Ranger College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Ranger College.

APPROVED BY
Texas Higher Education Coordinating Board
Texas State Board of Nursing
Texas Department of Licensing and Regulations

MEMBER OF
American Association of Community Colleges
Texas Association of Community Colleges
Texas Junior College Association
Texas Community College Teachers Association
Texas Association of Cosmetology Schools
Texas Association of Music Schools
Texas Association of School Boards
West Central Texas Council of Governments
Comanche Chamber of Commerce
Eastland Chamber of Commerce
Ranger Chamber of Commerce
Service members Opportunity College
Stephenville Chamber of Commerce
Brownwood Chamber of Commerce

This Catalog represents a flexible program of the curricula, educational plans, offerings, and requirements which may be altered from time to time to carry out the mission and objectives of the College. The provisions of this Catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the College. The College reserves the right to change any provision, offering, or requirement at any time within the student’s period of study at the College. The College further reserves the right to require a student to withdraw from the College for cause at any time.

Consumer Information—Ranger College Accreditation Documentation. Anyone may inspect the College’s 1992 Self-Study, the Reaffirmation documentation, and the 2002 Self-Study in the Golemon Library. Requests for additional information may be directed to the President’s Office.

Ranger College Directory
Mailing address
1100 College Circle, Ranger, Texas 76470

Telephone: (254) 647-3234

Fax: (254) 647-1656

Website: www.rangercollege.edu
Administration

PRESIDENT
Dr. William Campion

VICE PRESIDENT FOR INSTRUCTION
Dr. Billy Adams

VICE PRESIDENT FOR ERATH COUNTY
Dr. Kerry Schindler

VICE PRESIDENT FOR BROWN COUNTY
Dr. Orlando Moreno

VICE PRESIDENT FOR WORKFORCE DEVELOPMENT
Jon Dixon Bailey

VICE PRESIDENT OF STUDENT SERVICES
Manuel McGriff

CHIEF FINANCIAL OFFICER
Robert Culverhouse

DEAN OF ENROLLMENT MANAGEMENT/REGISTRAR
John Slaughter

DEAN OF ADMINISTRATION
Cherie Beltran

DEAN OF DEVELOPMENTAL STUDIES
Dr. Calvin Lawrence

DEAN OF ASSOCIATE DEGREE NURSING
Carolyn Zapata

ATHLETICS DIRECTOR
Billy Gillispie

SPECIAL ASSISTANT TO THE PRESIDENT/DIRECTOR OF TESTING AND POLICY IMPLEMENTATION
Stan Feaster

DIRECTOR OF COUNSELING/GUIDANCE
Doug Smith

DIRECTOR OF FINANCIAL AID
Don Hilton
FOREWORD

Ranger College welcomes all students. Recent developments in post-secondary education have eliminated practically all barriers to training beyond high school. Ranger College offers programs and individual courses in both academic and workforce education.

This catalog details the precise areas offered, and each prospective student is urged to examine the list of courses. Students currently enrolled are encouraged to check the list of degree and certificate requirements so that these may be acquired with a minimum of time and effort.

At Ranger College, faculty and administration emphasize personal attention to individual student needs. At Ranger College the student is a person, not a number.

INSTITUTIONAL MISSION

“To provide teaching and learning opportunities through academics, developmental education, workforce programs, and continuing education, empowering individuals to become responsible members of the local and global community.”

The purpose of Ranger College as it relates to the Mission Statement:
1. To provide academic college courses at the freshman and sophomore levels leading to associate degrees and / or transferable college credit;

2. To provide workforce education courses and programs that includes training leading to employment, licensure, certificates, or associate degrees;

3. To provide developmental education which enables students to successfully advance to freshman-level academic coursework;

4. To provide continuing education short courses and activities for occupational, recreational, or cultural upgrading;

5. To provide a program of student services and of educational support services designed to contribute to the cultural, social, moral, and intellectual development of students in a safe environment;

6. To provide administrative, financial, and auxiliary services in support of college programs;

7. To provide a program of distance learning instruction which is equivalent in quality to main-campus instruction; and

8. To provide other programs to meet purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education.

Core Values
Ranger College shall be a dynamic public community college that is dedicated to fostering student success through excellence in educational instruction, quality support services, and responsible governance within the framework of the following values:

- Quality – maintaining high standards;
- Integrity - having trust in one’s good character;
- Ethics – adhering to truth, honesty, and requisite standards;
- Diversity – understanding and respecting differences in culture, gender, language, age, etc.;
- Leadership – seizing opportunities that move the organization and its people forward;
- Self-fulfillment – achieving one’s maximum potential.

Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, veteran’s status and national origin. All recruitment and admissions material complies with Section 504 and the ADA.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or any at USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

2015-2016 COLLEGE CALENDARS
FALL SEMESTER 2015
August 7-8 Sat-Sun.................................................................Volleyball Check in
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13 Sun</td>
<td>Soccer Check in</td>
</tr>
<tr>
<td>August 17 Mon</td>
<td>Cosmetology Classes Begin</td>
</tr>
<tr>
<td>August 18 Tue</td>
<td>Dorm Check in/Registration</td>
</tr>
<tr>
<td>August 19 Wed</td>
<td>Late Registration Begins</td>
</tr>
<tr>
<td>August 21 Fri</td>
<td>Late Registration Ends</td>
</tr>
<tr>
<td>August 23 Sun</td>
<td>Dorm Check-in For Pre-Registered Students</td>
</tr>
<tr>
<td>August 24 Mon</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td>August 24 Mon – Sept 14</td>
<td>Refund Tuition 75%</td>
</tr>
<tr>
<td>September 1 Tues</td>
<td>Cosmetology Census</td>
</tr>
<tr>
<td>September 7 Mon</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 8 Tue</td>
<td>Division Chair Meeting</td>
</tr>
<tr>
<td>September 9 Wed</td>
<td>Census Date</td>
</tr>
<tr>
<td>September 15 Mon-Sept 21</td>
<td>Refund Tuition 25%</td>
</tr>
<tr>
<td>September 22 Tue</td>
<td>Division Chair Meeting</td>
</tr>
<tr>
<td>October 13 Wed</td>
<td>Division Chair Meeting</td>
</tr>
<tr>
<td>October 24 Sat</td>
<td>Day of Champions</td>
</tr>
<tr>
<td>October 25 Sun</td>
<td>Phi Theta Kappa Induction</td>
</tr>
<tr>
<td>October 27 Tue</td>
<td>Division Chair Meeting</td>
</tr>
<tr>
<td>October 30 Fri</td>
<td>Last Day to Drop</td>
</tr>
<tr>
<td>November 10 Tue</td>
<td>Division Chair Meeting</td>
</tr>
<tr>
<td>November 11 Wed</td>
<td>Veteran's Day</td>
</tr>
<tr>
<td>November 23-27 Mon-Fri</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 1 Tue</td>
<td>Early Registration Begins</td>
</tr>
<tr>
<td>December 1 Tue</td>
<td>Division Chair Meeting</td>
</tr>
<tr>
<td>December 3 Thurs</td>
<td>Early Registration Ends</td>
</tr>
<tr>
<td>December 3 Thurs</td>
<td>Graduation</td>
</tr>
<tr>
<td>December 5-6 Sat-Sun</td>
<td>SACS-COC Annual Meeting</td>
</tr>
<tr>
<td>December 7 Mon</td>
<td>Last Day to Withdraw/Late night Breakfast</td>
</tr>
<tr>
<td>December 7 Mon</td>
<td>Online Finals Begin</td>
</tr>
<tr>
<td>December 8 Tue</td>
<td>Face-to-Face Finals Begin/Library Open Until Midnight</td>
</tr>
<tr>
<td>December 10 Thurs</td>
<td>Last Day of Finals</td>
</tr>
<tr>
<td>December 11 Fri</td>
<td>Dorms Close</td>
</tr>
<tr>
<td>December 14 Mon</td>
<td>End of Fall Semester/Grades Due</td>
</tr>
<tr>
<td>December 14 Mon</td>
<td>Offices Open</td>
</tr>
<tr>
<td>December 15 Tue</td>
<td>Winter Semester Begins</td>
</tr>
<tr>
<td>December 16-31 Wed-Thurs</td>
<td>Winter Semester Census</td>
</tr>
<tr>
<td>December 18 Mon</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>January 1 Fri</td>
<td>New Year’s Holiday</td>
</tr>
<tr>
<td>January 4 Mon</td>
<td>Offices Open/Winter Semester Ends</td>
</tr>
<tr>
<td>January 7 Thurs</td>
<td>Erath Co. Adjunct Meeting</td>
</tr>
<tr>
<td>January 11 Mon</td>
<td>Basketball Check in</td>
</tr>
<tr>
<td>January 11 Mon</td>
<td>Cosmetology Begins</td>
</tr>
<tr>
<td>January 12 Tues</td>
<td>Brown Co. Adjunct Meeting</td>
</tr>
<tr>
<td>January 14 Wed</td>
<td>Late Registration Begins</td>
</tr>
<tr>
<td>January 15 Fri</td>
<td>End of Late Registration</td>
</tr>
<tr>
<td>January 18 Mon</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>January 19 Tue</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>January 26 Tue</td>
<td>Cosmetology Census</td>
</tr>
<tr>
<td>Feb 3 Wed</td>
<td>Census Date</td>
</tr>
</tbody>
</table>

2015-2016 COLLEGE CALENDARS
SPRING SEMESTER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 Fri</td>
<td>New Year’s Holiday</td>
</tr>
<tr>
<td>January 4 Mon</td>
<td>Offices Open/Winter Semester Ends</td>
</tr>
<tr>
<td>January 7 Thurs</td>
<td>Erath Co. Adjunct Meeting</td>
</tr>
<tr>
<td>January 11 Mon</td>
<td>Basketball Check in</td>
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<tr>
<td>January 11 Mon</td>
<td>Cosmetology Begins</td>
</tr>
<tr>
<td>January 12 Tues</td>
<td>Brown Co. Adjunct Meeting</td>
</tr>
<tr>
<td>January 14 Wed</td>
<td>Late Registration Begins</td>
</tr>
<tr>
<td>January 15 Fri</td>
<td>End of Late Registration</td>
</tr>
<tr>
<td>January 18 Mon</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>January 19 Tue</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>January 26 Tue</td>
<td>Cosmetology Census</td>
</tr>
<tr>
<td>Feb 3 Wed</td>
<td>Census Date</td>
</tr>
</tbody>
</table>
Feb 9 Tue.................................................................Division Head Meeting
Mar 1 Tue.............................................................Division Head Meeting
March 7-11 Mon-Friday........................................Spring Break
March 20 Sun..............................................................Phi Theta Kappa
Mar 25 Fri...............................................................Good Friday Holiday
Apr 12 Tue...............................................................Division Head Meeting
Apr 26.................................................................Division Head Meeting
May 6 Fri...............................................................Graduation
May 9 Mon...............................................................Last Day to Withdraw
May 9 Mon..........................................................Late Night Breakfast/Library Open until Midnight
May 9 Mon...........................................................Online Final Exams Begin
May 10-12 Tues-Thurs........................................Face-to-Face Final Exams
May 16 Mon..........................................................May-Mester Begins
May 30 Mon.........................................................Memorial Day Holiday
May 31 Mon.............................................................Summer A & C Classes Begin
July 5 Tues..............................................................Summer B Classes Begin

GENERAL INFORMATION

LOCATIONS
Ranger College occupies a 50-acre campus within the city limits of Ranger, an Eastland County community of approximately 3,000 people located just north of Interstate 20 between Fort Worth and Abilene. The beautifully wooded rolling hills and several lakes provide ample opportunities for hunting, fishing and outdoor recreation, while the city of Ranger has excellent schools and churches and a congenial, supportive citizenry. Proximity to the Dallas/Fort Worth Metroplex is another advantage.

Our Brown County Center serves Brownwood, Early, and the surrounding area. We currently offer general education, continuing education, nursing, and cosmetology courses.

Our Erath County Center serves Stephenville and the surrounding area. We currently offer general education, early childhood education, machining, welding, continuing education, nursing, and cosmetology courses.

Our Olney Center serves Olney and the surrounding areas. We currently provide general education, continuing education and nursing courses.

HISTORY OF THE COLLEGE
Ranger College is one of the oldest public two-year colleges in continuous operation in the state of Texas. Its history actually predates the legislation authorizing and establishing junior colleges in the state. In August 1925, the Board of Education of the Ranger Public Schools voted to proceed with plans for establishment of a junior college. On September 13, 1926, Ranger College opened with thirty students enrolled. The College operated under supervision of a College Council composed of three members of the Board of Education and nine other Ranger citizens. The College was recognized by the State Department of Education on March 23, 1927. The first State statute authorizing junior colleges was passed by the 41st Legislature in 1929.

The College operated under this statute until the passage of the “Validation of Junior College District Acts” by the 45th Legislature in 1937. The College continued to operate as part of the public school system until August 18,
1950. On this date, the Board of Education voted to separate the Junior College and the public schools. As a result of this action, Ranger Junior College, after 24 years of joint operation with the public school system, became a unit within itself. In this separate unit, Dr. G. C. Boswell became the first official President of the College. The College has operated continuously as an autonomous educational institution overseen by a Board of Regents since that date.

**RANGER COLLEGE PRESIDENTS:**

<table>
<thead>
<tr>
<th>President</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. G. C. Boswell</td>
<td>1950 to 1952</td>
</tr>
<tr>
<td>W. W. Smith, Acting President</td>
<td>(Jan) 1953 to (Mar) 1953</td>
</tr>
<tr>
<td>R. N. Cluck</td>
<td>(Mar) 1953 to (Aug) 1953</td>
</tr>
<tr>
<td>Dr. Price R. Ashton</td>
<td>1953 to 1959</td>
</tr>
<tr>
<td>Dr. Theodore Nickson, Jr.</td>
<td>1959 to 1966</td>
</tr>
<tr>
<td>Dr. W. W. Mince</td>
<td>1966 to 1971</td>
</tr>
<tr>
<td>Dr. Jack M. Elsom</td>
<td>1971 to 1990</td>
</tr>
<tr>
<td>Dr. Joe Mills</td>
<td>1990 to 2005</td>
</tr>
<tr>
<td>James McDonald, Interim President</td>
<td>2005 to 2006</td>
</tr>
<tr>
<td>Dr. Ken Tunstall</td>
<td>2006 to 2008</td>
</tr>
<tr>
<td>James McDonald, Interim President</td>
<td>(May) 2008 to 2009</td>
</tr>
<tr>
<td>Dr. William Campion</td>
<td>2009 to Present</td>
</tr>
</tbody>
</table>

By 1973, Ranger College had expanded its basic university-parallel curriculum to encompass a variety of terminal workforce education programs. These programs include training in Cosmetology, Licensed Vocational Nursing, Associate Degree Nursing, and Welding.

As in the past, the College continues to offer accredited, high quality instruction and makes every effort to identify and meet additional needs of present and prospective students.

**ADMISSION REQUIREMENTS**

Applications for admission and other documents necessary for admission should be addressed to the Office of Admissions. Admission requirements to Ranger College are the same for all students. All students seeking admission to Ranger College must meet one of the following requirements:

1. **High School Graduation**
   Graduates of accredited high schools satisfy minimum entrance requirements. A high school transcript indicating a date of graduation MUST be provided.

2. **College Transfer**
   An individual who is a transfer from another regionally accredited college or university must be eligible for readmission to the institution in which he/she was last enrolled. Official transcripts of previous college work must be provided.

3. **General Education Development Test**
   A person who has not graduated from high school will be admitted if he/she has passed the General Education Development Test (G.E.D.).

4. **Individual Approval**
   A person at least 18 years of age who did not graduate from an accredited high school may be admitted on an individual approval basis. Students able to benefit from Title IV funds must have obtained a high school diploma, GED, or its equivalency. A complete list of the approved standardized tests and the minimum scores
required is available in the Office of the Director of Financial Aid or the Office of the Director of Counseling and Testing. A person under 18 years of age who is not a graduate of an accredited high school or who has attended a non-accredited public or private high school, or who was schooled in a non-traditional setting may be admitted on the basis of written examinations or upon the recommendation of the principal or superintendent of the last high school attended.

Content of the written examinations shall reflect high school equivalency and shall be consistent with the minimums for high school completion established by the Texas Education Agency. The form and type of these examinations and the procedure for administering them are to be determined by the Registrar. A notarized record of the high school equivalent work with the date(s) of successful completion must also be submitted.

5. Bacterial Meningitis

Beginning January 2014, Texas State law (SB 62) mandates that all entering students under the age of 22 provide a certificate signed by a healthcare provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration. Students may also submit proof of approved conscience exemption from the Texas Department of State Health Services.

Please be advised that there is a cost associated with this vaccination that can range from as low as $8 for individuals under 18 years of age up to $120 for individuals above 18 years of age. Check with your local health department for details.

For information and questions concerning the required bacterial meningitis vaccination, please contact the Ranger College Enrollment Services Office at 254-647-3234 or email jslaughter@rangercollege.edu.

6. Early Admissions Programs

a. A qualified high school student may attend Ranger College following the successful completion of the eighth grade year on a part-time basis, provided the student has written permission and recommendation from the high school principal and written permission from the student’s parent/guardian. The student must have passed the required area of the TSI, (Reading, Writing or Mathematics), which relates to the course or courses in which the student desires to enroll, or the student must have a qualified exemption (STAAR, PLAN, PSAT, SAT or ACT score). The student load may not exceed eight (8) credit hours each semester (7 during the summer) or the Student Load Policy of the College. Students seeking admission under this provision are required by state law to comply with the Texas Success Initiative requirements.

b. Qualifying Scores - College Readiness Standard (for students entering 10th grade in academic year 2003-2004 and beyond) Sophomores who score 2200 on the 10th grade TAKS math and/or ELA (with writing sub score of 3) may use those scores to enroll in dual credit courses without taking a state-mandated TSI assessment through their senior year. (Keep in mind that by law this is not an exemption) - 10th grade scores give students permission to enroll in dual credit classes without testing. The true exemption is based on exit-level TAKS scores). Sophomores who meet the standard in one area may take dual credit courses related to the area of the test they passed. If the qualifying standard isn’t met on either section of the 10th grade TAKS, but the student wants to take college-level courses during his or her junior year, the student must take one of the assessment instruments approved for TSI purposes. Once again, the student may take college-level courses related to the area(s) of the test he or she passed. There may also be institutional requirements students must meet.

Note: Students should be aware that they are enrolling in college-level courses taught by college-level faculty and will not receive special consideration because they are still in high school.

7. International Students

To be eligible for admission, an international student must meet requirements 1 or 2 outlined above. In addition to
these requirements, an international student must:

a. Submit a non-refundable $100.00 application fee.
b. Furnish a TOEFL (Test of English as a Foreign Language) score sheet with a minimum score of 500.00 for the paper based score, 173 for the computer based score or 34 for the internet based score. Ranger College’s institution code is 6608. Should TOEFL be unavailable, the applicant may substitute the ACT or SAT or an IELTS (International English Language Testing System) of 4.5 for evaluation.
c. In unusual cases an appeals committee appointed by the President will consider individual cases regarding the admission of international students whose TOEFL scores are not available.
d. Deposit the sum of $10,738.00(*) with the Ranger College business office to cover the approximate cost of attendance for one year.
e. Provide proof of medical insurance.
f. Students who do not meet the above criteria may appeal for admission to the admitting officer.
g. Student’s (I-20) will be mailed only to the home address.
h. Provide all official transcripts to the Registrar’s Office.

*This amount may be less depending on whether the student receives scholastic assistance from the college (based upon an award letter).

8. International Students who want to Transfer to Ranger College
An individual who is a transfer from another accredited college or university:

a. Must be eligible for readmission to the institution in which he/she was last enrolled. Official transcripts of previous college work must be provided.
b. The student must meet requirement 6 outlined above.
c. Student must contact the DSO officer of the college they wish to transfer from and ask them to transfer the record to Ranger College (only upon approval of the DSO officer of Ranger College).
d. Upon arrival to Ranger College, the student must report to the DSO officer (Registrar’s Office).

*Note: an international student who wishes to transfer from Ranger College to another institution has to notify the DSO officer (Registrar’s Office) of the intent to transfer in writing. The request must include all information for the receiving institution and the institution’s actual date of transfer.

9. Transient Students

A transient student is one who has a home institution, will attend Ranger College for one semester or summer semester, and then return to the same home institution. The student must complete the following forms for Ranger College:

1. Transient Form
2. Transcript from the home institution
3. Transcript Request Form
4. TSI Waiver form (if required). If the student’s home institution is private or out-of-state, the student must complete the TSI waiver form.

Students must be in good standing with their home institution to enroll at Ranger College as a transient student. Financial aid is not available for transient students. Transient students are responsible for any applicable fees.

If a student chooses to continue with enrollment at Ranger College after one semester, or summer session, the student must submit a new application and official transcripts from all school previously attended before the student will be allowed to register for any subsequent semester.

ACADEMIC FRESH START
Senate Bill 1321, passed by the Texas Legislature, permits Texas residents to seek admission to public institutions of higher education without consideration of courses taken ten or more years prior to enrollment. Students may not pick and choose what is to be ignored and what is not. Either all college courses ten or more years older are ignored or they are all counted. Students who have earned three or more college-level credit hours prior to Fall 1989, and subsequently completed a minimum of three credits of college-level coursework between the fall of 1989 and the fall of 2003, are exempt from the Texas Success Initiative regardless of whether they elect to take advantage of Academic Fresh Start.

For courses taken at Ranger College for which Academic Fresh Start is applied, the official transcript will continue to show all courses taken. Grades and grade point will be shown; however, the credit hours attempted and cumulative grade points will total zero for the Academic Fresh Start Courses and will not reflect on the overall GPA. A notation will be placed on the transcript showing the semester that the student began to take courses under the Academic Fresh Start.

All requests for Academic Fresh Start must be made in writing to the Registrar.

DISTANCE EDUCATION

- Ranger College offers several courses through interactive video, Virtual College of Texas (VCT) via online courses.
- Distance learning courses are equivalent in content and credit to courses taken through traditional methods. Students may enroll in the courses through the normal registration process.

