professionals must assess and document TBI-related disabilities. These professionals include:

- Rehabilitation counselors
- Speech-language pathologists
- Orthopedic specialists
- Neuropsychologists
- Other specialists with TBI expertise

Required Documentation

Clinical Diagnosis: Must include the International Classification of Disease (ICD) code and date of diagnosis.

Cognitive and Educational Assessment: Evaluations of cognitive function, memory, and educational performance, as well as limitations in areas such as communication, vision, mobility, and psychological well-being.

Functional Limitations: Identification of affected major life activities (e.g., walking, learning, seeing, hearing).

Medication Impact: Explanation of how medications used to treat TBI affect academic performance.

Accommodation Recommendations: Suggested academic accommodations with a supporting rationale.

Temporary Injuries and Illnesses

Students with temporary conditions (e.g., ankle sprains, colds) do not qualify for services under Section 504 or the ADA.

Confidentiality of Disability Documentation

All disability documentation is confidential and reviewed only by the ADA Coordinator.

Students may request a copy from the original evaluator but cannot obtain it directly from the College.

Information is shared only with written consent or as required by law.

Determining Reasonable Accommodations

The ADA Coordinator determines reasonable accommodations based on clinical evaluations and student input. Faculty are consulted to ensure accommodations maintain the course's essential requirements.

Limitations

Personal services such as tutoring, personal attendants, transportation, or mobility assistance are not considered accommodations in postsecondary education.

Types of Accommodations

Testing Accommodations: Extended time, alternate formats, or reduced distraction environments.

Alternate Assignment Formats: Submission of work in a different format than originally required.

Note-taking and Recording: Permission to record lectures or use peer note-takers.

Assistive Technology: Use of tools such as speech-to-text software, word processors, or spell checkers.

Academic Support: Services like note-takers, scribes, readers, or sign language interpreters (without creating an undue financial burden).

Accommodation Request Process

Student Responsibilities

- Schedule a meeting with the ADA Coordinator to discuss needs.
- Submit an Accommodation Request Form.
- Deliver Accommodation Letters to instructors and discuss implementation.

Faculty Responsibilities

- Provide accommodations only after receiving an official Accommodation Letter.

Grievance Process

Students can appeal accommodation decisions through the following steps:

- Consult the ADA Coordinator to discuss concerns.
- Meet with the ADA Coordinator, course instructor (if applicable), and the Dean of Students if the issue is unresolved. (The ADA Coordinator will arrange this meeting
- upon request.)
- Submit a formal, written grievance to the College President if no resolution is reached.

If students disagree with the outcome, they may file a formal complaint with the Office for Civil Rights:

Office for Civil Rights – Atlanta Office

U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Phone: (404) 974-9406
Fax: (404) 974-9471
Email: OCR.Atlanta@ed.gov

Evening and Weekend Classes

Reid State offers evening classes to provide flexibility for students balancing education with work and other responsibilities. These courses maintain the same high standards as weekday programs, including coursework, grading, attendance, and instruction. Students can check the class schedule for available evening programs. For more information, contact the Dean of Students at (251) 578-1313.

College Bookstore

Students are responsible for purchasing their own supplies for their courses, including textbooks, workbooks, equipment, and materials. Reid State's bookstore inside the Edith A. Gray Library houses several items that are needed, including instructional materials, supplies, and equipment. The bookstore is also where students order their cap and gown for graduation. Bookstore hours are adjusted and posted throughout the year based on peak periods such as registration. The financial aid coverage ending date will be posted at the appropriate time.

Bookstore Refund Policy

Refundable items will be determined by the bookstore manager on an individual basis. A student who withdraws and who has purchased returnable books, tools, or supplies from the College and returns the items in new/unused condition by the end of the third week of the semester will be refunded the full purchase price. A receipt is needed to return and/or receive a refund for purchased books, tools, or supplies The required books, tools, or supplies listing for each department will indicate which items are refundable.

Student Housing

Applications are accepted online at a pre-determined date each spring for the upcoming academic school year. Applications for summer housing (if applicable) are accepted online beginning in February. All students are advised to apply for Housing on the day the application opens or as soon as they are accepted to the College.

Policy

The Housing Office accepts applications for on-campus housing regardless of race, creed, color, national origin, or qualified disability. Student housing assignments are made on a first come, first served basis, after pre-defined scholarship recipients have been assigned.

Application

Applicants must have applied to Reid State and obtained a Reid State Student ID (A Number) and email address prior to applying for Student Housing. Students may complete the online Housing Application by visiting the Housing page of the Reid State website, www.rstc.edu/housing. Applicants must be full-time students with a minimum of 12 semester hours for fall/spring (or 6 semester hours for summer), and be a student in good standing at the College. REQUIRED: Six (6) of those credit hours for fall/spring must be

must be seated (not Hybrid or Internet) classes – unless program requirements or course descriptions are otherwise stated.

