2019 - 2020 CATALOG

SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

Excellence • Integrity • Accountability • Service • Diversity

http://online.fliphtml5.com/roprd/swut/#p=2

Contents

Please allow me this opportunity to welcome you to Southern University at Shreveport Louisiana (SUSLA). As you will soon become keenly aware, the College takes great pride in shaping its environment to support your educational aspirations through multiple facets, including the availability of quality programs and activities designed purposely to enrich your stay at the institution. Readily seen are our stellar academic programs that afford you opportunities to, not only engage in the global marketplace, but to sustain your employability despite fluctuations in the economy. Hence, in no small way, we remain excited about the ongoing evolution of this great institution and continue to trust in our longstanding tradition of providing exceptional experiences for our students. This year, that tradition continues with a dedicated and caring faculty and staff who, is guided by the goal of embracing academic excellence.

I feel compelled to commend you for making the decision to continue your pursuit of attaining your educational goals. Therein, this catalog is presented to you with the aim of directing you to the many programs of study offered by the college and to introduce you to a wide array of courses that would support your matriculation to four-year senior institutions. Moreover, these credit and non-credit courses promise to advance your skills in the latest trends in business and industry and prepare you to achieve your dreams in career pathways that maintain national prominence. The catalog will also share with you information regarding administrative regulations, admissions standards, and an overview of support services intended exclusively to ensure your success as a member of the university family. Should you find that this catalog does not answer a particular question, you are encouraged to contact the Office of the Registrar who is always ready to assist you.

Again, it is with great pleasure that I welcome you to an institution that brings a focused commitment to academic excellence. It is my wish that you find the year a rewarding and productive experience, as we too will continue to elevate the distinction of this institution as one that is supportive given any endeavor.

With warm regards,

Rodney A. Ellis, Ed.D.
Chancellor

Southern University at Shreveport
Executive Administration

Ellis, Rodney (2016)   B.A., University of Alabama
Chancellor   M.S., Auburn University at Montgomery
                                              Ed.D., University of Georgia-Athen

Bryant, Wayne H. (2013)   B.A., University of Louisiana at Monroe
Director Human Resources   M.A., Louisiana Tech University

Herron-Williams, Sharron (2017)   B.S., Stillman College
Vice Chancellor for Academic Affairs   MPPA, Mississippi State University
                                              Ph.D., Mississippi State University

Robinson Regina   B.S., Northwestern State University
Vice Chancellor RESPIE   M.A., Louisiana Tech University
                                              Ph.D., Louisiana State University Health
                                              Sciences Center

Rogers, Stephanie   B.B.A, Wiley College
Chief Advancement Officer

Jacobsen, Brandy (2009)   B.B.A. Wiley College
Chief Financial Officer   M.P.A., Louisiana Tech University

McClellan, Leslie (2016)   B.A., Langston University
Executive Associate to the Chancellor   M.Ed., Langston University

Sneed, Janice (1994)   B.S., Grambling State University
Vice Chancellor for Community and Workforce   M.B.A., Centenary College
Development

Turner-Williams, Melva (2003)   B.A., Grambling State University
Vice Chancellor for Student Affairs and Enrollment   M.P.A., Grambling State University
Management   Ph.D., Jackson State University

ACCREDITATION

Southern University at Shreveport is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Technical Diplomas, and Certificates. Contact the Commission on Colleges at 1866, Southern Lane, Decatur, Georgia 30033-4097 or call (404)679-4500 for questions about the accreditation of Southern University at Shreveport.

The Commission should only be contacted about accreditation related issues. All other inquiries should be directed to the institution at:

Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107
318-670-6000
www.susla.edu

Southern University at Shreveport's Respiratory Therapy Program is accredited by the Committee on Accreditation for Respiratory Care to award the Associate of Science Degree in Respiratory Therapy. Contact the Committee on Accreditation for Respiratory Care at 1248 Harwood Road, Bedford, TX 76021-4244 or call 817-283-2835.