HOW TO ENROLL

1. Request an enrollment packet from the Office of the Registrar.
2. Complete the Application for Admission and return it to the Office of the Registrar. If a resident student, please return completed Dormitory/Room Application to the Campus Support Office with a $50.00 non-refundable reservation fee. This fee covers both the Fall and Spring semesters.
3. Request the high school from which you graduated or each college you have attended to send a complete transcript of your credits directly to the Registrar at Ranger College. A personally delivered transcript will not be accepted as an official record. If you are not a high school graduate, send your G.E.D. scores. Contact the Registrar’s office if you have neither scores nor transcripts.
4. Although not required for admission, if you have taken the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT), request that your scores be forwarded to the Registrar at Ranger College.
5. Although not required for admission, it is recommended that you take the TSI or approved alternate test before registration at Ranger College. Further information on mandatory testing may be found in this catalog.
6. Tests for placement and/or admission into a specific program may be required of an entering student.
7. Report to the College on the day of Registration and pay all tuition and fees. In order to use a PELL GRANT to pay registration costs, the completed and correct APPLICATION FOR FEDERAL STUDENT AID must be turned in to the Financial Aid Office no later than July 20th. A schedule of registration and pre-registration times may be found in the College Calendar of this catalog.
8. The 81st Texas Legislature (2009) requires all first-time students of an institution of higher education, including transfer students, who reside in on-campus housing to show evidence of being immunized against Bacterial Meningitis. Early notification of receipt of the Meningitis vaccination is preferred, but Ranger College must have confirmation of vaccination within the first two months of the student’s first enrollment at the college.

STUDENT CLASSIFICATION

- A student who is enrolled for 12 or more semester hours is classified as a full-time student. One who is enrolled for less than 12 semester hours is classified as a part-time student.
- A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. One who has earned 30 hours or more is classified as a sophomore.

STUDENT LOAD
● No student may enroll for more than five courses of three to four hours credit each (including concurrent enrollment at Ranger College, another college, distance learning through telecommunications, and/or correspondence) without the approval of the Vice President for Instruction. Normally, approval for an overload is given only if the student has completed a minimum of 12 semester hours with a GPA of 3.0 for the previous semester. Special consideration may be given to students who can complete graduation requirements during their last semester.

● No student may enroll in more than two (2) developmental courses per semester.

● Any exceptions must be approved by the Vice President for Instruction.

● During a summer term, no student may enroll for more than seven semester hours without the approval of the Vice President for Instruction.

STUDENT ID CARDS
Ranger College is proud to present the Ranger ID Card. The Ranger ID Card is a MasterCard debit student ID that allows you free access to Herring Bank ATMs. You can make no-fee purchases anywhere that MasterCard or pin-based transactions are accepted, both on and off campus.

You will use your Ranger ID Card in the following ways:

* Receive financial aid disbursements
* May be used for purchases at retailers accepting MasterCard

To obtain a Ranger ID Card, visit one of the following:
1. Office of the Vice President of Student Services in the Library Building
2. Main Office at the Brown County Center
3. Main Office at the Erath County Center

NEED TO REPORT A LOST OR STOLEN CARD? Contact Herring Bank at 1-866-348-3435. In addition to reporting the card to Herring Bank, please visit one of the three locations above to replace your lost/stolen card.

The cost for the initial card is $10.00. A replacement card is $10.00.

LOCATIONS OF ATMS:
Main Campus: Library
Brown County: Lobby
Erath County: Lobby

INTELLECTUAL PROPERTY RIGHTS OF EMPLOYEES

It is assumed that Ranger College shall retain intellectual property rights to all work created by Ranger College employees for use at Ranger College.

Works related to an employee’s job responsibilities, even if he or she is not specifically requested to create them, shall belong to the College as “works-made-for-hire”. The work should be performed substantially at work using work facilities, but use of personal time or other facilities to create the work shall not change its basic nature if it is related to the employee’s job.

“Works-made-for-hire” include but are not limited to: syllabi, curriculum, lectures, notes, tests, reports, documents, materials, ideas, concepts, designs, text, images, data, audiovisual works, information, pictures, specifications, plans, drawings, information and other items, expressions, works of authorship or work product of any kind that was
authored, produced, created, conceived, collected, developed, discovered or made in connection with the Work or which relates in any manner to the Work Product.

In any instance when an employee wishes to retain intellectual property rights for newly developed material, an agreement of intellectual property rights must be made between the employee and the College before a course is developed. Any additional compensation for use of these materials must be stipulated in the agreement prior to the start of the course.

An employee who develops new material exclusively on his/her own personal time and uses only his/her personal equipment, software, and materials, may retain intellectual property rights to such course work. All costs incurred in filing for copyright or patent shall be borne by the faculty member.

**INTELLECTUAL PROPERTY RIGHTS OF STUDENTS**

Intellectual property produced by a currently enrolled Ranger College student as a part of coursework or research shall be owned by the student and not the College.

It is the responsibility of the student having ownership of the intellectual property, including, but not limited to inventions, discoveries, trade secrets, computer software, creative works, materials, and processes, to secure any licenses, copyrights, or patents.

Intellectual property created by a student in the course of employment by Ranger College shall be covered by intellectual property rights of employees.

**RESIDENCY**

_The following information was obtained from THECB and the University of Texas - Austin. Ranger College requests that applicants contact the Registrar directly for information._

**Type and Citation:** Statutory. TEX.EDUC.CODE, TITLE 3, 54.052 et seq. The Texas Higher Education Coordinating Board (THECB) promulgates residency classification rules and regulations based on legislative statutes. These apply to all TX public junior, community and senior colleges and universities, public health service centers and Technical Institutes.

**Requirements for Resident Classification:** Independent individuals aged 18 years and older who are gainfully employed in Texas for twelve months before registration in a public institution of higher learning are entitled to resident status while maintaining legal Texas residence. An Oath of Residency may be required before registering.

Minors and dependents receive resident status if their parents or court-appointed legal guardians have resided in Texas for 12 months prior to registration. Minors are unmarried and under 18 years of age; dependents are those claimed as a dependent for federal income tax purposes by the parent or legal guardian in the year of enrollment and in the tax year prior to enrollment. This rule applies even if students become legal wards of or adopted by TX residents while attending an educational institution there, or within 12 months before they begin attending a TX educational institution, or under circumstances indicating that the guardianship or adoption was for the purpose of obtaining resident student status.

In the case of divorce, a minor or dependent student assumes the residence of the parent 1) who has custody at the time of enrollment, 2) who has claimed the dependent for federal income tax purposes both at enrollment and for the previous tax year, or 3) with whom the dependent has resided for the 12 months before enrollment. In cases where custody is legally granted to someone other than the parent, the residence of that person will prevail,
provided that such custody was not ordered during or within a year before enrollment and was not granted for the purpose of receiving in-state tuition.

In the case of abandoned children, the residence of those who stand in loco parentis may determine the residence classification. The fact of abandonment must be clearly established and must not be for the purpose of affecting a minor's residency. Minors must actually reside with and receive substantially all support from those who stand in loco parentis for 2 years before enrollment, although the 2-year requirement may be waived in unusual hardship cases, e.g., death of both parents.

Minors who are enrolled as resident students when their parents move their legal residence from the state will be classified as nonresidents, but are entitled to pay resident tuition fees while continuously enrolled in a regular session in a TX public higher education institution. A minor who has been legally emancipated may establish his/her own claim to residency following the rules applicable to independent individuals 18 years of age or older.

Nonresidents who marry TX residents must establish their own residency by meeting the standard requirements. TX residents who marry nonresidents keep resident status until they take steps to change their legal residence.

Under Texas House Bill 1403 (effective 2001) addressing the issue of undocumented students qualifying for resident status for tuition purposes, international students who meet all of the following requirements and do not establish a residence outside Texas will qualify for TX residency regardless of INS status: 1) graduate from a TX high school (public or private) or receive a GED after attending for three consecutive years; 2) live with a parent, legal guardian or conservator during that time; 3) register as an entering student in a higher education institution not earlier than the Fall 2001 semester; and 4) sign an affidavit stating that they meet the above qualifications and will apply for permanent residency at the earliest opportunity they are eligible to do so.

An alien living in the U.S. under a visa permitting permanent residence or who is permitted by U.S. law to establish a domicile in this country has the same privileges of qualifying for resident status as a U.S. citizen. These categories include: holders of asylum or parolee/refugee status; students who have applied for adjustment of status to permanent residency (green card application); and holders of specific A, E, G, H, K, L, O, R, V and NATO visas.

Evidence of Domicile: Nonresident students who seek reclassification as residents must withdraw from school and be gainfully employed in Texas for 12 months before reentry into an educational institution. Accumulation of summer and other vacation periods will not satisfy the 12-month requirement. They may also be reclassified if they present facts which unequivocally indicate a fixed intention to reside permanently in the state, such as full-time employment in Texas and the nature of such employment while a student; purchase of a TX homestead with a substantial down payment; and dependency upon a parent/guardian who has resided in Texas for at least 12 months before enrollment. All such facts are weighed in light of the fact that a student's residence while in school is primarily for the purpose of education and not to establish residence.

Military members who entered service from another state are presumed to maintain legal domicile there unless they show abandonment of the previous domicile and establishment of a new TX domicile during the term of active service, along with clear and unequivocal proof of such intent. The following is considered: abandonment of domicile of original entry, as evidenced by establishment of TX domicile; and proof that Texas has remained the person’s domicile when stationed outside of Texas after having established Texas as his/her domicile.

Establishment of TX domicile requires first the filing of a State of Legal Residence Certificate with the military, declaring Texas as state of legal residence, followed by 12 months physical presence in the state. Four of the following additional actions are required to prove TX domicile, both initially and during subsequent duty station
outside Texas: 1) purchasing a residence and claiming it as a homestead; 2) registering to vote and voting in local elections; 3) registering automobiles in Texas and paying personal property taxes thereon; 4) maintaining a TX driver's license; 5) maintaining checking or savings accounts or safety deposit boxes in Texas; 6) having wills or other legal documents indicating TX residence; 7) having membership in professional or other state organizations; and/or 8) establishing a business in Texas.

**Others Who Pay Fees and Tuition Equal to Texas Resident Fees:** 1) Military personnel who are assigned to permanent duty in Texas and are not in Texas only for training, their spouses and dependent children; 2) the spouse and children of a military member assigned to duty elsewhere immediately following an assignment in Texas if they continue to reside in Texas [In order for the member's dependent children to qualify, the other parent must remain in Texas.]; 3) spouses and children of military personnel stationed outside of Texas who reside in Texas and file a letter of intent to establish TX residence with the institution of higher education they plan to attend; and 4) the spouse and children of an armed forces member who dies or is killed, if they become TX residents within sixty days of the member’s death. For additional provisions affecting U.S. or Texas military personnel, consult the College for Texans website.

**Nonresident, Foreign and Nonimmigrant Alien Students:** 1) *Nonresident and foreign students holding competitive academic scholarships of at least $1000 for the academic year or summer for which they are enrolled; 2) nonimmigrant aliens, their spouses/children, residing in TX under NATO agreements; 3) residents of bordering states [AR, LA, NM or OK] who enroll in a TX public junior or technical college situated in counties immediately adjacent to the state(s) where they reside, or in any TX public higher education institution with reciprocity agreements for resident tuition; and 4) residents of Mexico who register in general academic teaching institutions in TX counties immediately adjacent to Mexico and who show financial need.

*Such students must have competed with TX residents and been awarded a scholarship by a scholarship committee officially recognized by the administration and approved by THECB.

**Others:** 1) Nonresidents whose families have been transferred to Texas by a company in keeping with the state’s Economic Development and Diversification Program are entitled to pay resident tuition as soon as they move to TX if they show intent to establish TX domicile; 2) teachers or professors at institutions of higher learning who are employed at least half-time on a regular monthly salary basis, their spouses and children [This also applies to teaching/research assistants and their spouses and children who are employed in positions which relate to their degree programs.]; 3) beneficiaries of the Texas Tomorrow Fund (fees covered by prepaid tuition contracts); 4) Foreign Service Officers assigned to a U.S. Department of State office located in Mexico who are enrolled in a higher education institution; and 5) Registered Nurses enrolled in postgraduate nursing degree programs who intend to teach in a TX licensure program.

**Temporary Absence from the State:** 1) Minors whose parents move to another state or country and continue to claim legal residence in Texas may be classified as residents if they show conclusive evidence of the parents’ legal claims to residence status and their intent to return to the state. 2) Persons who leave Texas and return within one year may reestablish TX residency and pay resident tuition if they have lived in Texas at least 5 years before moving. Minors and dependents also receive resident status if their parents qualify under this rule.

**TUITION AND FEES**

- Arrangement for payment of all tuition and fees must be made at time of registration. The tuition and fee charges are set by the Ranger College Board of Regents and are subject to change at the beginning of any enrollment period.
- For the 2015-2016 year the cost of tuition per credit hour is as follows: IN-DISTRICT students - $50 per credit hour, OUT-OF-DISTRICT students - $93 per credit hour. OUT-OF-STATE and INTERNATIONAL students will pay $130 per semester credit hour with a $250 minimum.
• All students will pay the following fees: a General Service Fee of $10 per semester credit hour, a Registration Fee of $10 per semester credit hour, a Technology Fee of $10 per semester credit hour, a Records Fee of $30 per registration, an IncludEd fee of $71.45 per IncludEd course and an Educational Service Fee at each registration. The Educational Service Fee charges are listed separately.
• Lab fees may be required. Other fees, such as those for change of course, graduation, parking, room reservations, etc., follow or are listed elsewhere.

TUITION AND FEES PER SEMESTER CREDIT HOUR
DUE AND PAYABLE AT TIME OF REGISTRATION

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>In District</th>
<th>Out—of-District (In-State)</th>
<th>Out—of-State and International</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>175</td>
<td>218</td>
<td>255</td>
</tr>
<tr>
<td>2</td>
<td>255</td>
<td>341</td>
<td>415</td>
</tr>
<tr>
<td>3</td>
<td>335</td>
<td>464</td>
<td>575</td>
</tr>
<tr>
<td>4</td>
<td>415</td>
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</tr>
<tr>
<td>7</td>
<td>655</td>
<td>956</td>
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</tr>
<tr>
<td>8</td>
<td>735</td>
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</tr>
<tr>
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<tr>
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<tr>
<td>21</td>
<td>1,775</td>
<td>2,678</td>
<td>3,455</td>
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</table>

OTHER FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Use Fee (per semester hour; not charged in college tax district)</td>
<td>12.00</td>
</tr>
<tr>
<td>Change of Course Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Parking Fee (per academic year)</td>
<td>25.00</td>
</tr>
<tr>
<td>Housing Administration Fee (per academic year/non-refundable)</td>
<td>50.00</td>
</tr>
<tr>
<td>ID/Debit Card Fee and Replacement Fee</td>
<td>10.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>On-Line Course Fee (per course)</td>
<td>50.00</td>
</tr>
<tr>
<td>Emergency Loan Processing Fee</td>
<td>100.00</td>
</tr>
<tr>
<td>ADN Lab Fees &amp; Ins</td>
<td>900.00</td>
</tr>
<tr>
<td>Welding Lab Fee (per course)</td>
<td>65.00</td>
</tr>
<tr>
<td>Flex Core Lab fee (per course)</td>
<td>100.00</td>
</tr>
<tr>
<td>Technology fee (per credit hour)</td>
<td>10.00</td>
</tr>
<tr>
<td>IncludEd Fee (per IncludEd course)</td>
<td>71.45</td>
</tr>
</tbody>
</table>
The following charges are not covered by Pell Grant or scholarship and must be paid by the student at the time the cost is incurred:

- TSI Assessment Fees
- Change of Course Fee
- Dorm Damages
- Emergency Loan Processing Fee
- Graduation Fees
- Housing Administrative Fees
- Most bookstore supplies and clothing (except textbooks)
- Ranger ID Card Fee
- Returned Check Fee
- TSI or ASSET Test Fees
- Parking Permit Fees
- Parking or Traffic Violation Fines
- Associate Degree Nursing Testing Fee
- Vocational Nursing Testing Fee

COURSE REPEAT FEE

The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of “W.”

In order to compensate for this loss of state funding, students attempting a course for the third or more time will be charged a course repeat fee of $279.00 per semester credit hour for each repeated course. The fee is subject to change each year upon action of the Texas Higher Education Coordinating Board. This fee will be assessed for courses attempted at Ranger College as of the fall semester 2002 or later. This assessment does not include courses attempted at other colleges.

EDUCATIONAL SERVICE FEE

For the following courses $10.00 Per Semester Hour:

- Vocational Nursing 1115, 1116, 1126, 1138, 1263, 1304, 1320, 1323, 1327, 1231, 1234, 1330, 1429 and 1660, plus $10.00 per registration.

CONTINUING EDUCATION TUITION AND FEES

Ranger College may charge a tuition ranging from $0 - $16 per hour. Out of State tuition is charged at a rate of at least $4 per hour, or double the in-state tuition, whichever is greater. If textbooks or materials are required for the course, they will be available at registration for an additional fee.

Fees are an additional charge and are assessed per course via what the market will bear.

PAYMENT OF TUITION AND FEES THROUGH INSTALLMENT

A student enrolling at Ranger College during the fall and spring semesters has the option to pay tuition and fees by installment. A student desiring to pay using the installment plan must meet with the designated business office representative prior to or inclusive of the established deadline to request the program.
Eligibility
A. A student enrolling at Ranger College for any number of credit hours during the fall and spring semesters can pay tuition and fees in the following manner: one-half payment of the tuition and fees by the 1st class day, followed by one-fourth payment by October 1st and one-fourth payment by November 1st (Fall Semester); one-half payment of the tuition and fees by the 1st class day, followed by one-fourth payment by March 1st and one-fourth payment by April 1st (Spring Semester). The student must have a payment plan set up in our Herring Bank Payment Plan system, which is available at www.rangercollege.edu.

B. If the student receives assistance through the Pell Grant or other grant and scholarship programs this assistance will be applied to tuition and fees before initiation of the installment plan is authorized. In instances where the Pell Grant or other grant and scholarship programs do not cover the full amount of tuition and fees the installment plan will be provided as an option to cover the difference.

C. Students receiving any type of financial aid that will cover one-half payment of tuition and fees by the 1st class day and processed by the Ranger College Financial Aid Office, may make the remainder of the payments in thirds by the first day of October, November, and December (March 1st, April 1st, and May 1st in the spring).

Installment Payment Plan Terms
A. Failure to make any subsequent installment payments by the end of the semester shall not cancel the obligation to pay the total installment payments and late payment fees.

B. A student who fails to make full payment of tuition, fees, room and board, including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.

C. A student seeking readmission to Ranger College after withdrawing without paying the full amount of tuition, fees, room and board shall pay all past due installment payments and late payment fees less applicable refunds before readmission will be processed.

D. A student completing the semester without meeting the full monetary obligation of the promissory note will have records withheld until full payment is made. Further, the student will be barred from registration, transcript transactions, graduation, and processing of documents.

OVERDUE FINANCIAL OBLIGATIONS
● All accounts must be paid when due. Before the end of each semester or term each student should determine that all accounts are paid. Non-payment of any such accounts will be entered on the student’s record and the Registrar’s Office will withhold transcripts until the obligation is discharged.
● The student may be dropped from the class rolls for non-payment of any financial obligation.
● Checks returned by the bank for any reason may constitute the student’s automatic withdrawal from all classes. Ranger College reserves the right to require payment in cash from individuals with a history of returned checks. Stop payment and closed accounts will be considered the same as returned checks. Ranger College also reserves the right to hold all records until an adequate amount of time has elapsed to ensure the processing and payment of any checks written to clear students’ accounts.
● Any fees and/or expenses incurred during the collection of an outstanding or overdue account will be the responsibility of the student.

AUDIT
A lecture course only may be audited on a space-available basis. An audit fee of $50 is charged for each course. Senior Citizens (65 or older) residing in the Ranger College District may audit on a space-available basis without paying the audit fee.

ROOM & MEALS
- The charge for room and meals for each semester is $1957.25 and may be paid in three installments. One-third payment is due by the first day of October, November, and December (March, April, and May for spring). Room and meal rates are subject to change by action of the Board of Regents.
- If a student obtains an official withdrawal from the Office of the Registrar, charges for living in the dorm and the meal plan will be refunded on a pro-rated basis. The refund will be computed to the end of the billing week during which the student officially withdraws. The College billing cycle begins on Thursdays and ends on Wednesdays for the room and meal plan.

ASSOCIATE DEGREE NURSING PROGRAM

Ranger College, in cooperation with Brownwood Regional Medical Center has developed a Registered Nurse (ADN) Program to address the critical shortage of professional nurses in Brown and surrounding counties. Ms. Carolyn Zapata is the Dean of this program. The college and the State Board of Nursing worked closely together achieve initial accreditation for the program in October of 2010 and admitted their first class in January of 2011. The ADN was established in accordance with Texas Board of Nursing degree requirements.

Admission Criteria

Admission criteria change constantly and students shoulder the responsibility to remain current with admissions requirements. Applications will be considered using a point system that includes grade point average, grades in required courses, residence, and other criteria. Preference will be given to individuals residing in Brown, Eastland, Stephens, Graham, Comanche, and Erath counties.

At this time, required prerequisites for the program include:

- ENG 1301 Composition 3
- BIOL 2401 Anatomy and Physiology I 4
- PSYC 2301 General Psychology 3

Other non-nursing courses that must be taken during the nursing program but may be taken before admission include:

- BIOL 2402 Anatomy and Physiology II 4
- PSYC 2314 Human Growth and Development 3
- Elective: Humanities, Sociology, or Visual and Performing Arts course 3

The college anticipates an early admission application period each summer. Students may apply when announced; however this early application period may utilize criteria in addition to the outlined point system for early admission acceptance. Only a portion of available applicant slots for the next admission will be filled during any early application period. Submitting an early application does not guarantee admission into the program. The general admission application period is anticipated in the fall of each year for admission into the January class each year. In the meantime, students are encouraged to take prerequisite courses and complete all necessary testing as those tests become available.

REGISTERED NURSING (RN)*

Two-Year Program

Available in Brownwood/Early (Brown County Center/Nursing Education Center)
Upon satisfactory completion of the program, the students will be awarded an Associate of Applied Science in Nursing which makes the student eligible to take the registered nursing licensing Examination given by the National Council of State Boards of Nursing (NCSBN). Those passing this exam will be licensed to practice as a registered (RN) by Texas State Board of Nursing (TBON). The RN program received initial approval in October of 2010 and admitted their first class in January of 2011. The first class graduated in December of 2012.

College applications must be completed on-line and financial aid is available to those who qualify. Total estimated cost of the program is approximately $10,000.00, which includes tuition, books, uniforms, shoes, watch, stethoscope, insurance, NCLEX review and miscellaneous supplies.