Application Fee

A non-refundable application fee of $200.00 for fall/spring, and $100.00 for summer only, must be submitted prior to the application being processed. The application is considered voided if payment is not made within a week of submitting the application. Financial Aid will not be accessible for application fee payment.

*Fees are subject to change and should be paid at the Business Office or through the student's MyRSTC account. To do so through MyRSTC, select 'Make a Payment', add 'Housing Application Fee', select 'Continue' and 'Make Payment'.

Room Assignments

Housing assignments are awarded on a first come, first served basis. Placement is based upon the time and date the completed application package (application and contract) and application fee payment are received in the database. Students should be notified within the term prior to their housing assignments via student email and/or letter by mail. A Wait List for students applying for the upcoming semester will be developed as needed. Students on these lists will be notified in the order they were placed on the wait list and upon availability.

Roommate Assignments

Roommates are assigned after contracts are completed. Students may request specific roommates or suitemates. The Housing Office strives to honor student requests for specified roommates; however, these requests must be mutual and stated on the applications. All other roommate assignments will be based on student preferences stated on the applications. Students will be provided the option to disclose his/her contact information to his/her assigned roommate in compliance with the Family Educational Rights and Privacy Act (FERPA).

Pets

For sanitary reasons and safety, no pets or animals (including fish) are permitted in Student Housing.

Room Change and Move Requests

Room changes and move requests will not be considered until after the scheduled two-week priority move-in has ended. Residents may submit a Move Request Form. All requests will be reviewed by the Housing Manager and/or the Dean of Students. Unauthorized room changes are subject to a $50.00 fine, and the resident(s) will be required to return to his or her original assignment.

Keys and Access

Residents will be issued one key to their assigned room. It is their responsibility to return this key to housing staff when they vacate their room. A $25.00 replacement key fee will be assessed for failure to return the assigned key. Keys are not to be duplicated or given to unauthorized residents; sanctions may be applied for not maintaining security of the assigned key.

College Attendance

Residents in Student Housing must be full-time students, with at least half of the courses being in-person. Full-time in fall and spring semesters is generally documented as at least 12 credit hours unless otherwise noted, and is generally around four courses. While full-time in the summer is also considered 12 credit hours, students are able to reside in student housing if they take a minimum of six credit hours

in the summer, with at least half of those courses being in-person. More information is available in the student's housing contract.

Housing Payments
Students are required to provide a minimum down payment of student housing fees before room assignments are finalized.

Application Fee	Occupancy	Fall/Spring Fee Per Student Semester	Summer Fee Per Student Semester
$200	2	$2,400	$1,400

The cost of living on campus is in addition to tuition, fees, and books. Rent payment deadlines are established at the beginning of each semester and will be added to the student's MyRSTC account. If payment is not received by the deadlines, students are required to vacate their rooms immediately and will no longer be allowed entrance to the Reid State's student housing. Housing payments also do not include a meal plan. Students utilizing Financial Aid are advised to complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov as well as other documents required by Reid State's Financial Aid Office in order to receive a Financial Aid Award Package. Reid State does not make any guarantee or assurances that a student's Financial Aid Award or scholarship will cover the cost of tuition, fees, books, meals and housing. Students are encouraged to review all terms of any financial award to determine applicability of the award.

Note: Financial Aid will not be accessible for payment until the beginning of the upcoming semester(s).

Counseling Services
Counseling services are available to all students at Reid State at no additional cost. The Dean of Students serves as the college counselor and provides support for both academic and personal challenges. Students may seek counseling for issues like schedule changes, academic struggles, test anxiety, or personal concerns that affect their well-being and success. All sessions are confidential. To request counseling, visit the Dean of Students in the Edith A. Gray Library and Technology Building or call (251) 578-1313, ext. 231 or email ebradley@rstc.edu.

First Aid
Reid State has available in all laboratories and shops first-aid kits in case of an accident or illness that requires immediate attention. Instructors are responsible for keeping first-aid kits supplied. The bookstore has extra supplies and first-aid kits available upon request. A member of the faculty or staff will call 911 if a dangerous situation arises. Reid State does not assume any financial responsibility for expenses for off-campus medical aid, nor is the College responsible for furnishing transportation to receive medical attention.

Food Resources
Reid State offers a variety of food resources to keep students energized throughout their day. The café located on the first floor of the Edith A. Gray Library provides a range of affordable meal options, including snacks, hot meals, and beverages, creating a convenient and comfortable spot for students to take a break or grab a bite between classes. Additionally, the Lions Pantry is available to assist students in need of food support, offering non-perishable items at no cost. For students on the go, food trucks are often stationed on campus, offering a diverse selection of quick and affordable meals. Several vending machines are also available on each campus. Nearby, there are also additional dining options in the

community for students to explore. Together, these resources help ensure students have access to the nourishment they need to succeed.