Southern University at Shreveport's Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. Contact the Committee on Accreditation for Commission on Dental Accreditation at 211 East Chicago, Avenue Chicago, Illinois 60611 or call 212-440- 4653.

Southern University at Shreveport's Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics Information Management Education. Contact the Committee on Commission on Accreditation for Health Informatics Information Management Education at 200 East Randolph Street, Suite 5100, Chicago, IL 60601 or call 312-235-3235.

Southern University at Shreveport's Medical Laboratory Technician Program is accredited by the National Accrediting Agency of Clinical Laboratory Sciences. Contact the National Accrediting Agency of Clinical Laboratory Sciences at 5600 N. River Road, Suite 720, Rosemount, IL 60018 or call 773-714-8880.

Southern University at Shreveport's Phlebotomy Program is fully approved by National Accrediting Agency of Clinical Laboratory Sciences. Contact the National Accrediting Agency of Clinical Laboratory Sciences at 5600 N. River Road, Suite 720, Rosemount, IL 60018 or call 773-714- 8880.

Southern University at Shreveport's Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Contact the Joint Review Committee on Education in Radiologic Technology at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606 or call 312-

704-5300.

Southern University at Shreveport's Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education (CAAHEP) through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA). Contact the Commission on Accreditation of Allied Health Education at 25400 US Highway 19 Suite 158, Clearwater, FL 33763 or call 727-210-2350. Contact the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting at 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120 or call 303-694-9262.

Southern University at Shreveport's Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact the Accreditation Commission for Education in Nursing at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or call 404-975-5000 or email at www.acenursing.org. The School of Nursing has approval through the Louisiana State Board of Nursing (LSBN). Contact the Louisiana State Board of Nursing at 17373 Perkins Road, Baton Rouge, LA 70810 or call 225-755-7500 or email lsbn@lsbn.state.la.us.

Southern University at Shreveport's Practical Nursing Program is approved by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). Contact the Louisiana State Board of Nurse Examiners at 131 Airline Drive, Suite 301, Metairie, LA 70001 or call 504-838-5791 or email www.lsbpne.com.

Southern University at Shreveport's Certified Nursing Assistant Program is approved by the State of Louisiana Department of Health and Hospitals. Contact the State of Louisiana Department of Health and Hospitals at 602 N. Fifth Street, 2nd Floor, Baton Rouge, LA 70802 or call 225-342-1038 or email www.dhh.la.gov.

Southern University at Shreveport's Paramedic Program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). A Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation. Contact the CoAEMSP Executive Office: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 FAX 214-703-8992 www.coaemsp.org

APPROVALS
Southern University at Shreveport is approved for the training of veterans as prescribed by the Veterans Administration Office.

AUTHORIZATION
Southern University at Shreveport is authorized under Federal law (the Immigration and Naturalization Service) to enroll nonimmigrant students. Southern University at Shreveport does not discriminate on the basis of race color, national origin gender, age, disability or any other protected class. Title IX coordinator: Dr Tuesday W.Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208, (318)670-9201. Section 504 Coordinator: Ms. Jerushka Ellis, Health & Physical Education Complex, Room 314, (318)670-9367.