** Requirements for initial application are:

1. Proof of high school graduation or completion of a GED. This must be verified by an official high school transcript or an original GED transcript.
2. Texas Success Initiative (TSI) scores meet Ranger College requirements.
3. Cumulative G.P.A. of 2.5 or better on pre-requirequisite course work.
4. Score of 78% or better in each section of reading comprehension, grammar, vocabulary, and mathematics on the HESI A2 pre-admission exam. If A&P courses are older than 5 years, scored 75% or better on the A&P section of the HESI A2 exam.
5. A completed application to Ranger College.
6. Three (3) letters of reference from non-family members.
7. Anatomy and Physiology classes must have been taken within the last five years from the date of application.
8. Proof of immunization status via shot records.
9. Proof of TB skin test or chest x-ray if test is positive.
10. Proof that Hepatitis B series will be complete prior to the first clinical in March.
11. CPR training (a current American Heart Association Healthcare Provider CPR card only) is mandatory prior to beginning clinical rotations.
12. Completion of all prerequisite courses.
13. Submission of application to program on or before annual deadline.

**REQUIREMENTS SUBJECT TO CHANGE

Students will be accepted based on criteria established by the selection committee and a point system. A satisfactory FBI criminal background check is required by the Board of Nursing prior to final admission to the program and a drug test will be required annually.

For more information please call Brown County Ranger Center at 325-641-5726.

***Point System for Selection

1. One point will be given for each of the Prerequisite and general education courses in the ADN curriculum completed with a grade of "C" or better (see list under ADN curriculum). A&P courses will only receive 1 (one) point if taken in the last 5 years or have been waived due to HESI A2 testing. Courses currently in progress will not receive any points. (Total of 8 possible points)
2. One point will be given if the student received a grade of “A” on the first attempt of Anatomy & Physiology I (BIOL 2401).
3. Three points will be given if the student currently resides in one of the following counties: Brown, Comanche, Erath, Young, Stephens and Palo Pinto. Proof of current residency must be provided with application. (Proof may include driver’s license, state issued identification card, or current utility bill for residence in the applicant’s name.)
4. One point will be given if at least 15 semester credit hours have been successfully completed at Ranger College. This does not include CLEP hours.

5. Points given for GPA will be equivalent to the student’s GPA for the completed pre-requisite courses.

6. One point will be given if the applicant is currently employed at a health care facility located in the college service area. (This includes acute care, long term care and physician offices, etc).

7. The HESI A2 reading score will also be used in the points values as follows:
   - Reading score between 78%-82.99% - 1 point
   - Reading score between 83%-89.99% - 2 points
   - Reading score over 90% - 3 points

8. One point will be given if the applicant is a member of Phi Theta Kappa.

9. The MAXIMUM NUMBER of points for selection is 22.

***POINT SYSTEM SUBJECT TO CHANGE

*Eligibility for RN Licensure*

The Texas Board of Nursing (BON) licenses Registered Nurses in accordance with very strict guidelines. The BON requires that a person complete a nursing education program at an accredited college. Also, the BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. A person may petition the BON for a declaratory order as to the person’s eligibility for license if the person is enrolled or planning to enroll in an educational program that prepares a person for an initial license as a registered nurse. Answering “yes” to any of the following questions will necessitate a person to petition for a Declaratory Order. (One time minor in possession [MIP] or minor in consumption [MIC] do not need to be disclosed, therefore, you may answer “No”. If you have two or more MIP’s or MIC’s, you must answer “Yes”.) All infractions shall be reported to the BON and decisions will be made by the BON.

1. Have you been convicted, adjudged guilty by a court, pled guilty, no contest or nolo contendere to any crime in any state, territory or country, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrest (excluding minor traffic violations)? Please note that DUI’s, DWI’s, PI’s must be reported and are not considered minor traffic violations. This includes expunged offenses and deferred adjudications with or without prejudice of guilt.
2. Do you have any criminal charges pending, including unresolved arrests?
3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
4. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
5. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

More information may be found on the BON’s website at www.bon.state.tx.us.

**VOCATIONAL NURSING**

**One Year Program**

Ranger College offers a program for the training of vocational nurses with approval from the Texas Higher Education Coordinating Board and the Texas Board of Nursing. The program is available in **Early and Stephenville**. The total cost of the program is approximately $10,000 including tuition, books, uniforms, shoes, watch, stethoscope, insurance and miscellaneous supplies. Financial aid is available to those who qualify.
Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion. Once the State Board of Nurse Examiners receives an affidavit of graduation (AOG), the TX BON (Texas Board of Nursing) will issue graduates a temporary license (graduate nurse or GVN) and an authorization to test (ATT). The ATT entitles the student to take the licensing NCLEX examination. Those passing the examination will be qualified to practice as a Licensed Vocation Nurse (LVN) in the State of Texas and will receive their nursing license electronically. ONLY the Texas Board of Nursing Examiners can and will issue licenses.

Applications for classes beginning in August will be accepted from October 1st to April 30th. Acceptance will be based on pre-entrance exam scores, interview, completion of required documents and prerequisite courses.

**Admission Requirements:**

- Advisory Meeting with Karyn Lyon - email to schedule an advisory meeting: [klyon@rangercollege.edu](mailto:klyon@rangercollege.edu)
  - Apply to Ranger College
  - Complete VN Application
  - Schedule PAX entrance exam
- Interview Process
- *Upon admittance, a criminal background check and a drug test will be required.*

**Items required at the interview:** All required documents are due by April 29th.

1. Transcripts: HS or GED, college transcripts
2. Letters of Recommendation (3 - no family relations)
3. Proof of Immunizations
   a. Hep B (series of 3)
   b. Varicella (Chicken Pox - proof of illness by physician or vaccine series of 2)
   c. MMR (series of 2)
   d. TB (within last 12 months) or Chest X-ray (within last 2 years)
   e. Tdap (within last 10 years)
   f. Meningitis (if under 30 years of age)
4. CPR - American Heart Association - Healthcare Provider - ONLY

**Prerequisites:**

- Anatomy & Physiology I (Credit) - passing score of > C $600 (estimated)
  OR
- Basic Anatomy and Physiology (A&P) (Non-credit) $200

**COSMETOLOGY PROGRAM**
The Ranger College Cosmetology Program is located in Brownwood and Stephenville. The instruction is held in the classroom facility located at 203 Fisk Avenue, Brownwood, Texas and at 1835 W. Lingleville, Stephenville, Texas. Classes are held Monday through Friday during the calendar year with some scheduled Fridays off during the summer semester (to be announced). Dates of registration are listed in the college calendar. Certain special fees and supplies are required. Class sizes are limited; therefore, in addition to the general admission requirements to Ranger College, applicants to the Cosmetology Program must meet the following requirements:

1. Complete an application.
2. Be a high school graduate or have completed a GED. This must be verified by an official high school transcript or official GED transcript. Official transcripts of any previous college work must be provided.
3. Applicants must be able to work gross and fine motor skills for long periods of time.
4. Upon acceptance into the Cosmetology Program, applicants must provide and meet all TDLR requirements listed in the Texas Department of Rules and Regulations Handbook.
5. All students must enroll full-time.

For additional information visit the school at 203 Fisk Avenue or call (325) 646-0022 or (325) 646-8822. Visit our new campus in Stephenville at 951 S. Lillian or call (254) 968-2111.
TUITION*
Operator Option
Tuition and Fees per Semester Credit Hour Schedule
Instructor Option
Tuition and Fees per Semester Credit Hour Schedule

If the student does not complete the required number of hours he/she will be required to enroll in a continuing education course for the additional make-up hours and pay tuition and fees according to the fee schedule with a minimum fee of $55. If the student does not complete the required number of hours prior to the beginning of the next Semester, he/she may be dismissed from the program and not permitted to re-enroll.

*For a list of additional costs for books and supplies, and the absence policy for the two options, see the Cosmetology Student Handbook.

CAREER COACH
To better assist students in search of career guidance, Ranger College has purchased new and easily accessible software called Career Coach.

Created and sponsored by Economic Modeling Specialists Inc., the colleges are responsible for providing information on their workforce programs while EMSI updates employment data for current figures and job postings. Although the software’s functions remain the same throughout the college’s different branches, job openings differ per location and all data is drawn from a 50 mile radius surrounding each school.

This software program will be used to supplement student meetings with advisors and counselors. The program provides in-depth and current information regarding career paths and what programs the college offers to get students ready for employment. Students will be able to research job openings in the city or area to which that they plan to locate. Job descriptions, information about skills needed for different careers, and expected salary range are all part of this software.

The Ranger College Workforce Division, including the Welding, Computer Information Systems, Office Technology, LVN, ADN, and Cosmetology programs, has reserved at least one period per class for students to utilize and interact with Career Coach.

RANGER COLLEGE POLICY REGARDING OFF-SETTING DROPS AND ADDS
Ranger College, prior to the class census date, will allow hours to be dropped and re-added without penalty to the student if the exchange is an equal one. When the charges for dropped hours are greater than for the hours added, the refund policy as adopted by THECB and outlined in Section 21.5 of the Texas Education Code will be applied to the net charges being dropped. If the charges for hours being added exceed the charges for the hours dropped, the student will pay the net additional charges.

ADDING AND DROPPING COURSES
- A student who wishes to add and drop a course at the beginning of a semester may do so only during the period indicated in the College Calendar. A fee of $5.00 will be charged during this time period for courses added. A fee of $5.00 will be charged for classes dropped through the twentieth class day during the Fall and Spring semesters and through the seventh class day during regular Summer semesters.
- To drop a course during the semester, a student must initiate the procedure with his/her advisor. A Class Drop
Form must be signed by the advisor, instructor involved, Bursar, and sent to the Registrar’s Office.

- A course may be dropped on or before the specified date in the College Calendar with a grade of W. A course may be dropped after the specified date only by administrative authorization.
- A student in the Developmental Education Program must remain enrolled continually in the Developmental Education Program until it is determined the student is ready to enroll in freshman academic work.
- A student must submit a written request to the Registrar’s office to drop a course.
- The State of Texas allows only a total of 6 drops during an individual’s total 4 year undergraduate enrollment.

EXPERIENTIAL LEARNING

Experiential learning allows students to receive college credit for equivalent educational experiences acquired through earlier schooling situations, work/on-the-job training or life experiences. Upon enrolling in Ranger College, a student may petition for a review of their experiential learning experiences.

Experiential learning credits may be earned through a portfolio assessment:

- through enrollment in an existing section of a course (after consultation with the instructor) and development of an individualized plan for participation and testing based on the instructor’s evaluation of skill and experience levels; (Departmental Exam).
- Through recommendations of the College Credit Recommendation Service of the Council for Adult and Experiential Learning (CAEL).

The number of equivalent credits awarded may not exceed 25% of the total number of credits required for the specific degree or certificate. No graduation, residency, degree or certificate program requirements will be waived as a result of credits earned through this process.

CREDIT-BY-EXAMINATION

Under certain circumstances, Ranger College grants credit for non-traditionally demonstrated competencies. The student must be enrolled full-time on the official count day and have satisfactorily completed twelve (12) semester credit hours at Ranger College to be eligible for Credit-By-Examination. Students may earn credit in one of the following ways:

1. A minimum score of 4 on the College Entrance Examination Board (CEEB) Advanced Placement Exam (APE);
2. A minimum score on the American College Testing Proficiency Examination Program (ACT-PEP) or the Scholastic Aptitude Test (SAT). To receive credit the students must have the following scores or higher.
   - English 1301 – ACT Composite 23 and English 26 or SAT Composite 1070 and Critical Reading 550
   - English 1302 – ACT Composite 23 and English 28 or SAT Composite 1070 and Critical Reading 600
   - Math 1314 – (College Algebra) – ACT Composite 23 and Math 26 or SAT Composite 1070 and Math 550
   - Math 1316 – (Trigonometry) or Math 1342 – ACT Composite 23 and Math 28 or SAT Composite 1070 and Math 600
3. A satisfactory score on the College Level Examination Program (CLEP) for certain subjects (not the general examination).
4. Academic credit may be awarded for certain subjects based on courses completed in the Armed Forces, USAFI, DANTES, or military experience. Credit will be based on recommendations in the ACE (American Council on Education) Guide;
5. Departmental Examination.
   - To receive Credit-By-Examination, a student must submit a written request to the Vice President of Instruction setting forth the reasons for the request. The VP of Instruction will consider the validity of the request and may grant credit or arrange for a departmental examination for the student. Such course credit
will not be granted until a student has earned twelve (12) semester credit hours in residency at Ranger College. Upon completion of these requirements, the course will be listed on the student’s transcript with the grade of “CR” (Credit-By-Examination). Texas Success Initiative guidelines will be followed.

- To be eligible for a departmental examination, the student, in addition to meeting the general requirements outlined above, must have completed two units with no grade below “B” in the area of testing during high school. In order for the grade earned in a departmental examination to be recorded on the official transcript, the student must have been enrolled in the course on the official count day or pay an examination and recording fee of $10.00 per credit hour prior to taking the examination. The student must earn a minimum grade of “C” on the departmental exam in order to have the course listed on the transcript. A letter grade will be recorded for a student enrolled in the course and a grade of “P” (Credit-By-Examination) for students who do not enroll.

- The deadline for filing a departmental examination is within 30 days after the first class meeting during the fall and spring semester and the equivalence during other semesters or terms.

- Credit earned by examination may be used for graduation or as prerequisites at Ranger College. No more than twelve (12) semester credit hours of Credit-By-Examination may be counted toward a degree at Ranger College. Hours earned by examination will not be included in computing grade point averages, scholastic honors, or residence requirements for graduation.

- A complete list of the approved standardized tests and the minimum scores required for credit at Ranger College is available in the office of the VP of Instruction and in the Registrar’s Office. Students should be aware that other colleges have their individual regulations regarding the transfer of non-traditional credits.

TRANSFER POLICY

Ranger College accepts students by transfer from any regionally accredited junior/community college, college, or university as long as the applicant is eligible for readmission to the institution in which he/she was last enrolled. Full credit is given for courses listed in the “Community College General Academic Course Guide Manual” or for equivalent courses from regionally-accredited public or private junior or senior colleges. Credit for courses in which a passing grade (D or better) has been earned may be transferred to Ranger College from a post-secondary institution that is accredited by one of the regional accrediting bodies.

To be admitted by transfer to Ranger College the student must follow this procedure:

1. File an application for admission.
2. Have official transcripts sent from all institutions of higher education previously attended to the Registrar’s Office by the granting institution.

The Registrar at Ranger College will evaluate each transcript with assistance from the Vice President of Instruction, Counselor, or faculty members as needed. Acceptance of transfer courses does not imply full applicability toward graduation requirements, including grade point average and residency.

Certain exceptions to the requirement that the institution from which credits are transferred be accredited are allowed, and will be considered by Ranger College on an individual basis. Additional information about this is available in the offices of the Registrar or the Vice President of Instruction.

WITHDRAWAL FROM THE COLLEGE

A student may apply to the Registrar to withdraw from the College. The application to withdraw may be honored if the student’s records with the College are clear. The following steps must be completed:

1. Obtain official withdrawal form from the Office of the Registrar.
2. Obtain the signatures of each person listed on the form.
3. Return the official withdrawal form to the Office of the Registrar.
4. A student must submit a request in writing to completely withdraw from Ranger College. This request must be sent to the Registrar’s Office.
A student who stops attending class and who fails to officially withdraw is subject to a grade of “F” in each course. All steps requesting a withdrawal must be completed before the last class day prior to the beginning of final examinations.

**Requesting a Transcript**

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the student’s written authorization and signature.

In order to request a transcript to be sent a student must:

- Print out a Transcript Request Form from the Ranger College website.
- Fill out the form with the requested information.
- Fax or mail it to the fax number or mailing address provided on the form.

*Students are allowed to request 3 free official transcripts per semester, each additional transcript requested will cost $3.00. This should be paid to the Ranger College Bursar’s Office.*

*Requests will be honored as quickly as possible. During peak periods (i.e., registration, commencement) there will be a delay. Transcripts should be requested a minimum of one week in advance of these events.*

**REFUND POLICY**

1. The guidelines listed below are followed when a request for a refund is received.

   A. The first class day refers to the day on which the semester is designated to begin according to the Ranger College catalog.
   B. Class days are the number of calendar days the institution normally meets for classes, not the days a particular course meets.
   C. Students who register late will have the time already lapsed in the semester counted against them.
   D. A withdrawal or drop is not considered to be official until the proper notification is received in the Office of the Registrar.

2. Students who officially drop a course or courses or officially withdraw from Ranger College (or who are officially dismissed from Ranger College) and are enrolled in semester-length courses shall receive refunds of mandatory tuition and fees in excess of the minimum tuition as follows:

   A. *Fall and Spring Semesters*
      
      - Prior to the first class day: 100%
      - During the first fifteen class days: 70%
      - During class days sixteen through twenty: 25%
      - After the twentieth class day: NONE
   
   B. *Summer Semesters*
      
      - Prior to the first class day: 100%
      - During the first five class days: 70%
      - During the sixth and seventh class days: 25%
      - After the seventh class day: NONE

3. Students who officially drop a course or courses or officially withdraw from Ranger College (or who are officially dismissed from Ranger College) and are enrolled in flex entry and/or non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester) shall receive refunds of mandatory tuition and fees in excess of the minimum tuition as follows:

   - Prior to the first class day: 100%
   - After classes begin: Refer to table
4. Tuition and fees paid directly to the institution by a sponsor, donor, grant or scholarship shall be refunded to the source rather than directly to the student who has withdrawn if the funds were made available through the institution. Certain fees are not refundable.

5. Immediate refunds are not issued at time of withdrawal but will be mailed to the address left by the student with the Business Office. Refunds will not be made until after the last day for refunds. All claims for loss or damage, loans, returned checks or other debts will be considered before refunds are processed.

6. If a student withdraws because the student is called into active military service, the institution, at the student’s option, shall:
   a. refund the tuition and fees paid by the student for the semester in which the student withdraws;
   b. grant a student, who is eligible under the institution’s guidelines, an incomplete grade in all courses by designating “withdrawn-military” on the student’s transcript; or
   c. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

7. Examples of refund calculations are available upon request.

**RETURN OF TITLE IV FUNDS POLICY**

In Accordance with the Higher Education Amendments of 1998, institutions are now required to calculate a “Return of Title IV Funds” for all students who:

Receive Title IV financial aid, AND
Withdraw before completing at least 61% of the enrollment period.

The Return of Title IV funds policy is simply a calculation determining what portion of financial aid must be returned to the Title IV HEA program(s). The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days are used, but breaks of at least five consecutive days are excluded from both the numerator and denominator. The College will calculate the State Refund Policy to determine if the student will owe the institution any funds once the “Return of Title IV Funds” calculation has been completed. Returns must be distributed in the following order:
1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Student Financial Aid Programs
7. Other Federal, State, Private or Institutional sources of aid
8. The student

The college will use the official withdrawal date as it appears on the clearance sheet from the Registrar’s Office. If the student does not officially withdraw, the college will contact instructors to determine the student’s last attendance in class or at a school sponsored function to determine last date of attendance. The college must return unearned funds for which it is responsible to Title IV programs as soon as possible, but no later than 45 days from the determination of a student’s withdrawal.

If a student did not receive all the aid that was earned prior to withdrawal, the student may be eligible to receive a post-withdrawal disbursement. The college must notify the student of post-withdrawal disbursement eligibility no later than 30 days after the college determines that the student withdrew. The student will have 14 business days to contact the college regarding the disbursement or the college will return the funds to the appropriate Title IV programs.

Early withdrawal from Ranger College may result in a student owing money to the college or the federal government or both. If a student completes over 60% of the program length, the student is considered to have completed 100% for Return to Title IV purposes.

CONTINUING EDUCATION REFUND POLICY

A community/junior college or technical college must follow the applicable refund policy outlined in subsection (a) (1) and (2) of this section for courses associated with any program which is approved for Title IV federal funding. The refund policy for Continuing Education is: 100% refund prior to the first day of class if Ranger College cancels the class. If the student officially drops during the first class day, there will be an 80% refund of tuition. There is no refund after the first class day. Refunds will be mailed to the student’s permanent address two to four weeks after the class is officially dropped. The institution may determine a refund policy for another program. Therefore regarding Continuing Education Online classes from a proprietor vendor, the refund policy will be the following: “Once the program curriculum is accessed online or through submission of a material shipment confirmation, refunds cannot be issued.”

ABSENCE POLICY

● Regular and punctual attendance in all classes and labs is considered essential for optimum academic success. If the student has the equivalence of three weeks of unofficial absences in a course in which he/she is currently enrolled, the instructor may drop the student from the course with a grade of “F”. It is the responsibility of the instructor to keep an accurate and comprehensive record of attendance.
● Unofficial absences are counted from the first day of class as listed in the College Calendar, regardless of the date of the student’s registration.
• The only official absence is an authorized College activity. All work and/or assignments missed because of an official absence must be completed within one week or the official absence may count as unofficial. An official absence during the one-week period does not extend the deadline for the completion of assignments. A student in the Developmental Education Program must remain enrolled continually in the Developmental Education Program until it is determined the student is ready to enroll in freshman level academic work.

Attendance policies for Nursing and Cosmetology Programs are detailed in the respective Program Handbooks.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

Religious Holy Day – A holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code 11.20

In accordance with the Texas Education Code 51.911, Ranger College will excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day and travel for that purpose. A student whose absence is excused may not be penalized for that absence and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Policies and procedures for absences due to religious holy days will be consistent with the College’s policies and procedures related to other excused absences.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of the College or his/her designee. The student and the instructor shall abide by the decision of the President or his/her designee.

SYSTEM OF GRADING

The letters A, B, C, D, F, I, W, Q, L and P are used in the grading system of the College. These letters have the following significance:

A - indicates excellent work

B - indicates good work

C - indicates satisfactory work

D - indicates passing work

F - indicates failure. This grade is also given if a student ceases to attend any class without going through the official drop procedure.

I* - indicates that the student has finished satisfactorily the work of the semester except for an examination or some similar requirement. A grade of I will become F if the required work is not done by the end of the following long semester.

W* - indicates that the student has requested to be officially withdrawn from a course on or before the drop date listed in the College Calendar. The process must be completed in the Registrar’s Office on or before this date by the student.
Q* - Indicates that the student has totally withdrawn from College. The last day to receive a grade of “Q” is the last class day prior to the beginning of final exams as listed in the College Calendar.

L* - Leave of Absence - A student may request a Leave of Absence (LOA) from the college under certain circumstances. Students requesting a LOA must make the request by completing the Ranger College Leave of Absence Request Form, available in the Office of the Vice President of Instruction. The Ranger College Leave of Absence Policy is available by contacting the Office of the Vice President for Instruction.

P** - Credit-By-Examination

*This grade is not involved in computing a student’s grade point average.

**Hours earned by examination will not be included in computing grade point averages, scholastic honors, or residence requirements for graduation.

The grading systems for the Vocational Nursing and Cosmetology Programs are detailed in the respective Handbooks.