New Student Orientation (R.O.A.R.)

R.O.A.R. (Reid Orientation and Registration) is a fun, interactive event designed to help first-time students prepare for their first day at Reid State. Attending R.O.A.R. is strongly encouraged, as it provides essential information on college life, student success strategies, policies, academic advising, financial aid, campus resources, and more. Students will also take a campus tour and meet faculty, staff, and administration. R.O.A.R. sessions are held at the start of each semester, and students are notified via email, text, and the Reid State website. Those who haven't scheduled a session can email studentservices@rstc.edu to sign up.

PINNS

The PINNS Group (Practical Nursing Integrated Nursing Student Success) at Reid State is a student success initiative designed specifically for those pursuing practical nursing careers. The program provides a supportive network for nursing students, helping them navigate the challenges of nursing school and ensuring they have the tools and resources they need to succeed. The group offers mentoring, tutoring, and academic assistance, as well as career guidance, to help students excel in their studies and clinical work. Through the PINNS Group, students receive tailored support that fosters academic success and prepares them for a rewarding career in healthcare.

Student Center

The Student Center offers students vending services and conveniences such as tables, chairs, TV, DVD/VCR player, and a microwave to allow for informal associations outside the classroom. The Student Center also houses Campus Security and the Lions Pantry, a take-what-you-need operation that offers quick snacks, take-home meals and other times at no cost to students.

Student Notices

Annual Notice of FERPA Rights

Reid State gives annual notice to current students of their rights under the Family Educational Rights and Privacy Act (FERPA) by publishing information in the catalog and on the College website. The privacy right policy does not include prospective students (i.e., applicants to Reid State Community College).

Blood Borne Pathogens Exposure Policy

Reid State Community College does not discriminate against applicants, students, or employees infected with blood borne pathogens like Hepatitis or HIV. Individuals with such infections will not be excluded from enrollment, employment, or access to college services and facilities. The college follows the guidelines set by the Alabama State Board of Health and its Division of Disease Control. The college also complies with health profession associations' regulations for students and employees in fields like healthcare, food preparation, childcare, and cosmetology. These guidelines may restrict participation if medically necessary to protect the welfare of others. Applicants and students should refer to specific programs for more details. Additional resources are available through the local Health Department.

Computer/Internet Use

Reid State Technical College is committed to maintaining a safe, ethical, and lawful digital environment for all users. By using the College's computer systems—whether on campus or remotely—students agree

to abide by established policies that protect the integrity of these resources. Users are responsible for their actions and must avoid any conduct that could compromise system security, such as altering software, introducing harmful programs, or accessing unlawful or inappropriate content. Users are accountable for safeguarding their passwords and personal accounts. Unauthorized access to files, software, or copyrighted materials is strictly prohibited. The use of school computers is limited to academic purposes, and all software must be approved by the College. Tampering with equipment, engaging in peer-to-peer file sharing, or violating internet use agreements may result in revoked access, disciplinary action, and potential legal consequences.

Counseling

Counseling services are available to all students at Reid State. The Dean of Students serves as the college counselor and provides support for both academic and personal challenges. Students may seek counseling for issues like schedule changes, academic struggles, test anxiety, or personal concerns that affect their well-being and success. All sessions are confidential. To request counseling, visit the Dean of Students in the Edith A. Gray Library and Technology Building or call (251) 578-1313, ext. 231 or email ebradley@rstc.edu 10

Crime-free Environment

Reid State is committed to providing a healthy, safe and secure environment for all members of the campus community. Reid State will not tolerate crimes of any kind on its campuses and will take immediate action to prosecute persons who violate this policy. Students and employees who witness or are victims of crime may report that crime to Campus Security. Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. More information is available in the Code of Student Conduct.

Dress Code

Dress for students should be appropriate for a classroom setting. Dress should be neither distracting nor offensive to others. Some programs and courses may have specific dress requirements by which students must abide for purposes of safety, identification, or experimental learning.

Drug and Alcohol Free Campus

Reid State is a drug and alcohol-free college. All students accept this responsibility by their admission to the College. The College expects students and employees to comply with all laws regarding alcohol and illegal drug use. Violations may result in sanctions, including expulsion or termination. Violations may also lead to legal penalties, including fines or imprisonment.

Equal Education and Employment Opportunities

The official policy of Reid State is that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment. Reid State complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and ADA regulations as revised in 1992. Inquiries concerning this policy may be directed to the Dean of Students, Title IX Coordinator, and Section 504 Coordinator at (251) 578- 1313 at Reid State, P. O. Box 588, Evergreen, Alabama 36401.