ACADEMIC CALENDAR

FALL 2019 ACADEMIC CALENDAR

August 15, 2019	Thursday	Faculty and Staff Institute	
August 16, 2019	Friday	Division Meetings	
August 17, 2019	Saturday	9:00 a.m. – 2:00 p.m.	Testing and Registration for Freshmen, Veterans and First-Time Transfer Students; REEL (Registered Early Express Line) Registration for students who participated in early registration
August 19, 2019	Monday	9:00 a.m. – 1:00 p.m.	Registration for students whose last name begins with A-M
		2:00 p.m. – 6:00 p.m.	Registration for students whose last name begins with N-Z
August 20, 2019	Tuesday	9:00 am – 6:00 p.m.	Registration for all students
August 21, 2019	Wednesday	Classes Begin; Add/Drop Period Begins; Late Registration (apply fee) Begins	
August 28, 2019	Wednesday	Last Day for Deans to Recommend Class Closures Due to Low Enrollment	
September 2, 2019	Monday	Labor Day Holiday – University Closed	
September 3, 2019	Tuesday	Classes Resume - Last Day to Officially Close Classes Due to Low Enrollment	
September 6, 2019	Friday	Last Day to Add Credit Courses and Change Class Sections	
September 13, 2019	Friday	Final Day to Pay Fees	
September 16, 2019	Monday	Final Purge ALL Students with Unpaid Fees – 14th Class Day (Census Date)	
September 17, 2019	Tuesday	Deadline for Graduation Applications for Spring Semester 2020	
October 2, 2019	Wednesday	Deadline to change Incomplete ("I") Grades for Spring and Summer 2019 Terms	
October 5-10, 2019	Saturday -Thursday	Mid-Semester Examination Period	
October 11, 2019 Last Day to Apply for B-Term (Second 8 Week courses)	Friday	Priority Registration for Veterans and Veterans' Benefit Recipients (for Spring 2020)	
October 14, 2019	Monday	**MANDATORY** Registration and Advising Period Begins for Spring 2020 for Currently Enrolled Students; B-Term Classes Begin	
October 15, 2019	Tuesday	Mid-Semester Grades Due in Registrar's Office	
October 17-20, 2019	Thursday -Sunday	Fall Break	
October 21, 2019	Monday	Classes Resume	
October 21, 2019	Monday	Last Day to Register for B-Term Courses (Second 8 Week Courses)	
October 23, 2019	Wednesday	Final Day to Pay Fees; Purge ALL students with Unpaid Fees -7th Class Day (Census Date for B -Term)	
October 28, 2019	Monday	Deadline for Dropping Courses with a Withdrawal ("W") Grade (Full term - 16 Week Courses and Second 8 Week Courses)	
November 11, 2019	Monday	Deadline to Withdraw from the University (Full term – 16 Week courses and Second 8 Week Courses)	
November 27- December 1, 2019	Wednesday - Sunday	Thanksgiving Holiday	
December 2, 2019	Monday	Classes Resume	
December 9, 2019	Monday	Last Day of Classes (Full term – 16 Week courses and Second 8 Week Courses)	
December 11-16, 2019	Wednesday - Monday	Final Examination Period for Non-Graduates (Full term - 16 Week Courses and Second 8 Week Courses)	
December 18, 2019	Wednesday	Final Grades Due in Registrar's Office	
December 19, 2019	Thursday	Fall Semester Ends	

NOTE: The University reserves the right to amend the calendar when necessary and will make every effort to notify the campus community should this occur.