REPEATING A COURSE

A course may be repeated at Ranger College or another institution if a student desires to attempt to improve a grade received in a course. However, the last grade received will be recognized as the permanent grade. When a course is repeated, the first course enrollment will not be included in calculating grade point averages or in calculating total hours for graduation at Ranger College. A course that is repeated does not remove the earlier course from the permanent record.

ACADEMIC PROBATION AND SUSPENSION

All students must maintain a satisfactory level of academic achievement in order to remain in good standing at Ranger College. This level of academic achievement is determined on the basis of each student’s cumulative grade point average, calculated on the basis of all academic work attempted at Ranger College and/or presented for transfer. Developmental coursework is included.

Probation: Any student failing to maintain the minimum academic requirements listed below will be placed on academic probation.

- On 15 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.
- On 16 to 30 semester hours attempted, a student must have a cumulative grade point average of not less than 1.75.
- On 31 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.

A 2.00 cumulative grade point average is required on all courses presented for graduation.

Probation Continued: Any student who is placed on probation may remain in school on a status of “probation continued” if they make a 2.0 grade point average in the previous term even if the cumulative is not at the academic requirements below.

- On 15 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.
- On 16 to 30 semester hours attempted, a student must have a cumulative grade point average of not less than 1.75.
- On 31 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.
A student on probation will remain on probation until that student’s grade point average for the previous semester has raised his/her cumulative grade point average to a 2.00 or above.

**Suspension:** Students who are on academic probation and do not meet the requirements for “probation continued” status will be placed on academic suspension. A student placed on academic suspension by Ranger College or any other institution will not be permitted to enroll or re-enroll until one long semester (Fall or Spring) has transpired.

**Students returning from academic suspension will be admitted on academic probation.** Athletic eligibility and financial aid requirements are different in some cases from academic progress requirements. Athletic eligibility questions should be referred to the head coach or Athletic Director. Financial aid eligibility questions should be referred to the Financial Aid Director.

Vocational nursing students should consult the **Vocational Nursing Handbook** for scholastic requirements of the Vocational Nursing Program.

Veterans should consult the Registrar for scholastic requirements of the Veterans Administration. Veterans not making satisfactory progress will be reported to the Veterans Administration at the end of the semester. Veterans who drop a course or withdraw from school will be reported immediately to the Veterans Administration.

**ACADEMIC GRIEVANCE**

All academic grievances must be filed before the end of the following long semester after the assignment of a disputed grade or grades. This includes the denial of credit from another institution of higher education. **The Academic Grievance Procedure is outlined in detail in the Student Handbook.**

**Servicemembers Opportunity Colleges Consortium (SOC)**
The Ranger College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. Servicemembers Opportunity Colleges Consortium (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at http://www.soc.aascu.org.

**SOC Degree Network System**
The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station. SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor’s degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, http://www.soc.aascu.org, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

**THE HONORS PROGRAM**

Ranger College offers intellectually capable academic achievers the opportunity to participate in the college Honors Program. Students must have the approval of the Vice President of Instruction and the college President to enroll in the Honors Program.

Students are expected to take four (4) courses (one each semester) during their time at Ranger College. These honors courses must include Humanities 1301 and Humanities 1302. Active participation in Phi Theta Kappa and other college service activities are required. Honors students will be expected to attend occasional colloquiums at the college.
Upon graduation, students who successfully complete the Honors Program will have such accomplishment duly noted on their official transcripts.

ACADEMIC HONORS

As early as possible after the end of each long semester, the Registrar will compile the President’s and Dean’s List. The criteria for these honors include a student who was full-time during the previous long semester in residence with the following grade point average:

President’s List: 4.0
Dean’s List: 3.0 to 3.99

The system of grade points used to indicate the quality of work of the student follows:
- Grade A - 4 grade points for each semester hour
- Grade B - 3 grade points for each semester hour
- Grade C - 2 grade points for each semester hour
- Grade D - 1 grade point for each semester hour
No grade points are allowed for grade F, I, W, Q, L and CR.
No grade points are allowed for developmental courses for graduation or honors.

GRADUATION WITH HONORS

Those members of a graduating class receiving an Associate’s Degree who have an average of at least 3.8 grade points per semester hour on all work taken at Ranger College are graduated with High Honors, and those students who complete their work with an average of at least 3.5 grade points but less than an average of 3.8 grade points per semester hour are graduated with Honors. To be considered for graduation with honors, a student must have completed at least thirty semester hours in residence at Ranger College. Only grades earned at Ranger College will be considered.

MANDATORY TESTING TEXAS SUCCESS INITIATIVE

- The Texas Higher Education Coordinating Board implemented the Texas Success Initiative in the fall of 2003. This program requires institutions to assess the academic skills of entering undergraduate students prior to enrollment. This requirement applies to all full-time and part-time students enrolled in a degree program or a certificate program containing 42 or more hours.*
- The TSI Assessment is accepted at Ranger College for placement purposes for those students not already exempt. Previously accepted tests such as ASSET, COMPASS, ACCUPLACER, and the TSI (formerly the TASP Test) are no longer accepted for new college students after August 2013. Any student who has not taken the TSI assessment instrument will not be permitted to enroll in courses other than non-credit, developmental, or pre-collegiate courses until he or she has taken this assessment.
- Under the Texas Success Initiative, a student who fails to meet the minimum passing standard will be required to participate in a developmental program. Each student will have an individualized plan which will include the appropriate developmental education necessary to ensure readiness of the student to perform freshman-level academic coursework.
- A student in the Developmental Education Program must remain enrolled continually in the program until it is determined the student is ready to enroll in freshman level academic work.
- Grade points and semester hour credits attained in developmental courses are counted toward financial aid eligibility and athletic eligibility, but are not counted toward graduation.
Additional information concerning Texas Success Initiative is available in the Ranger College Developmental Education Plan.

Performance on the TSI/alternative tests will not be used as a condition for admission.

NOTE: See Counselor for Texas Success Initiative exemptions.

*The Cosmetology and Vocational Nursing Certificates are exempt from TSI requirements.

GRADUATION UNDER A PARTICULAR CATALOG

Candidates for any degree or certificate must meet the graduation requirements as set forth in the catalog for the year of first enrollment, provided that more than five years have not elapsed since that enrollment, or they may choose to graduate under the current catalog. If more than five years have elapsed since initial enrollment, candidates must graduate under the current catalog.

CORE CURRICULUM FOR A.A. AND A.S. DEGREES

Included in the degree requirements for the Associate of Arts and the Associate of Science degree is a 44/45-hour core of general education courses which emphasize the need for basic intellectual competencies—reading, writing, speaking, critical thinking, and computer literacy—as well as broad intellectual perspectives including historical and political consciousness; multicultural awareness; numerical comprehension and analysis; and concern about ethics, aesthetics, personal and social values. These courses are designed not only to help students understand and appreciate their heritage but also to prepare for responsible citizenship in a rapidly changing and highly technological world. Competency in each of the core components is established by successful completion of the appropriate courses. The general education courses in the core curriculum for the A.A. and A.S. Degrees are as follows:

CORE ***PRIOR TO FALL 2014***

<table>
<thead>
<tr>
<th>CORE COMPONENT</th>
<th>COURSE SELECTION</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>ENGL 1301, 1302; SPCH 1315</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Choose one of the following courses: MATH 1314, 1316, 1332, 2312, 2313, 2413;</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Select two of the following courses: BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2421; CHEM 1411, 1412; PHYS 1401, 1402, 2425, 2426;</td>
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</tr>
<tr>
<td>Humanities &amp; Visual and Performing Arts</td>
<td>Select three credit hours from the following courses: ENGL 2307, 2308, 2322, 2323, 2326, 2332, 2333; HUMA 1301, 1302</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select one of the following courses: DRAM 1310; ARTS 1301; MUSI 1306, 1310, 1311</td>
<td>3</td>
</tr>
</tbody>
</table>
### REQUIREMENTS FOR GRADUATION ***PRIOR TO FALL 2014***

**A. ASSOCIATE OF ARTS DEGREE**

The Associate of Arts Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty-two semester hours of college-level work.
2. Successful completion of the Core Curriculum as listed on the above page of this catalog which includes the following courses:
   (A) Twelve semester hours of English including English 1301 and 1302 (Written Communication).
   (B) Six semester hours of United States History as required by Texas statute.
   (C) Six semester hours of Federal and Texas Government as required by Texas Statute.
   (D) Two semesters of a laboratory science.
   (E) Speech 1315 (Oral Communication).
   (F) COSC 1400 or 1401 (Computer Science).
3. Two semester hours of activity Physical Education. (Only two semester hours may be counted toward graduation).
4. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
5. Successful completion of twenty-five percent (25%) of the required hours from Ranger College to graduate with the Associate of Arts degree
6. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
7. Successful completion of all Texas Success Initiative requirements. (Developmental courses may not be counted or used as hours towards graduation).
8. Satisfactory settlement of all business accounts.
9. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

**B. ASSOCIATE OF SCIENCE DEGREE**

The Associate of Science Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty-two semester hours of college-level work.
2. Successful completion of the Core Curriculum as listed on the above page of this catalog which includes the following courses:
   (A) English 1301 & 1302 (Written Communication).
   (B) Six semester hours of United States History as required by Texas statute.
   (C) Six semester hours of Federal and Texas Government as required by Texas statute.
   (D) Speech 1315 (Oral Communication).
   (E) Two semesters of a single laboratory science.
   (F) One of the following math courses: Math 1314, Math 1316, or Math 2313.
   (G) An additional semester of a laboratory science, or an additional math course selected from Math 1316, 1332, 2312, 2313, or 2413.
3. Two semester hours of activity Physical Education. (Only two semester hours may be counted toward graduation).
4. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
5. Successful completion of twenty-five percent (25%) of the required hours from Ranger College to graduate with the Associate of Science degree.
6. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
7. Successful completion of all Texas Success requirements. (Developmental courses may not be counted or used as hours towards graduation).
8. Satisfactory settlement of all business accounts.
9. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

C. ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree will be awarded to students who meet the following requirements:

1. Successful completion of an approved Workforce Education Program including eighteen semester hours of general education courses as listed on the degree plan.
   (A) English
   (B) Speech
   (C) Mathematics
   (D) Social/Behavioral Science
   (E) Humanities/Fine Arts
   (F) Computer Science
2. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
3. Successful completion of seventeen semester hours of the last twenty-two semester hours in residency prior to graduation or thirty-six total semester hours in residency.
4. Not in excess of fifteen hours by correspondence.
5. Successful completion of all Texas Success Initiative requirements. (Developmental courses may not be counted or used as hours towards graduation).
6. Satisfactory settlement of all business accounts.
7. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

ADDITIONAL ASSOCIATE DEGREES

In order to receive multiple degrees from Ranger College, a student must complete the specific requirements for the additional degree. A minimum of 15 credit hours of work in addition to those applied to previous degrees is required. These hours must be completed at Ranger College.

E. CERTIFICATE OF COMPLETION

1. Successful completion of an approved program of study.
2. A minimum cumulative grade point average of 2.00 for courses which apply to the certificate and have been completed at Ranger College. The Licensed Vocational Program requires an 80% passage rate on all course work.
3. Successfully complete at least one half of the credit hours required for the certificate at Ranger College.
4. Satisfactory settlement of all business accounts.
5. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

CORE ***BEGINNING FALL 2014***

<table>
<thead>
<tr>
<th>CORE COMPONENT</th>
<th>COURSE SELECTION</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Communication</td>
<td>ENGL 1301, 1302;</td>
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34
<table>
<thead>
<tr>
<th>Department</th>
<th>Course Selection</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>Choose one of the following courses: MATH 1314, 1316, 1332, 1342, 2312, 2313;</td>
<td>3</td>
</tr>
<tr>
<td>Life and Physical Sciences</td>
<td>Select two of the following courses: BIOL 1406, 1407, 2401, 2402, 2421; CHEM 1411, 1412; PHYS 1401, 1402;</td>
<td>8</td>
</tr>
<tr>
<td>Language, Philosophy and Culture</td>
<td>Choose one of the following courses: ENGL 2322, 2323, 2326, 2332, 2333;</td>
<td>3</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Choose one of the following courses: ARTS 1301; MUSI 1306, 1310;</td>
<td>3</td>
</tr>
<tr>
<td>American History</td>
<td>Must include: HIST 1301, 1302</td>
<td>6</td>
</tr>
<tr>
<td>Government/ Political Science</td>
<td>Must include: GOVT 2305, 2306</td>
<td>6</td>
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<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>Choose one of the following courses: PSYC 2301, 2314; SOCI 1301 ECON 2301 HIST 2321 HIST 2322</td>
<td>3</td>
</tr>
<tr>
<td>Component Area Option</td>
<td>Choose one of the following courses: EDUC 1100; PSYC 1100 Must Include: SPCH 1315</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>42</strong></td>
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</tbody>
</table>

**REQUIREMENTS FOR GRADUATION ***BEGINNING FALL 2014***

**A. ASSOCIATE OF ARTS DEGREE**

The Associate of Arts Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty semester hours of college-level work.
2. Successful completion of the Core Curriculum as listed on the above page of this catalog which includes the following courses:
   (A) Six semester hours of Communication.
   (B) Three semester hours of Math.
   (C) Eight semester hours of Life and Physical Science.
   (D) Three semester hours of Language, Philosophy and Culture.
   (E) Three semester hours of Creative Arts.
   (F) Six semester hours of American History.
   (G) Six semester hours of Government/ Political Science.
   (H) Three semester hours of Social and Behavioral Sciences
   (I) Four semester hours of the Component Area. Either EDUC1100 or PSYC1100 Speech 1315 and SPCH1315.
In addition to the core:

(J) Three semester hours of Literature.
(K) Fifteen hours of electives.

3. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.

4. Successful completion of twenty-five percent (25%) of the required hours from Ranger College to graduate with the Associate of Arts degree.

5. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.

6. Successful completion of all Texas Success Initiative requirements. (Developmental courses may not be counted or used as hours towards graduation).

7. Satisfactory settlement of all business accounts.

8. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

B. ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty semester hours of college-level work.

2. Successful completion of the Core Curriculum as listed on the above page of this catalog which includes the following courses:

(A) Six semester hours of Communication.
(B) Three semester hours of Math.
(C) Eight semester hours of Life and Physical Science.
(D) Three semester hours of Language, Philosophy and Culture.
(E) Three semester hours of Creative Arts.
(F) Six semester hours of American History.
(G) Six semester hours of Government/Political Science.
(H) Three semester hours of Social and Behavioral Sciences.
(I) Four semester hours of the Component Area. Either EDUC1100 or PSYC1100 Speech 1315 and SPCH1315.

In addition to the core:

(J) Three semester hours of Math.
(K) Fifteen hours of electives.

3. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and minimum cumulative grade point average of 2.00 in all courses presented for graduation.

4. Successful completion of twenty-five percent (25%) of the required hours from Ranger College to graduate with the Associate of Science degree.

5. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.

6. Successful completion of all Texas Success requirements. (Developmental courses may not be counted or used as hours towards graduation).

7. Satisfactory settlement of all business accounts.

8. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

C. ADDITIONAL ASSOCIATE DEGREES

In order to receive multiple degrees from Ranger College, a student must complete the specific requirements for the additional degree. A minimum of 15 credit hours of work in addition to those applied to previous degrees is required. These hours must be completed at Ranger College.

D. CERTIFICATE OF COMPLETION

1. Successful completion of an approved program of study.
2. A minimum cumulative grade point average of 2.00 for courses which apply to the certificate and have been completed at Ranger College. The Licensed Vocational Program requires an 80% passage rate on all course work.
3. Successfully complete at least one half of the credit hours required for the certificate at Ranger College.
4. Satisfactory settlement of all business accounts.
5. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

GRADUATE GUARANTEE PROGRAM Associate of Applied Science Degree or Certificate of Completion

Guarantee for Job Competency

If a recipient of an Associate of Applied Science or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided tuition-free credit hours of additional skill training by Ranger College under the conditions of the guarantee policy. This guarantee includes the number of tuition-free credit hours as defined here:

Degree or Certificate Tuition-free Credit Hours
Certificate of Completion (15-29 hours) up to 3 credit hours,
Certificate of Completion (30-42 hours) up to 6 credit hours,  Associate of Applied Science Degree up to 9 credit hours.

Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning September 1993, or thereafter in a technical, vocational or occupational program identified in the college’s General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with Ranger College as stated in the Requirements for Graduation in the college’s General Catalog. The degree or certificate must have been completed within three years.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President for Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Ranger College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.
6. The employer, graduate, department head, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time agreed upon for the educational plan.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. A student’s sole remedy against Ranger College and its employees for skill deficiencies will be limited to 3, 6, or 9 credit hours of tuition-free education under the conditions described above.
12. Activation of the “Graduate Guarantee Program” may be initiated by contacting the Vice President for Instruction within 90 days of the graduate’s initial employment.

INTENT TO GRADUATE

● Students intending to graduate must make application in the Registrar’s Office not later than the official Mid-Semester date of the semester in which they intend to graduate. The following fees must be paid by the same date.

● A graduation fee of $50.00 is charged for a certificate or a degree diploma.
● Additional degree diplomas or certificates received at the same graduation will be charged at the rate of $10.00
each.

- An additional $25.00 fee is charged for replacement diplomas and certificates.

**ATTENDANCE AT COMMENCEMENT**

Candidates for a certificate or degree are expected to attend commencement exercises. In unusual circumstances, a candidate may be excused by the Registrar.

Students who receive any form of financial aid or scholarship assistance from Ranger College are expected to participate in commencement exercises. Students who participate in commencement exercises will be exempt (unless they otherwise wish to improve their grade) from the traditional final examinations during the appropriate semester of graduation.

**STUDENT SERVICES**

**CODE OF STUDENT CONDUCT AND DISCIPLINE**

Admission to the College confers special benefits not available to all citizens, but acceptance of the benefits imposes additional responsibilities. When a student enters Ranger College, it is assumed that he/she has a serious purpose and a sincere interest in his/her development.

It is the intent of the College to grant the student as much freedom as is compatible with the ordinary rules of society governing the proper conduct of ladies and gentlemen. Definite disciplinary regulations are, therefore, kept to a minimum. Enrollment at Ranger College signifies that a student recognizes the authority of the College, and he/she agrees to abide by the policies and regulations of the College or its representatives.

**Responsibility for Knowledge of Policies, Rules, and Regulations**

The Code of Student Conduct is subject to change by action of the Board of Regents. Each student should be familiar with all published policies, rules and regulations of the college. Copies of such documents will be available to the student for inspection in the Campus Support Services offices and on the Ranger College webpage (www.rangercollege.edu). The student is responsible for obtaining published materials to update the items in this code. Each student is expected to comply with the college’s established policies, rules and regulations as well as federal, state, and local laws. This principle extends to conduct off campus which is likely to have adverse effect on the college, or on the educational process, or which characterizes the offender as an unfit associate for other students.

**STUDENT MISCONDUCT**

Each student is expected to act in a manner consistent with a college student attending an educational institution. Any individual or student organization guilty of the following misconduct while enrolled at Ranger College is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

1. **Possession or use of alcohol**
   A. Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages and/or containers.
   B. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.

2. **Possession or use of narcotics or drugs**
   A. Use, possession, sale, delivery, manufacture, or distribution of illegal drugs.
   B. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
   C. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound of other controlled substance, except as permitted by federal, state, and/or local law.
3. Academic Dishonesty

“Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any other act designed to give unfair academic advantage to the student.

A. Cheating on academic work includes:

1. Copying another student’s test paper in academic work;
2. During a test, using materials that are not authorized by the test administrator;
3. Failing to comply with instructions given by the person administering the test;
4. Possession during a test of materials that are not authorized by the person giving the test, such as class notes, specifically designed “crib” notes, and/or the utilization of electronic devices to deliver and/or receive answers. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
5. Using, buying, selling, stealing, transporting, or soliciting the contents of an un-administered test, test key, homework solution, or computer program;
6. Collaborating with, seeking aid or receiving assistance from, another student or individual during a test or in conjunction with other assignments without authority;
7. Discussing the contents of an examination with another student who will take the examination;
8. Divulging the contents of the examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
9. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test or any course-related assignment;
10. Having another person obtain an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution, or computer program;
11. Falsifying research data, laboratory reports, class observations, verification forms, and/or other academic work offered for credit;
12. Taking, keeping, misplacing or damaging the property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;
13. Possession at any time of current or previous test materials without the instructor’s permission.

B. “Plagiarism” includes, but is not limited to, the appropriation of buying, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and to present the material as one’s own for academic advantage is strictly prohibited.

C. “Collusion” is defined as the unauthorized collaboration with another person in preparing written work for credit.

D. “Falsifying academic records” includes, but is not limited to, altering or assisting in altering, of any official record of the college and/or submitting false information or omitting requested information that is required or related to, any academic record of the college. Academic records include, but are not limited to, applications for admission, the awarding of a degree and/or certificate, grade reports, test paper, registration materials, grade change forms, grade check forms, and reporting forms used by the Office of the Registrar.

E. “Misrepresenting facts” to the College or an agent of the college includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignments for the purpose of obtaining an academic or financial benefit for oneself or for another individual; or providing false or misleading information in an effort to injure another student academically or financially.

F. All questions of academic dishonesty are first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, the next step will be to appeal to the appropriate instructional administrator. If the student disagrees with the decision of the
division chair, the student’s case may then be referred to the Vice President for Student Services for normal disciplinary procedures. The student will be allowed to remain in class until the process is exhausted.

4. Inappropriate Behavior
The college provides evaluation, referral, and appropriate treatment (within the parameters of available college resources) for students displaying inappropriate behavior. In some instances, a student’s behavior may be beyond the scope of these services and require consideration of termination of enrollment for medical reasons.

A. Definitions
1. Inappropriate behaviors are overt actions, omissions to act, or verbal or written statements that would not be consistent with the actions or statements of a reasonable prudent person under similar circumstances.
2. Inappropriate problems include, but are not limited to, behaviors resulting from possible physical, drug related, or psychological disorders which may pose a potential harm to physical well-being of the students or others, and/or cause significant disruptive activity to the normal functions of the college.

B. In any instance where the Vice President for Student Services, in consultation with other college officials, determines that a student’s behavior is disruptive to normal college functions, and/or presents a threat of harm or bodily injury to himself, herself, or others, the student may be temporarily suspended from college. The student may appeal this decision in accordance with appeal procedure.

5. The possession or use of flammable materials/arson
A. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used for fire.
B. Attempting to ignite and/or the action of igniting college and/or personal property on fire either by intent or as a result.

6. The possession or use of firearms, weapons or explosives
A. Unauthorized use or possession of ammunition, firearms or other illegal weapons on college property.
B. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid or flammable object which could cause damage by fire or explosion to persons or property on college property.