Identification

Reid State requires students to present valid identification while on campus and when verifying identity for distance education courses. Acceptable forms of ID include an RSTC student ID (Tech-Card), state-issued ID or driver's license, passport, or military ID. The Tech-Card serves as the official identification card for students and employees of RSTC. As the official RSTC ID for all students and personnel, it is essential for campus access and various student services. It remains valid as long as the cardholder is actively enrolled or employed at the College. Students must validate their Tech-Cards each semester, with stickers available at the Edith A. Gray Library & Technology Center. Tech-Cards can be obtained at Student Services or the Library, where enrollment will be verified through a current roster or paid semester receipt. If a Tech-Card is lost or stolen, students should report it immediately to Student Services or the Library for assistance.

Notification of Inclement Weather or other Emergencies

Students will receive a text and/or email to the contact information provided in the event Reid State closes. If the College closes due to inclement weather or other emergencies, lost hours may have to be made up to meet the minimum scheduled hour requirements specified by the Alabama Community College System Board of Trustees. Rescheduling of lost hours will be determined by the President and communicated to all concerned students and faculty by the Dean of Instruction.

Private Property

Reid State is not responsible for damage or loss of private property of any person on any of its campuses or sites.

Student Information

Students must contact Student Services if contact information changes. It is the student's responsibility to ensure contact information is current. Failure to update Student Services will lead to students missing up-to-date information.

Student Privacy

Reid State Technical College (RSTC) is committed to keeping your personal and academic information secure. Your grades and personal details will never be shared publicly. You can privately access your grades through the password-protected student grade book in the learning management system (LMS), and records can be obtained through Student Services. For your security, all official communication with instructors must take place through your RSTC email or the LMS messaging system. These systems keep your messages private and easily accessible. Upon admission, students receive a secure College username and password to access Canvas, email, grades, and student services. After your first login, you must change your password, which is then encrypted and cannot be accessed by anyone, including IT staff. Note: Faculty, staff members, and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members) are required to notify law enforcement and College officials when they learn of a criminal act.

Student Right-To-Know and Campus Security Act of 1990

The Student Right-To-Know and Campus Security Act of 1990 requires Reid State to disclose information about student outcomes, campus security, and crime statistics. The College publishes an annual disclosure report online to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics. The report can be located at the College's website. A printed version of crime statistics is also available inside the Edith A. Gray Library and Technology Center on the first floor.

Visitors

All non-students must report to the main office to be issued a visitor's pass to obtain access to Reid State's campuses and sites. Facilities are locked and unlocked by Campus Security according to the normal operational hours of the College and scheduled facilities usage. More information is available in the Campus Security section of this handbook.

Workforce Development and Adult Education

Office of Workforce Development

The Office of Workforce Development provides a specialized approach to increase the preparedness, productivity, and professionalism of the Region 7 workforce. Individuals have access to short-term, non-credit training that is designed for quick access to employment. Customized training is provided to businesses and can be delivered on-site or on the college campus.

Services provided through the Workforce Development office will serve two purposes:

- Business and industry will be provided a world-class workforce with a competitive advantage in the region, and
- Citizens will be empowered to obtain prosperous career opportunities through acquisition of knowledge and skills

Short-term, non-credit courses are two major types: community enrichment and professional development. These courses are generally open to the public and do not require that participants have a high school diploma. Most classes are scheduled in the evenings or on Saturdays; however, classes may be scheduled at any time that is convenient for participants. Fees for the courses vary depending on the topic of the course, the number of hours of instruction, and the supplies needed. Individuals may register for these courses in person, by mail, or by phone.

Training for Business and Industry

At the request of area business and industrial firms, RSTC's Training for Business and Industry services arrange a wide variety of appropriate educational experiences for the employees of these firms. By marshaling the best institutional and other community resources available, these services can offer innovative training projects. TEBI provides professional workforce development training in partnership with local businesses to help employees gain relevant skills for today's job market.

- Offers certified training in areas such as Microsoft applications, customer service, and organizational development.
- Provides customized training tailored to specific business needs, available onsite or at Reid State.
- Group training rates are available for businesses looking to train multiple employees.

For more information, contact the Workforce Development representative at (251) 578-1313.

Registration Policy

Registration may be done in online or in person. The early registration deadline for each course is the end of drop/add each semester.

Tuition/Payment of Fees

Fees for non-credit courses are based on course requirements for each special instructional program. Tuition must be paid in prior to the first class meeting. No one is officially enrolled until course tuition, fees and registration is complete. Payments can be made in the form of cash, check, money order, or credit card.

Please note: Checks and money orders are made payable to Reid State Technical College.

Textbooks

Some courses for special instructional programs may require the purchase of a textbook. The Reid State Technical College Bookstore, located on the main campus in Edith Gray Library and Technology Center, will have a listing of required books for purchase. Depending on the course, books may already be included in the price of the course.

Bad Weather or Emergency Policy

All College programs and instructors abide by the policy of the College; therefore, non-credit classes will not be cancelled unless other College classes are cancelled. The only exception to this policy is if the instructor informs his or her students that he or she will not be present at a given class meeting. The instructor is then responsible for arranging a make-up class.