SPRING 2020 ACADEMIC CALENDAR

January 3, 2020	Friday	9:00 .am. – 12:00 p.m. Priority Registration for Veterans and Veterans' Benefit Recipients (Spring 2020)	
January 4, 2020	Saturday	9:00 a.m. – 2:00 p.m.	Testing and Registration for Freshmen and First-Time Transfer Students; REEL (Registered Early Express Line) registration for students who participated in early registration only
January 6, 2020	Monday	Faculty and Staff Institute	
January 7, 2020	Tuesday	8:00 a.m. – 12:00 p.m.	Registration for students whose last name begins with A-M
		1:00 p.m. – 6:00 p.m.	Registration for students whose last name begins with N-Z
January 8, 2020 (Last Day to Apply for Spring 2020 - 16 Week Courses)	Wednesday	8:00 a.m. – 5:00 p.m.	Registration for ALL Students: First Purge for students who have not paid by 6:00 p.m.
January 9, 2020	Thursday	Classes Begin; Add/Drop Period Begins; Unpaid Fees; Late Registration Begins (apply fee)	
January 15, 2020	Wednesday	Last Day for Deans to Recommend Class Closures Due to Low Enrollment	
January 20, 2020	Monday	Martin Luther King Holiday	
January 21, 2020	Tuesday	Classes Resume - Last Day to Officially Close Classes Due to Low Enrollment	
January 23, 2020	Thursday	Last Day to Add Credit Courses and Change Class Sections	
January 24, 2020	Friday	Final Day to Pay Fees	
February 3, 2020	Monday	Purge ALL Students with Unpaid Fees – 14th Class Day (Census Date)	
February 4, 2020	Tuesday	Deadline for Graduation Applications for Fall 2020	
February 24-25, 2020	Monday-Tuesday	Mardi Gras Holiday – University Closed	
February 26, 2020	Wednesday	Classes Resume	
March 6, 2020	Friday	Priority Registration for Veterans and Veterans' Benefit Recipients (for Summer and Fall 2020)	
March 7-12, 2020	Saturday-Thursday	Mid-Semester Examination Period	
March 16, 2020 B-Term Classes Begin	Monday	Registration and Advising Period Begins for Summer and Fall 2020 – MANDATORY for Students Enrolled Spring 2020; Final Day to change Incomplete ("I") Grades for Fall 2019; B-Term Classes Begin	
March 18, 2020	Wednesday	Mid-semester Grades Due in Registrar's Office	
March 20, 2020	Friday	Last Day to Register for B-Term Courses (Second 8 Week Courses)	
March 23 – March 29, 2020	Monday - Sunday	SPRING BREAK	
March 30, 2020	Monday	Classes Resume	
April 1, 2020	Wednesday	Final Day to Pay Fees; Purge ALL students with Unpaid Fees- 7th Class Day (Census Date for B-Term)	
April 8, 2020	Wednesday	Deadline for Dropping Courses with a Withdrawal ("W") Grade (Full term - 16 Week courses and Second 8 Week Courses)	
April 9, 2020	Thursday	Honors and Awards Convocation; Deadline to Withdraw from the University (Full term - 16 Week courses and Second 8 Week courses)	
April 10, 2020	Friday	Good Friday – University Closed	
April 25- April 30, 2020	Saturday-Thursday	Final Examination Period for Graduates (Full term - 16 Week courses and Second 8 Week Courses)	
April 30, 2020	Thursday	Last Day of Classes (Full Term - 16 Week courses and Second 8 Week Courses)	
May 2-7, 2020	Saturday-Thursday	Final Examination Period for Non-Graduates (Full term - 16 Week courses and Second 8 Week Courses)	
May 11, 2020	Monday	Final Grades Due for Graduation Candidates by 4:00 p.m. ((Full term - 16 Week courses and Second 8 Week Courses)	
May 13, 2020	Wednesday	Commencement	
May 15, 2020	Friday	Final Grades Due in Registrar's Office for Non-Graduates	
May 18, 2020	Monday	Spring Semester Ends	

NOTE: The University reserves the right to amend the calendar when necessary and will make every effort to notify the campus community should this occur.

SUMMER 2020 ACADEMIC CALENDAR

Session I - 8 Week classes (June 1 – July 30, 2020)

May 28, 2020	Thursday	Testing and Registration for Freshmen, Veterans and Veterans Benefits Recipients and First-Time Transfer Students
May 29, 2020	Friday	General Registration for All Students
June 1, 2020	Monday	Classes Begin; Late Registration (apply fee) Begins – Session I
June 3, 2020	Wednesday	Last Day for Deans to Recommend Class Closures Due to Low Enrollment
June 5, 2020	Friday	Last Day to Officially Close Classes Due to Low Enrollment
June 8, 2020	Monday	Last Day for Students to Register or Add Courses for Credit – Session 1
June 10, 2020	Wednesday	Final Day to Pay Fees; Purge ALL Unpaid Students - 7th Class Day (Session I)
July 4, 2020	Saturday	Independence Day Holiday
July 15, 2020	Wednesday	Last Day to Drop Courses with a Withdrawal ("W") Grade – Session I
July 30, 2020	Thursday	Last Day of Classes; Final Examinations – Session I
August 4, 2020	Tuesday	Final Grades Due in Registrar's Office and Session I ends