7. Theft, damage or unauthorized use of items
A. Attempted or actual theft of property or services of the college, of other college students or other members of the college community or of the campus visitors.
B. Possession of property known to be stolen or belonging to another person without the owner’s permission.
C. Attempt or actual damage to property owned or leased by the college, of other college students, of other members of the college community or of campus visitors.
D. Attempt of actual unauthorized use of credit card, debit card, student identification card, cell phone, personal identification number, test number, campus connect account and/or personal check.
E. Alteration, forgery, or misrepresentation of any forms of identification.
F. Possession or use of any form of false identification.

8. Actions Against Member of the College Community
A. Physical harm or threat of harm to self or others.
B. Intentional or reckless conduct which endangers the health or safety of self or others.
C. Behavior that disrupts the normal operation of the college including its students, faculty and staff.
D. Sexual misconduct that involves, but is not limited to:
   1. Deliberate touching of another’s sexual parts without consent.
   2. Deliberate sexual invasion of another without consent.
3. Deliberate constraint or incapacitation of another, without that person’s knowledge or consent, so as to put another at substantially increased risk of sexual injury.

4. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual’s academic pursuits, college employment, participation in activities sponsored by the college or organizations or groups related to the college or opportunities to benefit from other aspects of college life.

E. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization/club.

9. Gambling, Wagering, Gaming or Bookmaking

Gambling, wagering, gaming or bookmaking on college premises or with college equipment as defined by federal, state and/or local law is prohibited.

10. Hazing

Engaging in or submitting to hazing by volition is not allowed. Hazing is considered an act that endangers the health, safety or well-being of a student. Acts of hazing include, but are not limited to physical brutality, exposure to the elements, confinement in an undesirable space, or any other activity that subjects a student to an unreasonable risk or harm.

11. False Alarms or Terrorism Threats

Intentional sounding of a false fire alarm, falsely reporting an emergency or terrorism threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers/hydrants, filing false police reports, improperly possessing, tampering with, or destroying fire equipment or emergency signs on college premises.

12. Financial Irresponsibility

Failure to meet financial obligations owed to the college, or components owned or operated by the college, including, but not limited to, the writing of checks on accounts with insufficient funds.

13. Unauthorized Entry, Possession or Use

A. Unauthorized entry into or use of college premises or equipment.

B. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, college identification card or access code for use in college premises or equipment.

C. Unauthorized use of the college name, logotype, symbols for the college; however, registered student organizations are permitted to use the word “Ranger College” or “RC” as part of their organizational name or to use the complete statement “a student organization at Ranger College.”

D. Unauthorized use of the college’s name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the college.

14. Traffic & Parking

A. Violation of college traffic and parking regulations.

B. Obstruction of the free flow of pedestrian traffic on college premises.

15. Housing Regulations
Violations of rules that govern behavior in the residence halls and/or dining halls are subject to those found in the Code of Student Behavior.

16. Failure to Comply

A. Oral or written avocation or recommendation of conscious and deliberate violation of any federal, state, or local law.
B. Failure to abide with a college or campus official’s directive that is given within the official’s acting capacity.
C. Failure to notify the Registrar’s office of change in official mailing address or giving false or fictitious address to such office.
D. Failure to present student identification on request to any college official and/or identify himself/herself to any college official acting in the performance of his/her duties.

17. Providing False Information or Misuse of Records

Knowingly furnishing false information to the College, or to a college official in the performance of his/her duties, either verbally or through forgery, alteration or misuse of any college document, record or instrument of identification.

18. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices

Use of skateboards, rollerblades, scooters, bicycles or other similar devices in college building: the use of these items on college premises in such a manner as to constitute a safety hazard or cause damage to college or personal property.

19. Violations of Federal, State and/or Local Laws

A. Misconduct which constitutes a violation of any provisions of federal, state, and/or local laws.
B. Conviction of Misdemeanor or Felony- Obedience to the law being a primary duty of the citizen, the conviction of a student for violation of law renders the student also subject to disciplinary action on the part of the college. Institutional authority will not be used to duplicate the function of general laws. Students who have been convicted of misdemeanors that come to the official attention of the college can expect to have their status within Ranger College reviewed if their behavior has brought discredit upon themselves, fellow students, or the college. Publicity of the behavior and association of the name of the college with the act or the student involved enhances the possibility of college disciplinary action. A student who endangers one’s life or the lives of others while violating the law will be subject to disciplinary action from the college. If a student pleads guilty to a charge or is convicted of a felony offense, the student will automatically be subject to having one’s status at the college reviewed and may face disciplinary action in the process.
C. Indictments by Juries- Students who are under indictment by a grand jury and have posted an appeal bond may remain in the college pending the verdict of the trial. If the college has an interest in the case, action taken by the college will be delayed until after the trial has been held. When a student’s situation warrants special consideration, one’s status will be reviewed as to the appropriateness of remaining on campus as a member of the student body.

20. Abuse of the Discipline System

A. Failure to respond to an administrative official’s summons within the designated time.
B. Falsification, distortion or misrepresentation of information in disciplinary proceedings.
C. Disruption or interference with the orderly conduct of a disciplinary proceeding.
D. Filing an allegation known to be without merit.
E. Discouraging or attempting to discourage an individual’s proper participation in or use of the discipline system.
F. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.

G. Harm, threat of harm, or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during, and/or after a disciplinary proceeding.

H. Influencing or attempting to influence another person to commit an abuse of the discipline system.

I. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.

J. Failure to comply with the sanction(s), conditions(s) and/or restriction(s) imposed under the Code of Student Conduct.

K. No student suspended from the College for a disciplinary reason shall be permitted on a college campus during the entire period of the suspension, except when summoned by an administrative official of the College or by previously arranged official appointment.

21. Citizenship

A. Bad Checks and Unpaid Bills- Each student should be honorable in all financial dealings with businesses and individuals off campus. The college views financial dealings between students and businesses as a private transaction between the two parties. The college will not collect bad checks or bad debts that students have incurred for businesses or individuals; however, businesses will be provided with the names and addresses of students upon written request according to District Policies.

B. Representing Ranger College- Students of Ranger College should remember that when groups of individuals are off campus, one’s acts are viewed as the acts of Ranger College students and not as the act of private individuals. Students who come to the official attention of the College as a result of misbehavior may be subject to disciplinary action. Students come to the official attention of the college in several ways. Most often, outraged citizens call a member of the administrative staff and complain about something students have done. Sometimes newspapers publish accounts of the misdeeds of Ranger College students.

C. Students Visiting Other Campuses
Students who visit other campuses are expected to be circumspect in their behavior. When it becomes necessary for an official of another school to register a complaint about the behavior of a Ranger College student, that student can expect to become involved in disciplinary proceedings.

D. Campus Visitors

A. Non-members of the college community, who have not been duly invited nor authorized to use college facilities, who repeatedly visit or spend a large portion of their time on the college campus, are not welcome and will be asked to leave. Loitering, by non-members of the college community, in the facilities of the college or on the college campus, substantially interferes with the normal activities of the college.

B. Non-members of the college community are required while on the campus to observe and comply with the rules and regulations adopted by the college and/or Board of Regents. Non-members of the college community are also required while on the campus to identify themselves upon the request of a college official or security officer or other law enforcement officer in the performance of his/her duty.

C. The college campus is not a sanctuary and any person who violates any state law shall not be protected nor given any preferred status in the eyes of the law by reason of the fact that the violator is a member of the college community.

D. When it appears to the President, or any college official who has been authorized and designated by the President to maintain order, that any non-member of the college campus has violated, on the campus, any state or federal law or any college rule or regulation, such person or persons may be ordered by such official to leave the college campus, and should the college see fit, charges may be filed against such person or persons. The President may make due application to any court for injunction or other judicial relief in regard to the threatened or actual violation of any of the above mentioned rules and regulations.
22. Smoking

Smoking or other use of tobacco products is prohibited in all Ranger College entrances/doorways, facilities, and vehicles.

23. Pets on Campus

Pets are not allowed to be kept anywhere on campus except when needed for instruction or where needed by a handicapped employee or student. Service animals must be on a leash or be otherwise under the direct and positive control of the owner.

LIVING AND DINING ACCOMMODATIONS

- An important aspect of the total educational experience while attending college is the students’ living situation. Daily experiences in the residence hall have a profound influence on the individual’s growth and development which cannot be obtained in the classroom. All single undergraduate students who do not live with their parents and carry 12 or more semester hours on the Ranger campus are required to reside in a college residence hall. Any deviation from this policy must have written approval from the Vice President of Student Services prior to the time of registration. A student whose academic course load falls below 12 semester hours may be asked to move from a residence hall.
- The College maintains four residence halls for men: Ranger Hall, which will accommodate 96; Nicksick Hall, which will accommodate 48; Meyerson Hall, which will accommodate 68 and Regents Hall, which will accommodate 32.
- The College maintains two residence halls for women: Wagley Hall, which will accommodate 96; and Kuykendall Hall, which will accommodate 48.
- A Housing Administration Fee of $50.00 is required of each dormitory resident, which will cover both the Fall and Spring semesters, and is due and payable prior to his/her occupancy in a dormitory room. Application, accompanied by the $50.00 application fee, is submitted to the office of the Campus Support Services. Room assignments are made by the Vice President of Student Services. The $50.00 fee is non-refundable.
- In the cafeteria, capable personnel prepare and serve well-balanced, nutritional meals at a minimal cost. ALL RESIDENT STUDENTS ARE REQUIRED TO PURCHASE THE COLLEGE MEAL PLAN. A student requiring a special diet may make a formal request to the cafeteria manager for special diet considerations.
- The cafeteria and all residence halls will be closed during Thanksgiving and Christmas Holidays, Spring Break, and between semesters. As necessary repairs and cleaning will be done during these periods, the residence halls must be vacated.

STUDENT HEALTH SERVICES AND INSURANCE

- Good health is conducive to learning and Ranger College encourages each student to undergo a medical examination prior to initial enrollment.
- The College does not provide medicine, hospitalization, or surgical services. Ranger College is not responsible in any way for accidents or injuries incurred by a student taking part in any college activity or any other activity related to the college, including, but not limited to athletic programs, intramural sports programs, physical activity courses or programs, student activities, dormitory life, or general classes and programs.
- Area medical doctor, dentist, clinic, and hospital are available to students for diagnosis and treatment. Such off-campus medical and dental services are entirely the expense of the student.
- Ranger College has elected to make available to students at their option and expense, a sickness and accident insurance policy. This policy is made available through an independent insurance company and is not provided by Ranger College. Ask the office of the Vice President for Student Services for a brochure.

STUDENT FINANCIAL AID
APPLICATION PROCEDURES

There are 3 options to apply for financial aid at Ranger College. On all applications Ranger College must be identified as one of the schools that is eligible to receive the information. The Ranger College school code is 003603.

Option 1 FAFSA On the Web (www.fafsa.ed.gov)
- Ranger College recommends that any student who has access to the Internet complete the Free Application for Federal Student Aid via the web. The address is www.fafsa.gov. This process allows the student to enter new applications, corrections, or renewals applications. The process takes approximately 1 week.

Option 2 Mail FAFSA to the Federal Processor
- Mail the Free Application for Federal Student Aid to the federal processor per directions in the packet. All students should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks.

Option 3 Complete PDF form on WEB (www.fafsa.ed.gov)
- You can access the Free Application for Federal Student Aid at www.fafsa.ed.gov and click the link for FAFSA filing options to complete a PDF FAFSA. The PDF FAFSA is available for you to print and fill out manually or is screen-fillable. “Screen-fillable” means that you can enter your data on the screen before printing. If you choose this option you will not be able to save your data to your PC. You will need to print the signature page and mail to the address it shows. The form takes about 10 days to process.

Once the Financial Aid Office receives the Student Aid Report from the student or the federal processor, our office will review the application and determine if additional documents are required. These documents can include, but are not limited to copies of IRS tax return transcripts, W-2’s, and a verification worksheet required by the Department of Education. The student will be notified by mail of any further documentation requirements. Once the required documentation has been received in the Financial Aid Office, a notification of award eligibility will be sent to the student. The time frame from receipt of verification documents in the Financial Aid Office to award letter origination is approximately one week.

IMPORTANT DATES FOR FINANCIAL AID

Students should apply for financial aid as early as possible before the academic period for which they are requesting assistance. Student aid funds are limited, and the demand usually is greater than funds available.

Financial Aid awards are made by the academic year (Fall and Spring). It is necessary that the student reapply each academic year.

Priority Dates

Priority is given to students who have submitted to the Financial Aid Office all requested and required documentation prior to the following dates:

- July 20.............................................................Fall/Spring semester
- December 14 ....................................................Spring semester only
- April 15.............................................................Summer semesters**

Deadline for registration:

Students wishing to use their financial aid to pay for registration must have their files completed by the following dates:

- July 20.............................................................Fall/Spring semester
- December 14 ....................................................Spring semester only
- April 15.............................................................Summer semesters**

The financial aid office at Ranger College offers the following programs:
Ranger College does not process aid for transient students.

Federal Pell Grants
A Federal Pell Grant is awarded based on each student’s financial need. Need is primarily based on Adjusted Gross Income (AGI) and family size, but other factors such as assets and the number of family members in college are also taken into account. The exact eligibility amount is calculated when the College receives and processes an Institutional Student Information Report (ISIR) from the U.S. Department of Education. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree. The annual maximum and minimum awards are set by federal regulations. Pell Grant funds are based on the number of hours enrolled when the funds are received. All other sources of aid will be given in addition to the Pell Grant.

Federal Supplemental Educational Opportunity Grants
FSEOG is awarded to undergraduates with exceptional financial need, with priority given to Federal Pell Grants recipients with the lowest Expected Family Contributions (EFC). Students will be awarded FSEOG based on the availability of funds at the College on a first-come, first-served basis until funds are depleted. The College cannot guarantee that every eligible student will receive an FSEOG award. The annual maximum and minimum awards are set by federal regulations.

Federal Work Study Opportunities
Ranger College participates in the Federal College Work-Study Program which is sponsored jointly by the federal government and Ranger College. Students must submit a FAFSA and have unmet financial need to be eligible for work-study. Student assistants are employed in faculty and administrative offices, laboratories, the library, student services and community service jobs. Because all wages are on an hourly basis, work schedules are arranged around class schedules. Funds are awarded on a first-come, first-served basis until funds are depleted. Students must request work-study by FAFSA or in person.

Subsidized Stafford Loans
Awards are available to students enrolled at least ½ time with established financial need as determined by submission of a Free Application for Student Financial Aid (FAFSA). Award amounts are determined by federal regulations. Repayment and accrual of interest begins 6 months after ceasing to attend at least ½ time. The government pays the loan interest while the student is enrolled at least ½ time.

Note: Due to federal law, funds for first-time borrowers at Ranger College may not be disbursed until 31 days after the beginning of the semester.

Unsubsidized Stafford Loan
Awards are available to students enrolled at least ½ time regardless of financial need. Maximum eligible amounts include awards for the same period through the Subsidized Stafford Loan program and are determined by federal regulations. Interest accrual begins at the time loan funds are received.

Note: Due to federal law, funds for first-time borrowers at Ranger College may not be disbursed until 31 days after the beginning of the semester.

Parent Plus Loan
Funds are available to parents of dependent students that are enrolled at least ½ time regardless of financial need. Borrowers must be US citizens or permanent residents. Parents may borrow up to the cost of attendance minus other aid received by the student. Interest accrues upon receipt of loan funds. Repayment begins within 60 days of receipt of funds.

The Texas Public Education Grant
This grant was established by the Texas State Legislature for Texas residents based on need. The annual maximum and minimum awards are set by state regulations and are awarded on a first-come, first-served basis until funds are depleted.

**Texas Educational Opportunity Grant (TEOG)**

This grant was established by the Texas State Legislature to help needy students who complete high school with advanced curriculum and are pursuing an Associate’s Degree. These funds will be awarded on a first-come, first-served basis until all funds are depleted. This grant is only available to full-time students who are Texas residents.

**HARDSHIP POLICY**

In the event of a hardship or other good cause, the Financial Aid Director may allow an otherwise eligible person who is awarded a Texas Grant or TEOG to receive the funds while enrolled for less than ½ time or if the student falls below student academic progress requirements. Requests will be reviewed on a case-by-case basis. The policy is available in writing in the financial aid office for public review upon request.

**Texas Exemptions and Waivers**

The state of Texas and Ranger College provide and fund several tuition and/or exemptions and/or waivers. Interested students should contact the Office of Student Financial Aid or the Texas Higher Education Coordinating Board at 1-800-242-3062 or online at [www.collegeforalltexans.com](http://www.collegeforalltexans.com) for additional information. Exemptions and waivers include, but are not limited to the following:

- Blind and Deaf Students
- AFDC or TANF
- Certified Education Aides
- Certified Fire Fighters
- Children of Disabled Fireman and Police Officers
- Dependents of Texas Veterans killed in action
- Early High School Graduates
- High School Valedictorians
- Senior Citizen (65 and over)
- Students in Foster Care or other residential care

**SCHOLARSHIPS**

The Ranger College Policy on Awarding Financial Aid and Scholarships: Students who receive grant money and Ranger College scholarship cannot exceed Ranger College’s total direct costs equal to the on-campus costs for full-time. A full Ranger College scholarship is considered the difference between grant funds and total direct costs. NO grant funds or Ranger College scholarship funds will be given directly to a student that are over the on-campus total direct school costs. (“Total direct school costs” are charges which come directly from the school.)

A limited number of Ranger College scholarships are awarded through a variety of individual divisions to students who perform service in activities such as athletics, communicative arts, drama, band, drill team, and honors program. To compete for or maintain one of these Ranger College scholarships, a student must be in good academic standing and meet the required standards of Ranger College and the governing rules. Students are only eligible to receive one Ranger College Scholarship in any given semester. Other scholarships that are available are:

- **A. Purple and White Award** - This award is available to ANY dorm resident student who is not receiving any other institutional scholarship or award. If you are interested in applying for the Purple and White award, fill out the application in its entirety and send it to the attention of the Financial Aid office at Ranger College, 1100 College Circle, Ranger, TX 76470. The application will be reviewed and if granted, you will be notified. The deadline for applying for this award is September 1 of each school year, however to enhance your chance of receiving this award, you are advised to apply as soon as possible. The amount of this award is $250 per semester.

- **B. Presidential scholarship** – This scholarship is offered by the President of Ranger College and covers tuition,
fees and dorm fees. Students who receive the Presidential Scholarship must work 12 hours a week (two hours Monday through Thursday and four hours on Friday mornings) in a capacity assigned by the President. The Presidential scholarship is based on superior academic qualifications. If you are interested in receiving the Presidential Scholarship, please contact the President at 254-647-3234 ext. 7034.

Other scholarship information is available in the Financial Aid Office. Please contact Financial Aid at 254-647-3234 ext. 7008.

EQUITY IN ATHLETICS DISCLOSURE ACT
Ranger College is in compliance with the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. Information is available to the public in the Office of the President.

STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

I. Purpose and Scope
The following Standards of Academic Progress are adopted according to federal mandates for the purpose of determining continuing student eligibility for financial aid. These Standards shall apply to all need based financial assistance, unless the terms of a particular grant provide otherwise. Financial aid recipients will be reviewed for satisfactory progress at the end of the fall and spring semesters.

II. Grade Point Average (GPA) Requirement
A. All new and continuing students who apply for financial assistance must have a cumulative GPA that meets Satisfactory Academic Progress requirements on all credit hours earned prior to the semester for which aid is requested.
B. Transfer students may be eligible for funding only on a probationary basis (unless an academic transcript is provided to the Financial Aid Office indicating a cumulative GPA of at least 1.50).
C. The students must complete both the minimum numbers of hours of those attempted as well as achieve the Cumulative GPA requirements at the end of each semester. Students must complete 75% of all hours attempted and meet Academic Satisfactory Progress as stated on pg. 26 of the Ranger College catalog. The following chart states the minimums that all Financial Aid Students must meet:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Hours Required to Complete</th>
<th>Hours Attempted</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>75%</td>
<td>0-15</td>
<td>1.50</td>
</tr>
<tr>
<td>9-11</td>
<td>75%</td>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>6 to 8</td>
<td>75%</td>
<td>31 or more</td>
<td>2.00</td>
</tr>
<tr>
<td>5 or less</td>
<td>75%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following chart illustrates the cumulative hours a student must complete based on his/her enrollment status on a yearly basis.

<table>
<thead>
<tr>
<th>Student Status</th>
<th>1st Yr</th>
<th>2nd Yr</th>
<th>3rd Yr</th>
<th>4th Yr</th>
<th>5th Yr</th>
<th>6th Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### III. Failure to Meet the Standards of Progress

In these provisions, the probation or suspension terms refers only to financial aid probation or suspension.

A. **Probation** - this means a student can remain eligible for financial aid for one semester until standards of progress have been met. The student may be allowed to receive financial aid funds while on probation, but must complete the subsequent term by meeting all the minimum requirements at the close of that term.

A student will be placed on **Warning** if the following occurs:

- A. When the student fails to complete the required number of hours per semester. (See chart)
- B. When a student receives all “W’s” for the semester. *(Will be included in all grades and credits attempted.)*
- C. When the student receives all F’s for the semester. *(Will be included in all grades and credits attempted.)*
- D. When a student receives all “Q’s” for the semester. *(Will be included in all grades and credits attempted.)*
- E. Student receives an “I” for incomplete course work until a grade has been determined and will only be counted as a completion once a passing grade has been received.

B. **Suspension** - this means a student cannot receive financial aid because standards of progress have not been met.

A student will be placed on **Suspension** if the following occurs:

- A. While on probation, the student fails to meet progress standards according to the chart above.
- B. Students do not provide all academic transcripts. This will apply to new transfer and returning students.

Students placed on probation or suspension will be notified in writing of their status at the end of the semester.

### IV. Appeal Process

A. A student who has been denied financial aid because of a failure to meet any of the criteria of the standards may petition the Financial Aid Review Committee to consider any mitigating circumstances. The student’s appeal must be in writing and supporting documentation regarding special circumstances must be provided.

B. If the student’s appeal is accepted, the student may enroll at Ranger College on Financial Aid Probation and will have one semester to make Satisfactory Academic Progress. If the student fails to make Satisfactory Academic Progress, the student will be placed on Financial Aid Suspension and may no longer receive federal financial aid.

C. If the student’s appeal is denied, the student must enroll in 12 hours and make Satisfactory Academic Progress while paying his/her own way. If the student enrolls and makes Satisfactory Academic Progress then financial aid may be restored for the following semester.