Continuing Education

Continuing Education courses are open to everyone, with no high school diploma required, and are designed to expand knowledge, improve skills, and spark new interests. Courses change each semester and cover a variety of subjects. Classes are non-credit and cater to personal growth and lifelong learning.

Training for Existing Business & Industry (TEBI)

Workforce Development Training

The Office of Workforce Development connects job seekers with employers by offering training and skill development programs to enhance career readiness. Functions as a resource hub, coordinating efforts between Reid State, local industries, and workforce programs.

Offers state-of-the-art facilities and expert-led training programs.

Provides job seekers with connections to employers and industry-specific

training.

placement and progress toward the GED.

Students must follow college and program rules.

Career Pathways Program

- Supports transitions from Adult Education to college or employment.
- Helps students earn certificates, credentials, and degrees in high-demand fields.

Special Populations Program

- Provides guidance, counseling, and support services.
- Offers seminars on study skills, self-esteem, and career readiness.
- Assists displaced homemakers, individuals without a diploma/GED, JOBS program participants, non-traditional career students, and single parents.

For more information, contact the Adult Education Program in Building 400 or call 251-578-1313.

Community Enrichment

Community Enrichment courses focus on personal interests and hobbies, offering a chance for individuals to learn new skills and explore different topics. Courses are updated each semester and vary based on community interest. Past offerings have included Conversational Spanish, Financial Planning, and other practical subjects.

Professional Development Courses

These non-credit workshops and seminars help individuals in the workforce update their skills and stay competitive in their careers. Courses are flexible and can be customized to meet the evolving needs of businesses and industries. Training is available on the Reid State campus, at local businesses, or other convenient locations.

Registration is required, with fees payable before the first class. For more information, contact the Office of Workforce Development at (251) 578-1313. Office hours are Monday-Thursday, 7:30 AM - 4:30 PM, and Friday, 7:30 AM - 1:00 PM.

Adult Education

Reid State's Adult Education Program provides individuals with the opportunity to strengthen foundational skills, earn a high school equivalency diploma, and prepare for career advancement. The program is designed for adults seeking to improve their education and job prospects at no cost.

The Adult Education Program at Reid State Community College helps adults develop skills for

- Free classes available year-round, with flexible schedules (day and evening).
- Open to adults 17+ (those recently in high school must provide a withdrawal form).
- Mandatory orientation and assessment testing to determine proper placement and progress toward the GED. Students must follow college and program rules.
- Offers preparation for the GED® and HiSET® exams, helping students achieve high school equivalency.
- Includes instruction in reading, writing, math, and workplace skills to enhance career readiness.
- Offers free educational materials and practice tests to support learning.
- Prepares students for college, technical training, or workforce entry with career counseling and transition services.

English as a Second Language (ESL) Classes

Reid State also offers English as a Second Language (ESL) courses to help non-native speakers improve their language skills for work, education, and daily life.

- Covers reading, writing, speaking, and listening skills in English.
- Focuses on workplace communication and cultural adaptation.
- Available at no cost to participants.

Workforce Preparation and Training

The Adult Education Program works in partnership with local industries to provide career-specific training and certifications alongside academic instruction. Students can earn industry-recognized certifications in fields like healthcare, manufacturing, and technology.

- Combines basic education with hands-on workforce training to improve employability.
- Offers career planning and assistance with job placement.

For more information on Adult Education and class locations, contact Reid State's Adult Education Office at (251) 578-1313.

Career Pathways Program

- Supports transitions from Adult Education to college or employment.
- Helps students earn certificates, credentials, and degrees in high-demand fields.

Special Populations Program

- Provides guidance, counseling, and support services.
- Offers seminars on study skills, self-esteem, and career readiness.
- Assists displaced homemakers, individuals without a diploma/GED, JOBS program participants, non-traditional career students, and single parents

Student Activities

Athletics

Reid State is proud to offer students the opportunity to participate in intercollegiate athletics as a member of the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). As part of our commitment to student success, athletics provides a dynamic and competitive environment that fosters teamwork, discipline, and leadership. Reid State's mascot is the Lion.

The Reid State Lions currently compete in baseball, softball, cheerleading, men's golf, men's and women's basketball, women's volleyball, and Esports, with plans for future expansion. Our student-athletes have access to scholarships covering tuition, fees, and books, allowing them to excel both academically and athletically. Students who are interested in participating in intercollegiate athletics should contact the Athletic Director or respective coach.

Student athletes must complete additional forms regarding their participation in intercollegiate sports. These forms include one for a physical exam, break of enrollment, student biographic and athletic training room privacy. For more information about Reid State's athletic programs, connect with the Athletics Division or visit www.RSLions.com.

Drug Testing for Student-Athletes

To ensure a safe, competitive, and high-standard athletic environment, student-athletes may undergo drug testing each academic year.

For more details on drug testing policies and procedures, student-athletes should contact the Athletics department.