Session II - 4 Week classes (June 1 – June 30, 2020)

May 28, 2020	Thursday	Testing and Registration for Freshmen Veterans and Veterans Benefits Recipients and First-Time Transfer Students
May 29, 2020	Friday	General Registration for All Students
June 1, 2020	Monday	Classes Begin; Late Registration (apply fee) Begins – Session II
June 3, 2020	Wednesday	Last Day for Deans to Recommend Class Closures Due to Low Enrollment
June 5, 2020	Friday	Last Day to Officially Close Classes Due to Low Enrollment
June 8, 2020	Monday	Last Day for Students to Register or Add Courses for Credit – Session II
June 10, 2020	Wednesday	Final Day to Pay Fees; Purge ALL Unpaid Students - 7th Class Day (Session II)
June 22, 2020	Monday	Last Day to Drop Courses with a Withdrawal ("W") Grade - Session II
June 24, 2020	Wednesday	Last Day to Withdraw from the University - Session II
June 25, 2020	Thursday	Last Day of Classes - Session II; Final Examinations – Session II
June 30, 2020	Tuesday	Final Grades Due in Registrar's Office and Session II ends

Session III - 4 Week classes (July 1 – July 30, 2020)

July 1, 2020	Wednesday	Testing and Registration for Freshmen, Veterans and Veterans Benefits Recipients and First-Time Transfer Students
July 2, 2020	Thursday	Classes Begin; Late Registration (apply fee) Begins – Session III
July 8, 2020	Wednesday	Last Day for Deans to Recommend Class Closures Due to Low Enrollment
July 10, 2020	Friday	Last Day to Officially Close Classes Due to Low Enrollment
July 13, 2020	Monday	Last Day to Register or Add Courses for Credit – Session III
July 14, 2020	Tuesday	Final Day to Pay Fees; Purge ALL Unpaid Students - 7th Class Day (Session III)
July 23, 2020	Thursday	Last Day to Drop Courses with a Withdrawal ("W") – Session III
July 27, 2020	Monday	Last Day to Withdraw from the University - Session III
July 30, 2020	Thursday	Last Day of Classes; Final Examinations – Session III
August 4, 2020	Tuesday	Final Grades Due in Registrar's Office and Session III ends

NOTE: The University reserves the right to amend the calendar when necessary and will make every effort to notify the campus community should this occur.

GENERAL INFORMATION

MISSION STATEMENT

MISSION STATEMENT Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

To fulfill this mission, SUSLA is committed to:
- Providing university parallel college transfer programs designed to meet the requirements for the lower division of four-year college or university programs.
- Offering one- and two-year career programs designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, specific professions, and government, including associate degrees in art, sciences, applied sciences, as well as industry-based certificate programs.
- Providing developmental education designed to prepare individuals for successful completion of occupational-technical curricula or university parallel college transfer curricula.
- Conducting continuing education programs carefully designed to meet the lifelong learning needs of the communities served by the University; continuing education courses are noncredit or for-credit. Non-credit courses can be taken for occupational upgrade, personal satisfaction and enhancement. Credit courses can be used for transfer credit, an associate degree or certificate, occupational upgrade or career change.
- Operating comprehensive student development services designed to facilitate educational, vocational, social and personal growth.
- Conducting research of the type appropriate to the institution, especially the development of new and/or enhanced educational programs and offerings based on community needs.
- Providing specialized community service programs that are designed to improve the quality of life and meet identified cultural and educational needs within the institution's service area.

UNIVERSITY HISTORY

Southern University at Shreveport Louisiana was established by Act 42 in 1964 by the Louisiana Legislature to serve the Shreveport-Bossier City area. Its basic emphasis was to provide the first two years of typical college and university coursework. Then Governor John H. McKeithen signed the Act on June 27, 1964, and the institution officially opened its doors for instruction on September 19, 1967.