### V. Maximum Time Allowed For Completion of Educational Objectives

A. All financial aid recipients will have a maximum time frame in which to complete their educational requirements of 62-71 credit hours. The College will allow a total of 6 semesters for a student to complete an Associate Degree. This will be pro-rated for part-time students. Those students seeking a second Associates Degree may have two additional semesters in which to complete the Degree.

B. **Transfer students** - the same maximum time frame will be allowed for those hours needed to complete an Associate Degree at Ranger College. For example: If a student transfers 30 semester hours, a student will need 32-41 hours to complete an Associate Degree and will be allowed a maximum of 3 semesters to finish.

C. All periods of attendance will be evaluated regardless of whether the student received Federal Student Aid.

D. Complete withdrawal from school with “W’s” or “Q’s” for a semester will be included in Maximum Time
VI. Changing Degrees or Certificates Programs
A. Students wishing to change their degree plans will have the same standards of progress as all other students pursuing a regular Associate Degree.

Additional Information:
A. Financial Aid will not be provided for: credit hours earned by placement tests; non-credit coursework; any course registered for after the last official day of late registration; a course attempted by the student for the third time. The most recent grade is counted for qualitative standards. Repeated courses will be considered in the hours attempted.
B. Grades of —W’’, —Q’’,—I’’ will be treated as attempted but not completed coursework.
C. A grade of an “F’’ is a completed grade and will be taken into consideration when calculating the number of hours completed and CGPA.
D. Developmental remedial coursework may receive funding up to a maximum of —27 credit hours’’ according to Federal Regulations. Remedial courses will be counted as hours attempted.
E. Support Services: Many services are available at each college location to help students attain academic success. The services including Counseling, Testing, Tutoring, Health Services, Placement. Information on such services shall be made available to all financial aid students.
F. Hours taken in summer school will be evaluated to determine attempted and completed credits.
G. Only hours recorded on the official Ranger College grade transcript will be used in determining progression.
H. Students with unequal enrollment status will be pro-rated accordingly.

METHODS OF DISBURSEMENT FOR PELL GRANTS
Title IV funds may be used to pay tuition and fees for all students at the time of registration. After registration, Title IV funds will be requested from the Department of Education for only the amount of tuition and fees applied to student accounts. The balance of Title IV funds will be credited to all student accounts as applicable beginning with the fifth week of the semester. Student refunds of Title IV funds will be made in accordance with the Department of Education’s requirement of fourteen days after a credit balance appears on the students’ accounts. This calculation is based on calendar days, not including breaks with five consecutive calendar days or more.

VETERANS’ BENEFITS AND SERVICES
Ranger College is approved to train Veterans. The Financial Aid Office serves as the VA Official and is prepared to render assistance to the veteran in applying for his/her educational benefits.

BENEFITS FOR TEXAS VETERANS
Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been exhausted or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Ranger College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran’s benefits will be exempt from tuition and educational related fees up to a minimum of 150 credit hours.

ELIGIBILITY FOR NEED BASED FINANCIAL AID
To be eligible for federal and state funded financial aid, an applicant must meet the following general requirements:
1. Be a United States citizen or eligible non-citizen. Applicants with a student visa are not eligible for federal student aid.
2. Be registered with Selective Service (males only).
3. Have a high school diploma or its equivalent (GED).
4. Be enrolled as a regular student in an eligible program and working toward a degree, or certificate.
5. Be in good standing and/or maintaining satisfactory progress in the course of study pursued.
6. Demonstrate financial aid need for assistance documented by the Free Application for Federal Student Aid (FAFSA), and
7. Not be in default on any federal loan or owe a refund on a federal/state grant

RIGHTS AND RESPONSIBILITIES

Students have the right to know:
1. What financial aid programs are available?
2. The deadline for submitting the application for each of the programs.
3. How financial aid is distributed.
4. Costs of attending the institution.
5. What resources are considered in the calculation of financial need?
6. The institution’s refund policy.

Students are responsible for:
1. Completing forms accurately and by the published deadlines.
2. Submitting information requested by the Office of Student Financial Aid staff in a timely manner.
3. Keeping the Office of Student Financial Aid informed of any changes in address, name, marital status, financial situations, or any change in student status.
4. Reporting to the Office of Student Financial Aid any additional assistance from non-institutional sources such as scholarships, or educational benefits.
5. Notifying the Office of Student Financial Aid of a change in enrollment status.
7. Re-applying each year for aid.

 Determination of Financial Need and Eligibility

The amount of financial aid that a student is eligible to receive will be determined by the “Estimated Family Contribution” (EFC) that is calculated by the Federal processor and which appears on the Student Aid Report (SAR) and/or Institutional Student Information Report (ISIR). This is the amount that a student and/or his or her family is expected to contribute towards the cost of meeting their educational expenses. Another factor that determines the amount of aid that will be received is the “Cost of Education.” This is the amount, as determined by federal and state guidelines, that it will cost the “average” student to attend Ranger College. If you feel that you may have extenuating circumstances which might warrant a professional judgment decision by the Financial Aid Director, please contact the Financial Aid Office.

Criteria for Determining Aid

- The amount of the Pell Grant to be awarded is determined by the “Cost of Attendance,” the EFC, the number of hours of enrollment, and the Pell payment chart published each year by the United States Department of Education. Once the Pell Grant amount has been determined, other campus-based awards such as FSEOG, FEDERAL WORK-STUDY, TPEG, and scholarships may be awarded. Financial Aid (including scholarships) cannot exceed the limits established by federal regulations and/or Ranger College’s policy.

- The campus-based programs have limited funds available, and the majority of the funds are awarded to those neediest applicants who have the earliest completed files. The institution does, however, have the policy of allocating work-study funds on a per program basis. This means each program at Ranger College has a first-come, first served allocation to each program such as baseball, track, band, cheerleading, and etc.
This is done to ensure that all students in all programs have equal and fair access to the Ranger College funding allocation criteria.

**Approximate Financial Aid Cost of Education budgets: (9 months @ 15 hr. semester) these are not direct costs (see tuition and fee schedules for exact costs)**

<table>
<thead>
<tr>
<th></th>
<th>At-home</th>
<th>On-Campus</th>
<th>Off-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
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<td>3870</td>
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<td>Room &amp; Board</td>
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<tr>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11310</strong></td>
<td><strong>11895</strong></td>
<td><strong>16985</strong></td>
</tr>
</tbody>
</table>

**STUDENT LEAVE OF ABSENCE**

A student may request a Leave of Absence (LOA) from the college under certain circumstances. Students requesting a LOA must make the request by completing the Ranger College Leave of Absence Request Form, available in the Office of the Vice President for Instruction. The Ranger College Leave of Absence Policy is available by contacting the Office of the Vice President for Instruction or accessed on the Ranger College website at [www.rangercollege.edu](http://www.rangercollege.edu).

**COUNSELING AND ADVISING**

Counseling services are maintained for the benefit of all students. These services include such areas as educational, vocational, and personal-social. This counseling service is staffed by professional counselors who offer assistance to those who are undecided on a field of study or career, who wish to improve study habits, or who need help in any problem area. Counseling services are available on a voluntary basis, and students need not be referred by anyone in order to receive counseling. Interviews are confidential and no information is released to anyone without the student’s permission. Ranger College provides academic advising to assist students with course selection, transferability of courses, career choices, and other pertinent concerns. Students will meet with an advisor prior to the beginning of each semester to assist them in reaching their educational goals. The counselor’s office is located in Golemon Library Building.

**STUDENTS WITH DISABILITIES**

Ranger College responds dynamically to the multi-cultural student body and community it serves and takes pride in advocating equal educational opportunities for all students by providing information and assistance to people with disabilities who wish to pursue their higher education at Ranger College. A student (or employee) with a disability has a right to an equal opportunity to participate in and benefit from programs offered at Ranger College. The rights and responsibilities of students with disabilities are specified in the Ranger College ADA Plan (Americans with Disabilities Act). To obtain information concerning disability services, please contact the ADA coordinator in the counselor’s office in the Golemon Library Building.

**JOB PLACEMENT SERVICES**

- Ranger College provides placement services to assist students in obtaining part-time and full-time employment.
- Students should contact the Counselor’s office located in the Golemon Library Building to fill out a Job Placement Request form so a file can be set up containing information such as job interests, skills, and additional contact information.
- Assistance and information are available for writing resumes, preparing for interviews, and completing employment applications.

**LIBRARY SERVICES**
The Golemon Library and Learning Resources Center provides educational support to the students, faculty, and staff of Ranger College and to the surrounding community. The library is located on the Ranger Campus and is a center of college activity.

Ranger College is a TexShare partner. “TexShare is a consortium of Texas libraries joining together to share print and electronic materials, purchase online resources, and combine staff expertise. TexShare services are available to patrons of participating member libraries all across Texas, regardless of institution type, size, or location. The consortium is administered by the Texas State Library and Archives Commission” (https://www.tsl.state.tx.us/texshare/index.html).

The library houses a book collection of over 24,000 volumes. An extensive reference section is available for in-house use. Subscriptions are maintained on approximately 90 periodicals and journals, with back issues open for perusal. An interlibrary loan agreement with OCLC First Search supplements the collection.

In addition to print resources, patrons have the use of 28 computer stations. Library computers provide access to the Internet, word processing, and over 51 on-line databases. The library’s automated catalog is also available from these computers.

Other services offered at the Golemon Library and Learning Resources Center include photocopying, laminating, and printing at no cost. Because independent study and research are encouraged at Ranger College, study areas are located throughout the library.

The Golemon Library and Learning Resources Center supports the Ranger College programs at all locations. Materials owned by the Golemon Library are available for use by students, faculty, and staff at any location where the College offers courses. Students and faculty at distance locations have access to the collection through the library’s on-line catalog. Items may be requested by email, phone, text, and via the Texshare program. Additional resources are available from local municipal libraries where Ranger College has cooperative agreements in place.

STUDENT ORGANIZATIONS AND ACTIVITIES
The College provides a varied program of extracurricular activities designed to make maximum use of the facilities and organizations available. The College sponsors events and activities such as receptions, athletic contests, movies, and dances to provide recreation for students.

ATHLETICS
Ranger College is a member of the National Junior College Athletic Association, and the Northern Texas Junior College Athletic Conference, and the National Intercollegiate Rodeo Association. Ranger College teams have won national championships and individuals have earned national recognition. Numerous athletes have received scholarships from senior colleges and universities. Many former Ranger College athletes have signed professional contracts.

Information regarding the Equity in Athletics Disclosure Act (Section 360B of Public Law 103-382) is available for inspection upon request from the Ranger College Financial Aid Office.

Scholarships are available in all offered sports. For additional information, contact the Athletic Director or Head Coach. Admission requirements to Ranger College are the same for all students.

Ranger College hosts the following sports: BASEBALL, Men’s and Women’s BASKETBALL, Men’s and Women’s GOLF, Men’s and Women’s RODEO, Men’s and Women’s SOCCER, SOFTBALL, VOLLEYBALL, CROSS COUNTRY AND HALF-MARATHON

MUSIC ACTIVITIES
Ranger College offers opportunities for students to pursue musical interests through participation in musical groups. Scholarships are available to many participants and two hour of college credit per semester is earned for membership in choir.

PHI THETA KAPPA
Phi Theta Kappa is an international honor society for two-year college students. The Delta Tau chapter was
established at Ranger College in 1945. The purpose of the society is to recognize and encourage academic achievement among students. It provides members with the opportunity to develop leadership, character, and integrity.

To be eligible for membership a student must have completed at least twelve hours of course work and have a grade point average of 3.5 or higher. Each spring semester, faculty members review a list of prospective members and approve the final selection. Invitations to join are then sent to those students selected for membership. Any student who thinks he or she is eligible and has not received an invitation to join Phi Theta Kappa should contact the sponsor.

RANGER COLLEGE STUDENT GOVERNMENT ASSOCIATION
The Ranger College Student Government Association has as its objective the coordination of and responsibility for student government affairs and the direction of regular student activities. The membership is composed of representatives of the various classes, organizations, and other groups on the campus. Council members represent the students on committees that have a part in formulating policies and handling student problems.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT
The Student Right-To-Know and Campus Security Act require institutions of higher education to collect statistics concerning the incidence of certain crimes on campus. At Ranger College this data is reported annually, and is available from the office of the Vice President for Student Services. In addition, this information is disseminated to new students during orientation and is published in the Ranger College Student Handbook.

SECURITY CAMERAS
Security cameras are located throughout the college dormitories and in certain other locations within the college. These cameras have been installed for student security and exist solely to make the campus a safe and secure facility. Tampering with or disabling cameras in any way is a most serious offense punishable by fines and/or dismissal. Interfering with the operation of security cameras may endanger other students and well-being of the college.

POLICY ON STUDENT RECORDS
- Ranger College accords all the rights under The Family Educational Rights and Privacy Act of 1974, as amended, to students who are declared independent. The College will not provide access to nor disclose information from students’ educational records without written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.
- Within the College only those members individually or collectively acting in the student’s educational interest are allowed access to student educational records. These members include personnel in the Registrar’s Office, Business Office, Financial Aid Office and other administrative personnel seeking the information in the discharge of their official duties. Academic personnel shall have access within the limitations of their need to know as it relates to students enrolled in their classes or in their capacity as student advisors.
- At its discretion Ranger College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members in athletic teams.
- Students may withhold Directory Information by notifying the Vice President for Student Services in writing within two weeks after the first day of class for the full term. Requests for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information from general release must be filed annually in the Office of the Vice President for Student Services.
- Students shall have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for including in their files if the decisions of the hearing
panels are unacceptable. Students wishing to review their education records must make written requests to the Vice President for Student Services listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions.

- Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Vice President for Student Services. If the decisions are in agreement with the student’s requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and the student will be informed of his right to a formal hearing. Students’ request for a formal hearing must be made to the Vice President for Student Services, who within a reasonable period of time after receiving such a request will inform the student of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student’s expense.

- Decisions of the hearing grievance officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The records will be corrected or amended in accordance with the decisions of the hearing panel if the decision requires such. If the decision is unsatisfactory to the student, he/she may place within the education records statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the records, and released whenever the records in question are disclosed.

- Students who believe that the adjudication of their challenge was unfair or not in keeping with the provision of the Act may request, in writing, assistance from the President of the College and he shall aid them in filing complaints with the Family Educational Rights and Privacy Act Office, Dept. of Education, Washington, D.C.

TRANSFER CURRICULA

Ranger College will follow the guidelines of the Texas Higher Education Coordinating Board related to the transfer of lower division course credit.

GENERAL PROVISIONS

All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

REQUIREMENTS AND LIMITATIONS

A. Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the “Community College General Academic Course Guide Manual.”

B. Each university must identify at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the “Community College General Academic Course Guide Manual” including those that fulfill the lower-division portion of the institution’s Core Curriculum.

C. All public colleges and universities must accept transfer credit for successfully completed courses identified in (a) and (b) above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.

D. Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for their non-transfer students in that major; however,

1. No institution shall be required to accept in transfer more credit hours in any major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for the major, as prescribed by the current issue of the Coordinating Board’s guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.

2. In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution shall be required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.

3. A university may deny the transfer of credit in courses with a grade of “D” as applicable to the student’s major.
E. All senior institutions of higher education in Texas shall provide support services for transfer students’ equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer student’s equivalent to that provided for entering freshman enrollees.

F. No university shall be required to accept in transfer or toward a degree, more than sixty-six (66) semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

RESOLUTION OF TRANSFER DISPUTES

The following procedures shall be followed by public institutions of higher education in the resolution of transfer disputes involving lower division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that the transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

2. A student who receives notice as specified in Subsection (1) may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit shall notify the Commissioner of its denial and the reasons for the denial.

5. The Commissioner of Higher Education or the Commissioner’s designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

6. The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner’s designee.

7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

COURSE DESCRIPTIONS*

*The first number in parentheses indicates lecture hours and the second number represents laboratory hours each week. Note: To facilitate the transfer of courses, Ranger College began using Texas Common Course Numbers in the fall of 1994. Courses that are equivalent have been designated a common number for use by participating colleges and universities. The common course number is comprised of a four-letter prefix identifying subject area, followed by a four-digit number. The digits in the number correspond to the following: first, course level; second, credit hour value; third and fourth, sequence. In the current catalog, the common course number precedes the name of the course. Not all courses are offered at all locations.

AGRICULTURE (AGRI)

1307 – Agronomy (3-0) 0111025101 Principles and practices in the development, production, and management of field crops including plant breeding, plant disease, soils, insect control, and weed control. Credit 3 semester hours.

1311 – Dairy Science (3-0) 0109055101 Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, test for composition and quality, and use and processing of market milk and dairy products. Credit 3 semester hours.
1319 – Introductory Animal Science (3-0) 0109015101 Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. Credit 3 semester hours.

1325 – Marketing of Agricultural Products (3-0) 0101025101 Operation in the movement of agricultural commodities from producer to consumer, including the essential marketing function of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Credit 3 semester hours. Prerequisite: AGRI 1319 or by permission of the instructor.

2301 Agricultural Power Units - Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery.

2317 – Introduction to Agricultural Economics (3-0) 0101035101 Fundamental economic principles and their applications to the problems of the industry of agriculture. Credit 3 semester hours. (Offered on an irregular basis.)

2330 - Wildlife Conservation and Management (3-0) 0306015101 Principles and practices used in the production and improvement of wildlife resources for aesthetic, ecological, and recreational uses of public and private lands. Credit 3 semester hours.

2403 – Agricultural Construction (2-4) 0102015101 Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. Credit 4 semester hours.

ANTHROPOLOGY (ANTH)

2346 – General Anthropology (3-0) 4502015125 This course introduces the study of human beings, their antecedents and related primates, and their cultural anthropology, archeology, linguistics and ethnology. Credit 3 semester hours.

ART (ARTS)

The student who successfully completes the Art curriculum will be able to recognize the elements of form represented by three basic shapes (circle, square, and triangle) in all forms of life. The student will be able to define basic composition by developing major drawing projects during the semester.

1301 - Art Appreciation (3-0) 5007035126 Exploration of purposes and processes in the visual arts including evaluation of selected works. Credit 3 semester hours.

1316 - Drawing I (3-0) 50.0705.52 26 A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Credit 3 semester hours.

BIOLOGY (BIOL)

Students completing the Biology curriculum will understand the importance of the cell as the basic unit of life and the major metabolic events in the cell, and the relationship between structure and function in living organisms. Students will understand the mechanics of heredity and its relationship to adaptation, specialization and organic evolution. Students will understand the basic ecological principles describing the interactions of organisms with their environment. Students in Anatomy and Physiology will know the basic tissues that compose the human body.
and will understand the structure and function of the major organ systems and the role these organ systems play in maintaining homeostasis. All biology courses require a passing score on the TSI or an approved alternate test.

1322-Biology Nutrition & Diet Therapy I (3-3) 1905015109 Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Credit 3 semester hours.

1406-Biology for Science Majors I (3-3) 2601015103 Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.

1407- Biology for Science Majors II (3-3) 2601015103 A continuation of Biology 1406- Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaption, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.

1408 –Biology for Non-Science Majors I (3-3) 2601015103 Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.

1409 –Biology for Non-Science Majors II (3-3) 2601015103 A continuation of Biology 1408- Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaption, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.

2301 - Anatomy and Physiology (3-0) 2607075103 Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Credit 3 semester hours. No lab.

2401 - Anatomy and Physiology I (3-3) 2607075103 Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Credit 4 semester hours. Recommended prerequisite: BIOL 1407.

2402 - Anatomy and Physiology II (3-3) 2607075103 Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Credit 4 semester hours. Recommended prerequisite: BIOL 2401, or approval of instructor.

2420 - Microbiology for Non-Science Majors (lecture + lab) (3-3) 2605035103 Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Credit 4 semester hours.

2421 – Microbiology for Science Majors (lecture + lab) (3-3) 2605035103 Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Credit 4 semester hours. Prerequisites: BIOL 1406 and BIOL 1407 and CHEM 1411.

BUSINESS – (ACNT) (ACCT) (BUSI) (POFT)
Students interested in Business may elect to pursue a Workforce Education Certificate in Office Technology. With a strong emphasis in hands-on training, students can prepare for immediate entry-level employment and/or career advancement.

**ACCT 2301 - Principles of Financial Accounting I – Financial (3-3) 5203015104**
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders’ equity to communicate the business entity’s results of operations and financial position to users of financial information that are external to the company. Students will study the nature of assets, liabilities, and owners’ equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent.

**ACCT 2302 - Principles of Accounting II – Managerial (3-3) 5203015104** Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; an asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.

**BUSI 2301 - Business Law - Business (3-0) 2201015124** This course provides the student with the foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Credit 3 semester hours. Prerequisite: High school coursework in U.S. History and government, or equivalent.

**CHEMISTRY (CHEM)**
Students completing the Chemistry curriculum will understand the basics of atomic theory, and the nature of matter relative to quantifying chemical reactions. Students will learn the ways in which matter reacts to form chemical compounds and the rates and dynamics of these reactions. Students will understand the basic methods of performing qualitative analysis.

**1411 - General Chemistry I (3-3) 4005015403** General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. Recommended for pre-professional and science majors. Prerequisite: MATH 1314 College Algebra (3 SCH version) or equivalent academic preparation. Credit 4 semester hours.

**1412 - General Chemistry II (3-3) 4005015703** A continuation of Chemistry 1411. Prerequisite: Chemistry 1411. Credit 4 semester hours.

*Note: It is recommended that students take both semesters of chemistry at the same institution.*

**2423 - Organic Chemistry I (3-3) 4005045203** Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisites: two units of high school algebra and a passing score on the math section of the TSI or equivalent alternative test; CHEM 1411 and 1412.

**2425 - Organic Chemistry II (3-3) 4005045203** Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisites: two units of high school algebra and a passing score on the math section of the TSI or equivalent alternative test; CHEM 1411, 1412, 2423.
COMMUNICATION (COMM)
2302 – Principles of Journalism (3-0) 0904015206 Exploration of ethical and legal boundaries as well as issues and problems facing today’s journalist. Credit 3 semester hours.

2311 – News Gathering and Writing I (3-0) 0904015706 Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner. Credit 3 semester hours.

COMPUTER INFORMATION TECHNOLOGY (COSC) and (ITSW)
These courses have a strong emphasis in hands-on computer training, and prepare students for immediate employment and/or career advancement. Students will become proficient in the use of application software such as spreadsheets, word processing, and database.

COSC 1401 – Introduction to Computing (3-3) 1101015107 Overview of computer information systems – hardware, operating systems, and microcomputer application software, including Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and modern settings are also studied. This course is not intended to count toward a student’s major field of study in business or computer science. Credit 4 semester hours. Prerequisite: Keyboarding Proficiency.