Student Organizations

Reid State offers a variety of student organizations that provide leadership opportunities, professional development, and community engagement. These organizations enhance the student experience by fostering teamwork, networking, and personal growth. Each organization is assigned a dedicated volunteer advisor from the faculty or staff who provides guidance, support, and oversight to ensure a meaningful and productive experience for student members. Students are encouraged to get involved and take advantage of the opportunities these organizations offer to build skills, connect with peers, and make a lasting impact on campus and beyond.

REID STATE AMBASSADORS

Reid State Ambassadors are a select group of students who represent the college at official events, campus tours, and community outreach programs. These students demonstrate leadership, professionalism, and school spirit while assisting with recruitment efforts and special events. Ambassadors serve as role models for their peers and help foster a welcoming environment for prospective and current students. Selection is based on an interview process that reviews academic achievement, communication skills, community service, and commitment to student engagement.

MISTER AND MISS REID STATE

Mister and Miss Reid State are prestigious titles awarded to students who exemplify the values of Reid State. To qualify, students must maintain a minimum GPA of 2.5 and agree to represent the college at various events and functions throughout the year. The role offers a unique opportunity for personal growth, leadership, and community involvement while serving as a positive ambassador for the college.

Interested students must submit an application and be selected based on their commitment to excellence, campus engagement, and community spirit.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society (NTHS) recognizes and honors students who excel in career and technical education. Membership in NTHS is a prestigious distinction that highlights a student's commitment to academic excellence, leadership, and service. To be eligible, students must be nominated by faculty members and maintain a minimum 3.5 GPA. As members, students gain access to exclusive scholarships, professional networking opportunities, and industry recognition that can benefit them in their future careers.

PHI BETA LAMBDA (PBL)

Phi Beta Lambda (PBL) is a premier business organization that prepares students for success in business and leadership roles. PBL provides opportunities for professional development, competitive events, and networking with industry leaders. Members gain valuable experience through workshops, leadership conferences, and community service projects. Students interested in joining PBL must be enrolled in a business-related program and demonstrate a commitment to personal and professional growth.

PHI THETA KAPPA (PTK) – BETA NU CHAPTER

Phi Theta Kappa (PTK) is the international honor society for two-year colleges, and Reid State is home to the Beta Nu Chapter. PTK recognizes academic excellence, leadership, and service among community college students. Membership is by invitation only and is extended to students who have completed at least 12 credit hours of college coursework and maintain a minimum 3.5 GPA. PTK members enjoy access to scholarships, leadership development 80 programs, and opportunities to engage in meaningful service projects that enhance their college experience.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) represents the student body and fosters engagement in campus life and decision-making. It serves as a communication bridge between students, faculty, and administration while also coordinating approved student activities and assisting with graduation ceremonies.

SGA Structure

The SGA consists of:
- Executive Officers: President, Vice President, Treasurer, and Secretary.
- Senate: 8 Senators (4 Freshmen, 4 Sophomores).
- Election Process: All positions are elected by the student body each fall.

Election Procedures

Candidates must be full-time students and commit to at least two consecutive semesters at Reid State. Elections are conducted by the Dean of Students, who ensures a fair voting process through ballots or an online system.
Students must present a valid Tech-Card (ID) or driver's license to vote. No exceptions.
Election results are announced via email to students, faculty, staff, and administration.

SGA Candidate Requirements

Executive Officer Candidates:
- Full-time student (12+ credit hours) with at least 24 earned credit hours.
- Minimum 3.0 GPA and no disciplinary actions.
- Must actively participate in student activities and work 4 hours per week in Student Services.

Senate Candidates:
- Full-time student with a 2.0 GPA or higher.
- No disciplinary actions.

- Must actively participate in student activities.

Campaign Guidelines

Campaigning begins after an official candidate meeting with the Dean of Students. Flyers, posters, and other campaign materials must be approved.
Election Day: Only one designated voting day. Voting occurs in the Edith A. Gray Library and Technology Center. No campaigning or campaign materials within 50 feet of the voting area.

Voting and Ballot Counting

Students vote by marking an "X" on a paper ballot.
Ballots are collected in a locked box and counted by an administrator, one faculty member, and one staff member.
Results are reported by 12:00 p.m. the next day and ballots are retained for one year.

ESTABLISHING AN ORGANIZATION

Students at Reid State who wish to create a new organization can do so by following the guidelines set by Student Services. To establish an organization, students must abide by the college's policies and adopt the Articles of Incorporation, as provided by Student Services. This ensures that all organizations align with the college's mission and provide meaningful engagement opportunities for students. For more information on starting an organization, students can contact the Student Activities office, located in the Edith A. Gray Library.