COSC 1436 - Programming Fundamentals I (3-3) 1102015507 Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Credit 4 semester hours.

ITSW 1401 - Introduction to Word Processing (3-2) 110602 An overview of the production of documents, tables, and graphics. Includes word processing terminology and concepts; creating, formatting, editing, and printing documents, and use of simple tools and utilities. Prerequisite: Keyboarding Proficiency. Credit 4 semester hours.

ITSW 1404 - Introduction to Spreadsheets (3-3) 110301 Instruction in the concepts, procedures, and importance of electronic spreadsheets. Includes spreadsheet terminology and concepts; formulas and functions; formatting features; charts, graphs, and reports. Credit 4 semester hours.

ITSW 1407 - Introduction to Database (3-3) 110802 Introduction to database theory and the practical applications of a database. Includes database terminology and concepts; planning, defining, and designing a database; tables, forms, reports, and queries. Credit 4 semester hours.

COSMETOLOGY (CSME)
The Cosmetology Operator Certificate is a one-year program consisting of 42 semester hours and 1504 contact hours. The students will be exposed to the theory and skills of shampooing, hair and scalp treatment, hair cutting, chemical hair relaxing, hair styling and shaping, manicuring, cold waving, hair coloring, and facials. Upon completion of the program students will be awarded certificates of graduation and then be eligible to apply for the State Board Examination. Students who successfully complete the state exam will then become licensed cosmetologists. A Cosmetology Instructor Certificate is also available.

CSME 1310 - Introduction to Hair Cutting and Related Theory (1-8) 120407 Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section hair cutting and finishing techniques. Credit 3 semester hours.

CSME 1401 - Orientation to Cosmetology (2-6) 120401 An overview of the skills and knowledge necessary for
the field of cosmetology. Credit 4 semester hours.

CSME 1405 - Fundamentals of Cosmetology (2-6) 120401 A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management. Credit 4 semester hours.

CSME 1434 - Cosmetology Instructor I (2-7) 120413 The fundamentals of instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

CSME 1435 - Orientation to the Instruction of Cosmetology (2-6) 120413 An overview of the skills and knowledge necessary for the instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

CSME 1443 - Manicuring and Related Theory (2-7) 120410 Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

CSME 1444 - Cosmetology Instructor IV (2-6) 120413 Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment of techniques. Prerequisite: Valid operator license, Texas Cosmetology Commission. Credit 4 semester hours.
CSME 2445 - *Instructional Theory and Clinic Operation (2-6)* 120413  An overview of the objectives required by the Texas Department of Licensing and Regulations Instructor Examination. Prerequisite: Valid operator license, Texas Cosmetology Commission. Credit 4 semester hours.

CSME 2501 - *The Principles of Hair Coloring Related Theory (2-9)* 120407  Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. Pre/co-requisite: Orientation to Cosmetology. Credit 5 semester hours.

**DEVELOPMENTAL STUDIES**

The purpose of the Developmental Studies program is to help students who need to improve their basic skills in reading, writing, and mathematics. The Developmental Studies program has two major goals: (1) to help the student prepare to meet the requirements of the Texas Success Initiative, and (2) to help the student gain the skills necessary to be successful in academic classes at the college level.

Students who are identified as possessing skills below college level in reading, mathematics, and/or writing will be required to take developmental courses in the particular subject area. Students are placed in a developmental coursework based on holistic placement procedures of both quantitative and qualitative data, including, but not limited to: TSI scores, high school GPA, prior coursework, motivation, and TSI diagnostic profiles. Developmental courses are non-transferable college credit and may not be counted or used as hours towards graduation. Laboratory activities are required. Developmental classes are open to all students.

**DEVELOPMENTAL MATHEMATICS (DMAT)**

The purpose of Developmental Mathematics is to help students improve basic mathematics skills. The aim of Developmental Mathematics is to prepare students, so that they can be successful in academic courses at the college level to meet the requirements of the Texas Success Initiative. Based on holistic placement, using diverse data for developmental studies placement, a student is placed in DMAT 0313, DMAT 0323, or NCBM (course-pairing). A student placed in developmental mathematics coursework is able to advance, either to an advanced level or out of developmental mathematics, by passing the TSI Math assessment or achieving a 70% or better in their respective DMAT coursework, with the final exam accounting for 25% of their overall grade.

**0313 - Beginning Algebra (3-3) 3201045119**  The Real numbers and their properties and operations. Introduction to functions and notation. Solving and graphing linear equations and inequalities and applications. Systems of linear equations and inequalities. Exponents and polynomials. Factoring techniques including special structures. Credit 3 semester hours. In order to move to the highest level of developmental math (0323), a student must achieve a 70% or better in class, with the final exam accounting for 25% of the overall grade, OR successfully pass the TSI Math assessment. Failure to obtain either academic stipulation will result in repeating 0313.

**0323 - Intermediate Algebra (3-1) 3201045219**  Reviewing of factoring and special structures. Functions and equations as followings: rational, radical, root, and quadratics. Systems of linear equations and inequalities in two and three variables. Non-linear inequalities. Credit 3 semester hours. In order to move beyond developmental mathematics (0323) and into first college-level mathematics coursework, a student must achieve a 70% or better in class, with the final exam accounting for 25% of the overall grade, OR successfully pass the TSI Math assessment. Failure to obtain either academic stipulation will result in repeating 0323.

**NCBM – Mathematics Course-Pairing**  Intense developmental mathematics tutoring paired with first college-level mathematics coursework. Content topics range based on students’ academic needs in either College Algebra (MATH1314) or Elementary Statistics (MATH1342), including, but not limited to: elementary college algebra functions (e.g., linear, quadratic, polynomial, rational, radical), graphing, solving systems of equations and matrix algebra, interpretation of data, probability, sampling, and correlation and regression. Credit 1 semester hour. In order to move beyond developmental mathematics (NCBM), a student must achieve a 70% of better in NCBM, with the
final exam accounting for 25% of the overall grade, AND a C or better in their respective first college-level mathematics course OR successfully pass the TSI Math assessment.

DEVELOPMENTAL INTEGRATED READING & WRITING (DIRW)
The purpose of Developmental Reading & Writing is to help students improve basic reading and writing skills through diverse academic strategies. Further, the aim of Developmental Reading & Writing is to prepare students, so that they can be successful in academic courses at the college level to meet the requirements of the Texas Success Initiative. Based on holistic placement, using diverse data for developmental studies placement, a student is placed in DIRW 0313, DIRW 0323, or NCBW (course-pairing). A student placed in developmental reading & writing coursework is able to advance, either to an advanced level or out of developmental reading & writing, by passing the TSI Reading and TSI Writing assessment or achieving a 70% or better in their respective DIRW coursework, with the final exam accounting for 25% of the overall grade.

0313 – Vocabulary, Reading Comprehension, & Basic Grammar (3-3) 3201085212 This course includes strategies for building vocabulary, increasing reading rates, and improving comprehension. Further, this course will include instruction on active reading strategies using text structure to improve comprehension, interpreting, and evaluating reading materials. Basic grammar concepts of standard American usage, mechanics, writing in diverse sentence structure and paragraphs, and an evaluation of problem areas common to college students will be analyzed and improved upon for adequate application toward college-level writing. Credit 3 semester hours. In order to move to the highest level of developmental reading & writing (0323), a student must achieve a 70% or better in class, with the final exam accounting for 25% of the overall grade, OR successfully pass the TSI Reading and TSI Writing assessment. Failure to obtain either academic stipulation will result in repeating 0313.

0323 – Advanced Reading Comprehension, Critical Analysis of Text, & Basic Composition (3-3) 3201085212 This course includes strategies for advancing reading comprehension and facilitating critical analysis of text. Further, this course will include instruction on active reading strategies using text structure to improve comprehension, interpreting, and evaluating reading materials. This course will integrate critical analysis of text into writing instruction focused on the composition of essays, including pre-writing, drafting, organization, focus, unity, and revising and editing. Credit 4 semester hours. In order to move beyond developmental reading and writing (0323) and into first college-level reading and/or writing coursework, a student must achieve a 70% or better in class, with the final exam accounting for 25% of the overall grade, OR successfully pass the TSI Reading and TSI Writing assessment. Failure to obtain either academic stipulation will result in repeating 0323.

NCBW – Integrated Reading & Writing Course-Pairing
Intense developmental reading and writing tutoring paired with first college-level reading and/or writing coursework. Content topics range based on students’ academic needs in first college-level reading and/or writing course (e.g., HIST1301, ENGL1301, PSYC2301), including, but not limited to: advanced reading comprehension, critical interpretation and inference of literature, outlining, drafting, organization, and revising and editing strategies. Credit 1 semester hour. In order to move beyond developmental reading & writing (NCBW), a student must achieve a 70% of better in NCBW, with the final exam accounting for 25% of the overall grade, AND a C or better in their respective first college-level reading and/or course(s) OR successfully pass the TSI Reading and TSI Writing assessment.

ECONOMICS (ECON)
Students in Economics classes will examine the strengths and weaknesses of economic systems. Students will study the inter-relationship of national economies as well as the impact of larger trends on local and individual economies.

2301 - Principles of Macroeconomics (3-0) 4506015125 History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems. Prerequisite: Sophomore standing or consent of
instructor. Credit 3 semester hours.

2302 - Principles of Microeconomics (3-0) 4506015125 A continuation of Economics 2301. Prerequisite: Economics 2301 and sophomore standing or consent of instructor. Credit 3 semester hours.

EDUCATION (EDUC)

1100 - Learning Framework (1-0) 4227015125 A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed with PSYC 1100) Credit 1 semester hour.

EDUC 1301 Introduction to the Teaching Profession (3-0) 1301015109 - An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301 Introduction to Special Populations (3-0) 1310015109 An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301 Introduction to the Teaching Profession.

ENGLISH (ENGL)

Students who complete the Composition sequence will have learned to generate written texts within the rhetorical expectations of an academic audience. In order to achieve this, they will have learned to develop clear statements of purpose, organizational patterns, and detailed support for the most commonly employed rhetorical modes in academic writing and to edit texts for presentation according to the conventions of edited American English. Furthermore, students will have learned to apply principles for gathering, synthesizing, and presenting academic research.

Students successfully completing sophomore Literature courses will have learned to read, comprehend, and generate written critical responses to a variety of literary texts. Toward this end, students will learn to apply principles of literary analysis from a variety of critical schools and to appreciate the impact of historical context on literature.

1301 - Composition I (3-0) or (3-1) 2313015112 Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Credit 3 semester hours.

1302 - Composition II (3-0) or (3-1) 2313015112 Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and
conclusions. Prerequisite: English 1301. Credit 3 semester hours.

2307 – Creative Writing (3-0) 2313025112 Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, drama or oral histories. Credit 3 semester hours.

2308 – Creative Writing II (3-0) 2313025112 Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, drama or oral histories. Credit 3 semester hours.

2311 - Technical and Business Writing (3-0) 2313035112 Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1302. Credit 3 semester hours.

2322 - British Literature I (3-0) 2314045112 A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: English 1302. Credit 3 semester hours.

2323 - British Literature II (3-0) 2314045112 A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: English 1302. Credit 3 semester hours.

2326 - American Literature (3-0) 2314025112 A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: English 1302. Credit 3 semester hours.

2332 - World Literature I (3-0) 1601045213 Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: English 1302. Credit 3 semester hours.

2333 - World Literature II (3-0) 1601045213 Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: English 1302. Credit 3 semester hours.

2341 - Forms of Literature (3-0) 2303015112 This course explores the American Myth as told through the medium of film. Students gain an appreciation for film as a type of literature and a better understanding of the world around them. The course studies relationships between American history, social movements, cultural bias, and storytelling. Prerequisite: English 1302. Credit 3 semester hours.

ENVIRONMENTAL SCIENCE (ENVR)

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment.

ENVR 1401 Environmental Science I (3-3) 03.0103.52 01
ENVR 1402 Environmental Science II (3-3) 03.0103.52 01

GEOLOGY (GEOL)

Students who complete the Geology sequence will learn about the origin of the Earth; its material and morphology; its history and the processes that have acted upon it to affect its historic and present forms. In pursuit of that knowledge the student will consider the physical forces that have influenced change (such as plate tectonics); the
chemistry of the Earth’s constituent materials; the record and age of its past. The student will learn to apply this knowledge in discovering useful materials within the Earth and identifying stable environments for the support of modern life.

1403 – Physical Geology (3-3) 4006015403 Principles of physical and historical geology. Study of the earth’s composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Lab exercises, formation identification. Field trips may be required. Credit 4 semester hours. Lab Fee $12. (Offered on an irregular basis).

1404 - Historical Geology (3-3) 4006015403 Principles of physical and historical geology. Study of the earth’s composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Field trips may be required. Credit 4 semester hours. (Offered on an irregular basis).

GOVERNMENT (GOVT)

Students in Government classes will learn the organization and functioning of national, state, and local governments. Students will learn the importance of freedom, democracy, and participation in the political process. In order to fulfill the statutory requirements of six hours of government needed for a bachelor’s degree from a state educational institution, as well as an Associate of Arts and Associate of Science Degree from Ranger College, the student should complete the following sequence of courses: GOVT 2305 and GOVT 2306.

2305 - Federal Government (3-0) 4510025125 A study of the federal constitution; the organization and administration of the federal system; political participation by the individual, and the principles which underlie American democracy. Credit 3 semester hours.

2306 - Texas Government (3-0) 4510025125 A study of the organization of state and local governments with particular emphasis on the constitution and governmental system of Texas. Credit 3 semester hours.

Note: It is recommended that students take both semesters of government at the same institution.

HEALTH SERVICES (HITT)

1205 - Medical Terminology I (2-2-0) 510707 Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Students will identify, pronounce, and spell medical terms; use terms in context; utilize prefixes, suffixes, root words, and plurals to construct medical terms; analyze medical terms; translate abbreviations; and interpret symbols. Credit 2 semester hours.

HISTORY (HIST)

Students successfully completing courses in History will have a greater appreciation for and knowledge of the diverse cultural, political, social, military and economic events that have helped to shape the present. The student will understand the importance of the past in the understanding of the present and successful preparation for the future.

1301 - United States History I (3-0) 5401025125 This is a course in United States history stressing the planning and development of the English Colonies in America, the struggle for independence and the establishment of the Constitution, national territorial expansion, the rise of Jacksonian Democracy, the slavery controversy, the Civil War and Reconstruction. Credit 3 semester hours.

1302 - United States History II (3-0) 5401025125 This course is a continuation of United States History 1301. Emphasis is placed on new social and industrial problems, rise of the progressive movement, the United States as a world power, World War I, depression and the New Deal, World War II, and contemporary America. Credit 3 semester hours.

2301- Texas History (3-0) 5401025225 Survey of Texas from the Spanish exploration to the present. Credit 3
semester hours. (Offered on an irregular basis).

2321 - World Civilizations I (3-0) 5401015325 A survey of the political, religious, social, and intellectual development of world history prior to 1600. This course includes ancient and medieval history, the development of empires, the rise of religious and political struggles, and the social, economic and political interaction among Europe, Africa, Asia and the Americas. Credit 3 semester hours.

2322 - World Civilizations II (3-0) 5401015325 A survey of the political, religious, social, economic and intellectual development of world history from 1600 to the present. This course includes the Industrial Revolution, Enlightenment, the Rise of Colonial Empires, the two World Wars, the Cold War, 3rd World Independence Movements, the Post-Cold War World and their impact on Europe, Asia, Africa and the Americas. Credit 3 semester hours.

HUMANITIES (HUMA)

Humanities courses (HUMA 1301 and 1302) emphasize leadership development, are transferable, and are a part of the Honors Program.

1301 – Introduction to the Humanities I (3-0) 2401035112 An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Credit 3 semester hours.

1302 – Introduction to the Humanities II (3-0) 2401035112 An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Credit 3 semester hours.

MATHEMATICS (MATH)

Students who complete college mathematics courses will have learned to read and analyze problems in a mathematical context. They will be able to write the solution of mathematics problems with proper terminology, syntax, and logical organization. College math students will be able to represent mathematical relations graphically and to analyze data which is presented graphically. They will be able to use hand-held graphing calculators in solving problems. Graphing calculators are required for Math 1314.

1314 - College Algebra (3-0) or (3-1) 2701015419 Study of Quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; conic sections; and matrices and determinants. Prerequisite: two years of high school algebra or a grade of C or better in DMAT 0323 or the equivalent. Credit 3 semester hours.

1316 - Plane Trigonometry (3-0) 2701015319 Trigonometric functions, identities, equations, and applications. Use of hand-held calculators in solving application problems. Prerequisite: Math 1314 or concurrent enrollment. Credit 3 semester hours.

1332 – Contemporary Mathematics I (3-0) 2701015119 Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Prerequisite: Two years of high school algebra and one year of high school geometry or a grade of C or better in DMAT 0323 or the equivalent. This course does not satisfy the math requirement for the Associate of Science Degree. Credit 3 semester hours.

1342 – Elementary Statistical Methods (3-0) 2705015119 Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software. Credit 3 semester hours.

2312 – Pre-Calculus Math (3-0) 2701015819 Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry. Credit 3 semester hours
2313 - Calculus I (3-3) 2701015919 Functions, limits, continuity, differentiation, implicit differentiation, integration, applications, and topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: Math 1314 and 1316. Credit 3 semester hours.

2314 - Calculus II (3-3) 2701016219 Logarithmic, exponential, and hyperbolic functions; techniques of integration, approximate integration, improper integrals, sequences, series, topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: Math 2313. Credit 3 semester hours.

MUSIC (MUSI) (MUAP) (MUEN)

Students taking Music fundamentals/theory courses will become familiar with all aspects of music notation, will develop aural skills in chord, tempo, and rhythm recognition, and will develop sight-singing abilities. They will learn melodic dictation and writing of four-part harmonization. Students will develop keyboard skills which will enable them to perform elementary musical exercises. In music appreciation classes, students will be able to recognize music styles in their historical and cultural context and to appreciate various forms of music as art and entertainment.

MUSI 1116 Elementary Sight-Singing and Ear Training I (0-2) 5009025326 Singing in treble and bass clefs; introduction to alto and tenor clefs; major and minor modes and melodies with harmonic backgrounds of principal chords. Aural study of beat divisions and intervals. Prerequisite: Concurrent enrollment in Music 1311. Credit 1 semester hour.

MUSI 1117 Elementary Sight-Singing and Ear Training II (0-2) 5009025326 Singing in other modes and melodies with and melodies with harmonic backgrounds of secondary chords and minor changes of key center. Aural study of beat divisions and intervals including compound and complex meters. Prerequisite: Completion of MUSI 1116 and concurrent enrollment in MUSI 1312. Credit 1 semester hour.

MUSI 1301 - Fundamentals of Music I (3-0) 5009045526 Introduction to the elements of music theory; scales, intervals, keys, triads, keyboard harmony, notation, meter, and rhythm. Credit 3 semester hours.

MUSI 1306 - Music Appreciation (3-0) 5009025126 Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recording and/or live performance. Credit 3 semester hours. Does not apply to music major degree.

MUSI 1310 - American Music (3-0) 5009025326 The general survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Credit 3 semester hours.

MUSI 1311 Music Theory I (3-0) 5009045126 Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Companion course with MUSI 1116. Credit 3 semester hours.

MUSI 1312 Music Theory II (3-0) 5009045126 Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Prerequisite: Music 1311 -- concurrent enrollment in Music 1117. Credit 3 semester hours.

MUSI 2116 Advanced Sight-Singing and Ear Training I (0-2) 5009045726 Singing more difficult tonal and beginning atonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Prerequisite: Completion of MUSI 1117 and concurrent enrollment in Music 2311. Credit 1 semester hour.
MUSI 2117 Advanced Sight-Singing and Ear Training II (0-2) 5009045726 Singing more difficult tonal/atonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures and modulations. Prerequisite: Completion of MUSI 2116 and concurrent enrollment in MUSI 2312. Credit 1 semester hour.

MUSI 2311 Music Theory III (3-0) 5009045226 Advanced harmony part-writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Prerequisite completion of MUSI 1312. Companion course with MUSI 2116. Credit 3 semester hours.

MUSI 2312 Music Theory IV (3-0) 5009045226 Continuation of MUSI 2311. Study of mixed chords, ninths, elevenths, etc. Original compositions in two and three-part song forms are required. Survey of harmonic techniques of the nineteenth and twentieth centuries. Continued study of keyboard harmony. Prerequisite: Completion of MUSI 2311. Companion course with MUSI 2118. Credit 3 semester hours.

MUEN 1241, 1242 - College Choir (0-6) 5009035726 A mixed singing organization open to students interested in choral singing. Public concerts. Credit 2 semester hour each semester.

MUEN 2241, 2242 - College Choir (0-6) 5009035726 A continuation of Music 1241-1242. Credit 2 semester hour each semester.

PHILOSOPHY AND RELIGION (PHIL)
Philosophy and Religion courses aid the student in developing an understanding of the role of philosophy and religion in the lives of people and in studying religious writings in a non-sectarian environment.

1304 – Introduction to World Religions (3-0) 3802015212 A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Credit 3 semester hours.

PHYSICAL EDUCATION (PHED)
Students in Physical Education courses will learn the rules, techniques, and procedures for successful performance in one or more sports. Through participation opportunities the student will learn to develop strength, flexibility, muscle tone, cardiovascular endurance, and an awareness of health and physical fitness.

1101, 1102, 2101, 2102 - Required Physical Education (0-3) 3601085123 Instruction and participation in physical and recreational activities. Course designed to meet activity requirements in physical education. Credit 1 semester hour each semester.

1105, 1106, 2105, 2106 - Athletics (0-3) 3601085123 Students will participate in varsity or junior varsity sports. Course designed to meet activity requirements in physical education. Credit 1 semester hour each semester.

1107, 1108, 2107, 2108 – Weight Training (0-3) 3601085123 Weight training for students who participate in varsity or junior varsity sports. Credit 1 semester hour each semester.

1301 - Introduction to Physical Fitness & Sport (3-0) 3105015223 A course designed to orient the student in the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Credit 3 semester hours.

1304 – Personal/Community Health I (3-0) 5115045116 Investigation of the principles and practices in relation to personal and community health. Credit 3 semester hours.
1306 – **First Aid** (3-0) 5115045316 Instruction in and practice of first aid techniques. Credit 3 semester hours.

1308 – **Sports Officiating I (Basketball or Football)** (3-1) 3101015123 This course includes a study of the rules, interpretations, and mechanics of officiating. The course is designed to develop the skills and knowledge required in the officiating of basketball or football (focus will be on one sport or the other depending on available instructors). Credit 3 semester hours.