STUDENT RECOGNITION

Reid State is committed to celebrating student achievements in academics, leadership, and service. Students are recognized through various honors societies, awards ceremonies, and special acknowledgments for outstanding contributions to the college community. Recognition programs, such as honor societies and student ambassador programs, highlight the dedication and hard work of students who excel in their studies and extracurricular activities. Reid State encourages students to strive for excellence and take advantage of the many opportunities available to be recognized for their achievements.

Campus Security and Emergency Information

Reid State complies with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). For inquiries, contact Campus Security at Reid State Community College, Evergreen, AL 36401.

BUILDING EVACUATION PROCEDURES

Evacuate as directed by posted signs in the building.

Tornado Watch Procedures:
Campus Security will notify building representatives. Classes continue during a tornado watch.

Tornado Warning Procedures:
Campus Security will notify building representatives, who will inform occupants. Seek shelter on the building's lowest floor and avoid glass areas. Campus Security will declare an all-clear when the threat is over.

CAMPUS CRIME STATISTICS

In compliance with the Jeanne Clery Act, Reid State provides crime statistics to students, faculty, staff, and the public. For more information, contact Mr. JB Wilkins at (251) 578-1313.

CAMPUS LAW ENFORCEMENT POLICIES

Criminal activities or emergencies on campus should be reported immediately to Campus Security. Local law enforcement agencies may assist as needed. Campus Security is responsible for investigating incidents.

CRIME PREVENTION PROGRAMS

Crime prevention information will be included in orientation and a fall semester program.

CAMPUS PROGRAMS ON SECURITY AND SAFETY

Information on security procedures will be provided during orientation and at an annual fall semester program.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

Reid State requires the immediate reporting of any criminal act, threat of violence, injury, destruction of property, traffic accident, or other emergency on College property that may jeopardize health, safety, or public order. Emergencies are defined as events disrupting the normal functioning of the College. The following steps should be taken when reporting emergencies:

- State your name, the emergency type, and location.
- Remain at the scene until assistance arrives.
- Campus Security will notify the safety chairperson and send a crisis alert through Reid State's Rapid Notification System.
-

Emergency Reporting—On Campus:

- Medical Emergencies: Call paramedics and Campus Security.
- Fire/Explosion/Hazardous Material Spill: Activate alarms, call the fire department, Campus Security, and maintenance.

- Bomb Threat: Call Campus Security.
- Criminal Acts (e.g., murder, robbery): Call Campus Security.
- Maintenance Emergencies: Call maintenance and Campus Security.

Emergency Reporting—Off Campus College Functions:
- Call local medical and law enforcement services.
- Notify Reid State's Dean of Students or Campus Security if the incident occurs after hours.

Emergency Reporting—Off-Campus Instructional Sites:
Call 911 and Campus Security. The Business Manager will be notified.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES
All non-students must report to the Front Desk to obtain a visitor's pass. Campus facilities are locked after operational hours:
Monday-Thursday: 7:00 AM - 9:00 PM
Friday: 7:00 AM - 1:30 PM
Saturday & Sunday: By special schedule (closed unless for classes or special events).
Access outside these hours requires authorization from the President, Dean of Students, or Dean of Instruction.

SEXUAL OFFENSES
Reid State is committed to a safe environment. Sexual misconduct is strictly prohibited and may result in both disciplinary action and criminal charges. Educational programs on sexual assault prevention are provided by Campus Safety and Student Services.

Sanctions for Sexual Offenses:
Criminal charges, probation, suspension, expulsion, termination, or ban from College property may apply.

Procedures for Victims:
- Do not shower, wash, or change clothes to preserve evidence.
- Report the incident to Campus Security or 911.
- Victims should seek medical attention and counseling.
-
Campus Disciplinary Procedures:
Both the accuser and accused have the right to have others present during campus disciplinary proceedings. Both will be informed of the outcome.

MEDICAL FACILITIES AND REFERRAL
Evergreen Medical Center
Evergreen Medical Center, a 44-bed acute care hospital in Evergreen. The hospital provides a wide range of services to meet the healthcare needs of the community, including inpatient care, a 24-hour emergency room, and various diagnostic and treatment options. These services include clinical lab work, radiology, ultrasound, mammography, CT scans, MRIs, and DXA scans. Additionally, Evergreen Medical Center offers an in-house pharmacy, respiratory therapy, physical therapy, a wellness center, and a Rural Health Clinic to support the well-being of patients. For more

information, you can contact Evergreen Medical Center at (251) 578-2000 or visit their website at www.evergreenmedicalcenter.com.

Additional Community Resources:

L.V. Stabler Memorial Hospital (Greenville, AL)
Located about 45 minutes away from Evergreen, L.V. Stabler Memorial Hospital provides comprehensive medical services, including emergency care, outpatient services, and diagnostic imaging. For more information, contact them at (334) 382-2671.

Monroe County Hospital (251) 571-3111

Monroeville Medical Center (Monroeville, AL) Monroeville Medical Center offers various services such as a 24-hour emergency room, inpatient care, and surgical services. For inquiries, call (251) 575-3131.