1309 - **Sports Officiating II (Baseball)** (3-1) 3101015123 This course includes a study of the rules, interpretations, and mechanics of officiating. The course is designed to develop the skills and knowledge required in the officiating of baseball. Credit 3 semester hours.

1321 – **Coaching/Sports/Athletics I (Basketball or Football)** (3-1) 3105055123 The theory and practice of coaching basketball or football (focus will be on one sport or the other depending on available instructors). Credit 3 semester hours.

1322 – **Coaching/Sports/Athletics II (Baseball)** (3-1) 3105055123 The theory and practice of coaching baseball. Credit 3 semester hours.

1331 – **Physical Education for Elementary Education Majors** (3-1) 3105015223 An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology. Credit 3 semester hours.

1346 - **Drug Use and Abuse** (3-0) 5115045216 Study of the use and abuse of drugs in today’s society. Emphasizes physiological, sociological, and psychological factors involved. Legal and ethical implications are considered. Credit 3 semester hours.

**PHYSICS (PHYS)**

Students who complete the Physics sequence will learn the basic principles which govern the physical world. They will learn the use and application of mathematics in describing physical processes. Students will be able to analyze and solve problems in a physics context and write the solution process for physics problems. Finally, students will be made aware of the historical developments in physics, including biographies of selected physicists. Students will use computers and graphing calculators to gather and analyze experimental data.

1401 - **College Physics I (Lecture and Lab)** (3-3) 4008015303 Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton’s Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisite: MATH 1314 College Algebra (3 SCH version) and MATH 1316 Plane Trigonometry or MATH 2312 Pre-Calculus Math (3 SCH version) (Math 2412 Pre-Calculus may substitute for 2312. Credit 4 semester hours.

1402 - **College Physics II (Lecture and Lab)** (3-3) 4008015303 Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401 College Physics I (lecture + lab). Credit 4 semester hours.

2425 - **University Physics I (Lecture and Lab)** (3-3) 4001015403 Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413 and Calculus I (4 SCH version). Credit 4 semester hours.

2426 - **University Physics II (Lecture and Lab)** (3-3) 4001015703 Principles of physics for science, computer
science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisite: PHYS 2425 University Physics I (lecture & Lab) and MATH 2414 Calculus II (4 SCH version). Credit 4 semester hours.

PSYCHOLOGY (PSYC)
Students completing the Psychology curriculum will learn aspects of personality, behavior, self-awareness and motivation. They will understand components of physical, social, and mental development. They will be able to apply this appreciation to everyday living. Students will learn the major historical developments in Psychology as a science.

1100 – Learning Framework (1-0) 4227015125 A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed with EDUC 1100) Credit 1 semester hour.

2301 - General Psychology (3-0) 4201015125 A survey of the major principles derived from research on human and animal behavior. Topics studied include heredity and environment, intelligence, emotions, motivation, learning, personality, the senses, perception, and the form and functions of the nervous system. Credit 3 semester hours.

2308 - Child Psychology (3-0) 4227035125 This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. Prerequisite: Psychology 2301 or permission of the instructor. Credit 3 semester hours.

2314 - Lifespan Growth and Development (3-0) 4227035125 Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. Prerequisite: Psychology 2301 or approval of the instructor. Credit 3 semester hours. (Offered on an irregular basis).

REGISTERED NURSING (RNSG)
The RN program was approved by the Texas State Board of Nursing and began accepting students in January of 2011. Registered Nursing students will follow the prescribed curriculum and attain a level of knowledge sufficient to take the state licensure exam.

1119 – Integrated Nursing Skills I (0-2) 5138016614 Study of the concepts and principles essential for demonstrating competence in the performance of basic nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 1 semester hour.

1129 – Integrated Nursing Skills II (0-2) 5138016714 Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 1 semester hour.

1311 – Nursing Pathophysiology (3-0) 513801 Basic principles of pathophysiology emphasizing nursing applications. Includes epidemiologic factors that alter the normal physiological processes across the lifespan. This course lends itself to either a blocked or integrated approach. Credit 3 semester hours.
1301 - Pharmacology (3-0) 513801 Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. Credit 3 semester hours.

1423 – Introduction to Professional Nursing (4-0) 5138016514 Introduction to the profession of nursing including the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 4 semester hours.

1460 – Clinical Nursing – Registered Nurse Training (0-12) 5138016914 A health-related work-based learning experience that enabled the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Utilizes the nursing process to deliver care to individuals in acute and transitional care settings. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision-making. Emphasis is on beginning assessment, psychomotor; and communication skills. Content includes applicable competencies in basic workplace skills. Credit 4 semester hours.

1461 – Clinical Nursing- Registered Nurse Training (0-12) 513806914 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Utilizes the nursing process to deliver care to individuals and families in varied structured health care settings. Focus in on health promotion/health maintenance, nutrition, pharmacological management, communication, ethical/legal aspects, and course-related psychomotor skills. Emphasis is on physical and psychosocial assessment of newborns, children, and adults in the collaborative management of individuals and families during childbearing and child rearing ages and in caring for individuals undergoing selected surgical interventions. Content includes applicable competencies in basic workplace skills. Credit 4 semester hours.

2207 – Adaptation to Role of Professional Nurse (2-0) 513801 Selected concepts related to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Credit 2 semester hours.

2504 – Integrated Care of the Client with Common Health Care Needs (5-0) 5138016814 Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, periooperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 5 semester hours.

2514 – Integrated Care of the Client with Complex Health Care Needs (5-0) 511600 Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 5 semester hours.
2535 – Integrated Client Care Management (5-0) 511600 Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Credit 5 semester hours.

2560 – Clinical Nursing – Registered Nurse Training (0-15) 5138016914 A health-related, work-based experience in a medical-surgical setting that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Utilizes systematic problem-solving process and critical-thinking skills to provide nursing care to individuals with complex health care needs in diverse health care settings. Focus is on health promotion, work organization, time management, communication techniques, ethical/legal aspects, and critical-thinking skills. Emphasis is on performance of assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Content includes applicable competencies in course-related and basic workplace skills. Credit 5 semester hours.

2562 – Clinical Nursing – Registered Nurse Training (0-15) 5138016914 A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Utilizes assessment skills, critical thinking, and independent nursing intervention to care for individuals experiencing acute/chronic episodes of illness and/or multi-system failure. Focus is on caring, health promotion, health restoration and professional values within a legal/ethical framework. Emphasis is on collaborative clinical decision-making, nursing leadership, skills, and client management in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. Credit 5 semester hours.

1202 Wellness Health Promotion (HPRS) 510000 (Health Services/Allied Health/Health Sciences, General) An overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Credit 2 semester hours.

1204 – Basic Health Profession Skills (HPRS) 510000 (Health Services/Allied Health/Health Sciences, General) A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Credit 2 semester hours.

SIGN LANGUAGE (SGNL)

1401 - Beginning Sign Language I (4-0) 1616035113 Introduction to Sign Language covers finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. Credit 4 semester hours.

1402 - Beginning American Sign Language II (4-0) 1616035113 Continuation and further development of SGNL 1401 that covers finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (Prerequisite SGNL 1401) Credit 4 semester hours.

SOCIOLOGY (SOCI)

Sociology enables students to better understand the social context in which they live. The students learn to look analytically at the society in which they live and to understand the causes and remedies for social problems in everyday life.

1301 - Introductory Sociology (3-0) 4511015125 The study of the basic elements of human society; human behavior, culture, personality, social groups, social institutions, the social processes as a product of group and community organization. Credit 3 semester hours.
SPANISH (SPAN)
After successfully completing Spanish, students will have achieved a functional proficiency in Spanish. They will learn common phrases, idiomatic expressions, vocabulary, and structures that are indispensable for communication. They will be able to function in social and business situations. They will have opportunity to acquire knowledge to read, write, and translate everyday Spanish and basic literature. Also, they will become familiar with some common Hispanic customs and traditions.

1411 - Beginning Spanish I (3-3) 1609055113 Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. No prerequisite. Credit 4 semester hours.

1412 - Beginning Spanish II (3-3) 1609055113 A continuation of SPAN 1411. Prerequisite: SPAN 1411 or equivalent. Credit 4 semester hours.

2311 - Intermediate Spanish I (3-3) 1609055213 The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412. Credit 4 semester hours.

2312 - Intermediate Spanish II (3-3) 1609055213 The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311. Credit 4 semester hours.

SPEECH (SPCH)
The student in completing the Speech curriculum will learn techniques for successful oral communication of ideas and effective listening skills to improve understanding of oral expression.

1144- Forensic Activities I (0-3) 2313046012 Laboratory experience for students who participate in forensic activities. Credit 1 semester hours.

1145- Forensic Activities II (0-3) 2313046012 Continuation of the laboratory experience for students who participate in forensic activities. Credit 1 semester hours.

2144- Forensic Activities III (0-3) 2313046012 Laboratory experience for students who participate in forensic activities. Credit 1 semester hours. Prerequisite SPCH 1144 and 1145.

2145 - Forensic Activities IV (0-3) 2313046012 Continuation of the laboratory experience for students who participate in forensic activities. Credit 1 semester hours. Prerequisite SPCH 2144.

1315 - Public Speaking (3-0) 2313045312 A systematic study of the basic principles of effective oral communication. Provides experience in public speaking and listener analysis. Emphasis is placed on speech construction for extemporaneous speaking. Credit 3 semester hours.

2333 - Discussion and Small Group Communication (3-0) 2313045612 Discussion and small group theories and techniques as they relate to group process and interaction. Credit 3 semester hours.

2335 - Argumentation and Debate (3-0) 2313045912 This course introduces various argumentation techniques. The student will learn basic research skills and methods of cataloging evidence. The student will learn to organize
and present ideas in effective communication paradigms. Individual debate and team formats will be demonstrated. Credit 3 semester hours.

**VOCATIONAL NURSING (VNSG)**

Vocational Nursing students will follow the prescribed curriculum and attain a level of knowledge sufficient to take the state licensure exam.

**1115 - Disease Control and Prevention (1-0) 513901** Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions. Credit 1 semester hour.

**1116 - Nutrition (1-1) 513901** Introduction to nutrients and their role in proper growth and development and the maintenance of health. Credit 1 semester hour.

**1126 - Gerontology (1-1) 513901** Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the older adult. Credit 1 semester hour.

**1263 - Clinical I (0-7) 513901** A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 2 semester hours.

**1138 - Mental Illness (1-0) 513901** Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Credit 1 semester hour.

**1304 - Foundations of Nursing (3-0) 513901** Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. Credit 3 semester hours.

**1320 - Anatomy and Physiology for Allied Health (2-2) 513901** Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Credit 3 semester hours.

**1323 - Basic Nursing Skills (2-4) 513901** Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Communication skills, medical terminology, CPR and emergency first aid will be included. Legal and ethical responsibilities of the vocational nurse are emphasized. Basic IV therapy skills. Credit 3 semester hours.

**1327 - Essentials of Medication Administration (2-3) 513901** General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Credit 3 semester hours.

**1231 - Pharmacology (2-0) 511613** Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Credit 2 semester hours.

**1234 - Pediatrics (2-0) 511613** Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Credit 2 semester hours.
1330 - Maternal-Neonatal Nursing (3-0) 511613 Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Credit 3 semester hours.

1429 - Medical-Surgical Nursing I (4-1) 511613 Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Credit 4 semester hours.

1660 - Clinical II (0-24) 511613 A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 6 semester hours.

1432 - Medical-Surgical Nursing II (4-1) 511613 Continuation of Medical-Surgical Nursing I with application of the nursing process of the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Credit 4 semester hours.

1661 - Clinical III (0-24) 511613 A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 6 semester hours.

WELDING (WLDG)

Students in the Welding program have the option of pursuing a one-year Certificate of Completion in welding or an Associate of Applied Science Degree. Students will learn Oxy-Acetylene Welding, Shielded Metal Arc Welding, Pipe Welding, Gas Metal Arc Welding, Tungsten Arc Welding in all positions, and Fabrication and Layout, and will be able to read blueprints. Students will be prepared to seek employment in the welding field upon completion of the certificate or degree. Students must sign the official Ranger College Liability Release Form in order to enroll and begin any classes in Welding Technology. See the Welding Department for details.

1412 - Introduction to Flux Cored Arc Welding (2-4) 480508 An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment. Credit 4 semester hours.

1421 - Introduction to Welding Fundamentals (2-4) 480508 An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxy-acetylene welding and cutting, basic arc welding processes and basic metallurgy. Credit 4 semester hours.

1413 - Introduction to Blueprint Reading for Welders (2-4) 480508 A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry. Credit 4 semester hours.

1428 - Introduction to Shielded Metal Arc Welding (2-4) 480508 An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Credit 4 semester hours.

2406 - Intermediate Pipe Welding (2-4) 480508 A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practice. Credit 4 semester hours.
1417 - **Introduction to Layout and Fabrication (2-4) 480508** A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Credit 4 semester hours.

2435 - **Advanced Layout and Fabrication (2-4) 480508** A continuation of the Intermediate Layout and Fabrication course which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Credit 4 semester hours.

1430 - **Introduction to Gas Metal Arc Welding (2-4) 480508** A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction on various joint designs. Credit 4 semester hours.

1434 - **Introduction to Gas Tungsten Arc Welding (2-4) 480508** An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint design. Credit 4 semester hours.

2413 - **Intermediate Welding in Using Multiple Processes (2-4) 480508** Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding, or any other approved welding process. Credit 4 semester hours.

2439 - **Advanced Oxy-fuel Welding and Cutting (2-4) 480508** A study of all position welding on ferrous and nonferrous metals using oxy-acetylene welding process, including welding and cutting, brazing and soldering operations. Credit 4 semester hours.

2447 - **Advanced Gas Metal Arc (MIG) Welding (2-4) 480508** Advanced topics in GMAW welding, including welding in various positions and directions. Credit 4 semester hours.

2451 - **Advanced Gas Tungsten Arc (TIG) Welding (2-4) 480508** Advanced topics in GTAW welding, including welding in various positions and directions. Credit 4 semester hours.

2452 - **Advanced Flux Core Arc Welding (2-4) 480508** Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding.

EXPERIENTIAL LEARNING COURSE – offered via Virtual College of Texas & C.A.E.L./LearningCounts
“Developing Your Portfolio for College Credit” is a self-paced course that guides students step-by-step through the preparation and compilation of components required for prior learning assessment portfolio evaluation through LearningCounts.org. After completing the course and their portfolio, students submit their portfolio for assessment by CAEL-trained faculty assessors with the appropriate subject matter expertise (additional cost for portfolio assessment).

ACADEMIC TRANSFER PROGRAMS

**Suggested Transfer Curricula**

- Ranger College does not offer a major or an area of concentration in the Academic Transfer Program. Ranger College does provide upon request specific degree plans for students interested in various fields of study for students whose educational goals include transfer to a four-year college or university.
- In general, all students planning to transfer to a senior college or university to earn a Bachelor’s Degree will need basically the same courses in the first two years with a few selected electives. All students should follow either the Associate of Arts or the Associate of Science Degree plans.
- Students planning a Bachelor’s Degree, and especially those students who are undecided about a major field,
are advised to follow a “liberal arts curriculum” and complete the requirements of the Core Curriculum.

- Since requirements for a specific degree vary among institutions, each student preparing for transfer would be wise to select a particular college for transfer as early as possible in his/her college career and review that institution’s catalog and specific requirements for a major and graduation so that the program of studies at Ranger College can be adjusted to the student’s specific educational plans. Students desiring assistance with degree program planning are urged to consult the Vice President for Instruction, Registrar, or Counselor. Some programs qualify students for the Associate of Arts Degree or Associate of Science Degree and junior standing at a four-year college or university. A student who plans to graduate with an Associate of Arts Degree or Associate of Science Degree from Ranger College should review the Graduation and Core Curriculum requirements in this catalog.

**CURRICULA**

Curricula have been arranged to provide students a general guide for selecting their courses of study. Advisors will assist the student at registration to design a program that is appropriate to the student’s educational objective.

**WORKFORCE EDUCATION PROGRAMS**

**ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES**

The following approved programs are intended to prepare the student for employment upon completion or to further the vocational and technical skills of those already employed. Some of the curricula as listed lead to Certificates of Completion and some lead to the Associate of Applied Science Degree. The student is encouraged to determine his/her educational goal and pursue the curriculum that leads to that goal. Faculty advisors will assist the student at registration to select the program that is appropriate for the student’s educational objective. These programs are not planned with transfer as the desired objective, but some of the courses may be accepted by senior colleges if the student desires to pursue a bachelor’s degree at a later time.

**Majors.** Students who wish to pursue a degree or certificate in a Workforce Education program should declare a major in one of these areas: ADN, Welding Technology, Vocational Nursing, or Cosmetology. To declare a major, students should consult with an advisor or instructor in the program of interest.

**SCANS.** The Secretary’s Commissions on Achieving Necessary Skills (SCANS) is a joint project of the U.S. Department of Labor and U.S. Department of Education. The purpose is to encourage a high-performance economy with high-skill, high-wage employment. This project has produced a list of SCANS skills that were determined to be needed in occupations in today’s world. All Workforce Education programs at Ranger College teach SCANS skills. The SCANS skills include foundation skills of reading, writing, mathematics, listening and speaking. Also included are the competencies of allocating resources, acquiring and using information, interpersonal skills, understanding and designing systems, and using technology.
CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

This certificate program is not subject to the requirements of the Texas Success Initiative.

**WELDING CERTIFICATE OF COMPLETION**

**LEVEL I**

(Probable Completion Time: 1 Year)

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CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

This certificate program is not subject to the requirements of the Texas Success Initiative.
## CERTIFICATE OF COMPLETION
### LEVEL II
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**Total** ............................................................................. **56**

**CAPSTONE EXPERIENCE** – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

This certificate program is subject to the requirements of the Texas Success Initiative.
ASSOCIATE OF APPLIED SCIENCE DEGREE
WELDING
(Probable Completion Time: 2 Years)

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CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

This certificate program subject to the requirements of the Texas Success Initiative.
ASSOCIATE OF APPLIED SCIENCE DEGREE
REGISTERED NURSING**
(Probable Completion Time: 2 Years)

The RN program was approved by the Texas State Board of Nursing (TBON) in October 2010 and began in January of 2011.

Prerequisites

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<td>ENGL 1301 Composition I</td>
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<td>BIOL 2420 Microbiology and Clinical Pathology</td>
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Total Hours 18

Spring Semester – Year 1

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<td>RNSG 1460 Clinical-Nursing (RN training)</td>
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Total Hours 16

Fall Semester - Year 1

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<td>RNSG 2504* Integrated Care of the Client with Common Health Care Needs</td>
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<td>RNSG 1461* Clinical-Nursing (RN training)</td>
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Total Hours 13

Spring Semester – Year 2

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<tbody>
<tr>
<td>RNSG 2535* Integrated Client Care Management</td>
<td>5</td>
</tr>
<tr>
<td>RNSG 2562* Clinical-Nursing (RN training)</td>
<td>5</td>
</tr>
<tr>
<td>RNSG 2207* Transition to Nursing Practice</td>
<td>2</td>
</tr>
<tr>
<td>Total Hours</td>
<td>12</td>
</tr>
</tbody>
</table>

*Prerequisite: Successful completion of previous semester.

The Associate of Applied Science in Nursing program is subject to the requirements of the Texas Success Initiative.

**Only offered at the Brown County Center/Nursing Education Center**

### CERTIFICATE OF COMPLETION

#### VOCATIONAL NURSING**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNSG 1115 Disease Control &amp; Prevention</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>VNSG 1116 Nutrition</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>VNSG 1126 Gerontology</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>VNSG 1263 Clinical I</td>
<td>2</td>
<td></td>
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<tr>
<td>VNSG 1304 Foundations of Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>VNSG 1320 Anatomy &amp; Physiology for Allied Health</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>VNSG 1323 Basic Nursing Skills</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>VNSG 1327 Essentials of Medication Administration</td>
<td>3</td>
<td></td>
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<tr>
<td>Total Hours</td>
<td>17</td>
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</tr>
</tbody>
</table>

| **Spring Semester** | | |
|---------------------|----------------|
| VNSG 1231* Pharmacology | 2 |
| VNSG 1234* Pediatrics | 2 |
| VNSG 1330* Maternal Neonatal Nursing | 3 |
| VNSG 1429* Medical-Surgical Nursing I | 4 |
| VNSG 1660* Clinical II | 6 |
| Total Hours | 17 |

| **Summer Semester** | | |
|---------------------|----------------|
| VNSG 1432* Medical-Surgical Nursing II | 4 |
| VNSG 1138 Mental Illness | 1 |
| VNSG 1661* Clinical III | 6 |
| Total Hours | 11 |

*Prerequisites:
For Semester 1 - A & P 1 or Basic A&P (non-credit course)
For semesters 2 and 3 - Successful completion of previous semester.
**Only offered in Early, Comanche, Ranger, and Comanche**

Operator Certificate is not subject to the requirements of the Texas Success Initiative.

**COSMETOLOGY INSTRUCTOR CERTIFICATE**

84
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Contact</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1435</td>
<td>Orientation to the Instruction of Cosmetology</td>
<td>128</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2414</td>
<td>Cosmetology Instructor II</td>
<td>128</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2415</td>
<td>Cosmetology Instructor III</td>
<td>128</td>
<td>4</td>
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<tr>
<td>CSME 2444</td>
<td>Cosmetology Instructor IV</td>
<td>128</td>
<td>4</td>
</tr>
<tr>
<td>CMSE 2445</td>
<td>Instructional Theory and Clinic Operation</td>
<td>128</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS**

|                |       | 784   | 24    |

*A student who wishes to apply for the Cosmetology Instructor Certificate must first be a state-certified Cosmetologist.

Instructor Certificate is not subject to the requirements of the Texas Success Initiative.
CONTINUING EDUCATION

Ranger College recognizes that learning is a life-long process. Opportunity is thus provided for adults to assume or resume intellectual interests, increase vocational competence, develop worthwhile hobbies and improve the general quality of their lives. The College strives to serve the interests of the community and meet the needs of those who seek further education.

- The College offers two types of continuing education courses: vocational and/or hobby courses. Vocational courses offered at night or in short course format carry Continuing Education Unit (C.E.U.) credits, but not college credit. Courses of this type are used for securing or renewing occupational certificates, upgrading job skills, or acquiring new job skills. These courses are offered when there is a need and demand and when instructors and facilities are available. Vocational or hobby courses designed for enrichment or leisure time activities are not graded and carry no credit. Courses and programs of general interest to the community are provided when an instructor, facilities, and resources are available.

- Admission to the Continuing Education courses are normally on a “space available” basis and fees are set for each individual course. For information regarding currently offered Continuing Education courses, enrollment, or fees, the student should contact the Director of Continuing Education at (254) 965-8875.
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