Georgiana Medical Center (Georgiana, AL)
Serving the community of Georgiana, this facility provides general medical care, emergency services, and outpatient clinics. Contact them at (334) 376-9531.

RESOURCES FOR COUNSELING, INTELLECTUAL DISABILITY, AND SUBSTANCE USE DISORDER

Help is available for persons with mental illness, intellectual disability, and substance use disorders. You may use the options provided below to determine what services are available in your county through the Alabama mental health system.

Option 1: The easiest way to find the services you may need is to call the Help Line at (800) 367-0955. This line is operated by Alabama Department of Mental Health personnel who can direct you to professional services in your area.

Option 2: You may use the chart below to call the point of contact in your county for services related to mental illness, intellectual disabilities, and substance use disorders.

County Mental Illness Services Intellectual Disability Services Substance Use Disorder Services
Baldwin (251) 928-2871; (251) 947-5608; (251) 928-2871
Butler (877) 530-0002 (877) 530-0002 (877) 530-0002
Conecuh (251) 578-4545 ;(251) 578-4545; (251) 578-4545
Covington (877) 530-0002; (877) 530-0002; (877) 530-0002
Escambia (251) 867-3242; (251) 867-3242; (251) 867-3242
Monroe (251) 575-4837; (251) 575-4837; (251) 575-4837
Wilcox (334) 682-4499; (334) 682-4499; (334) 682-4499

Local Treatment Facilities

The treatment facilities listed below provide either alcohol, drug, or both alcohol and drug treatment on an outpatient, residential, or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling, and self-analysis.

Some of the listed facilities are private, and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Substance Abuse Treatment Centers

Southwest Alabama Behavioral Healthcare Systems
328 Claiborne Street
Monroeville, AL 36460
(251) 575-4203
www.swamh.com

Southwest Alabama Behavioral Healthcare Systems
1321 McMillian Ave
Brewton, AL 36426
(251) 867-3242
www.swamh.com

South Central Alabama CMHC
205 Academy Drive
Andalusia, AL
(334) 428-5050
www.scamhc.org

South Central Alabama Mental Health Center: First Step
205 Academy Drive
Andalusia, AL 36420
24-hour help line: 888-653-5557
www.scamhc.org

Lakeview Center, Inc. Adult Outpatient
6021 Industrial Blvd. Suite A
Century, FL 32535
(850) 256-6280
Hotline (850) 438-1617
Intake (850) 256-6281
www.elakeviewcenter.org

Wilcox County Satellite
45 Camden Bypass
Camden, AL 36726
(334) 682-4499
Hotline (334) 412-1619
www.cahabamentalhealth.com

Mental Health Treatment Centers/Genesis School
111 Perryman Street
Evergreen, AL 36401
(251) 578-5291

Adult Home Services Center Wide
19815 Bay Branch Road
Andalusia, AL 36420
(334) 222-2525

South Central Alabama CMHC
19815 Bay Brand Road
Andalusia, AL 36420
(334) 222-2523

Andalusia Adult Outpatient
Covington County
19815 Bay Brand Road
Andalusia, AL 36420
(334) 222-2525

South Central Alabama CMHC Therapeutic Group Home
205 Academy Drive
Andalusia, AL 36420-4154
(334) 428-5050

Rehab Day Montezuma Complex Covington County
205 Academy Drive
Andalusia, AL 36420
(334) 428-5050

Andalusia Therapeutic CRF Covington County
205 Academy Drive
Andalusia, AL 36420
(334) 428-5050

South Central Alabama CMHC
Butler County MH Center Day Treatment
185 Industrial Parkway
Greenville, AL 36037
(334) 382-2018

L V Stabler Memorial Hospital Geropsychiatric Care
29 L V Stable Drive Greenville, AL 36037-3850
(334) 382-2671
Century Clinic
6021 Industrial Blvd Ste. A
Century, FL 32535-3312
(850) 256-6281

Baldwin County CMHC
2009 Medical Center Drive
Bay Minette, AL 36507-4163
(251) 937-2010

Cahaba Center for MH/MR Services
Wilcox County Satellite
45 Camden Bypass
Camden, AL 36726-1751
(334) 682-4499

NATIONAL TOLL-FREE HOTLINES AND WEBSITES

• Treatment Facility Locator: (800) 662-HELP Find Treatment
• Cocaine Anonymous: http://ca.org
• Marijuana Anonymous: http://www/marijuana-anonymous
• Narcotics Anonymous: http://na.org
• Alcoholics Anonymous: http://www.aa.org
• SAMHSA's National Helpline (Substance Abuse and Mental Health Services Administration) free and confidential information is available in English and Spanish for individuals and family members facing substance abuse and mental health issues.
Telephone: 24 hours a day, 7 days a week.
(800) 662-HELP (4357) | (800) 487-4889 (TDD)