On October 28, 1974, the Louisiana Coordinating Council for Higher Education, currently the Board of Regents, granted to the institution approval to offer six associate degree programs: Business, Office Administration, Natural Sciences, Medical Office Assistant, Social Sciences, and Humanities. Southern University at Shreveport is a comprehensive community college within the Southern University System.

In 1977, the Board of Regents' Master Plan for Higher Education in Louisiana cited, "Southern University should begin immediately to plan programs and services of the type appropriate to a comprehensive community college in order to contribute to the future economic development of the greater Shreveport area." Therein, the institution was charged to expand its one and two-year offerings in keeping with the manpower needs of the Shreveport area and to cooperate with nearby vocational-technical schools where possible. The Master Plan defined research activities as "appropriate to further the role of the institution as a comprehensive community college, with lower level undergraduate instruction and public service receiving top priority."
In 1981, the Federal Justice Department mandated that the Southern University System enter into a Consent Decree that led to several major changes for the institution.

The Consent Decree, in part, involved the acquisition of a satellite campus site, "preferably in an area of the city that was amenable and accessible to the diverse multi-cultures served by the institution." A downtown location was deemed best, primarily because of the large number of business sites and office workers employed in that area. After conducting assessments of the kinds of educational training needs projected by the downtown employee population, the institution chose to bid on portions of 610 Texas Street in 1987. The Southern University Board of Supervisors, the State Board of Regents, and the Division of Administration approved the bid October 1987. Southern University at Shreveport held its first classes at the downtown site, the Metro Center, in spring of 1988.

Throughout the years, outstanding leadership has guided Southern University at Shreveport. Dr. Walter Austin served as the institution's first chief executive officer, followed by Dr. Leonard C. Barnes. Upon the recommendation of President G. Leon Netterville to the State Board of Education, Dr. Barnes was appointed to serve as Vice President of the Shreveport Campus in July 1971. The Board of Supervisors for the Southern University System changed the title of Vice President to Chancellor in March 1977. Dr. Barnes continued to serve the University as Chancellor until July of 1987. Dr. Robert H. Smith served as the University's third executive officer. Under Dr. Smith's leadership, more than 1,000 students were enrolled during the 1988 spring semester; the largest enrollment in the history of the institution at that time. Dr. Mary L. Wilson was appointed as the Interim Chancellor in June 1993. She was the first woman chief executive of the university. Dr. Jerome G. Greene, Jr. assumed duties as Chancellor in November 1993. Under his tenure, a General Studies degree program was developed, and a groundbreaking ceremony for a new gymnasium and physical education building was held. Mr. S. Albert Gilliam was appointed Interim Chancellor August of 1998. Dr. James C. Brown assumed the role of Chancellor in May 1999, and in October 2000, Dr. Press L. Robinson was appointed Interim Chancellor. In November of 2000, the Southern University Board of Supervisors' named Dr. Ray L. Belton as Chancellor, effective December of 2000. Upon Dr. Ray L. Belton being named President-Chancellor of the Southern University System/Southern University Baton Rouge, Dr. Rodney A. Ellis was named Chancellor, effective April 2016.

LOCATION OF UNIVERSITY

The campus of Southern University at Shreveport is located at 3050 Martin Luther King, Jr. Drive in Caddo Parish in the city of Shreveport, Louisiana. The 103-acre campus intersects Martin Luther King Drive and Hilary Huckaby Drive.

000A Leonard C. Barnes Adminstration Building	**000E** Maintenance Building	**000I** Johnny L. Vance Student Activity Center	**000M** Annex Student ACT Center / Bookstore
000B Jesse N. Stone, Jr. Lecture Hall	**000F** NCR Building	**000J** University Police Department	**000N** Alphonse Jackson Jr. Hall
000C Fine Arts Building	**000G** Library	**000K** Shipping & Receiving	**000O** Dental Hygiene Clinic
000D Health & Physical Education Complex (Gym)	**000H** Louis M. Collier Hall	**000L** Business Development Center	**000P** Jaguar Courtyard

FACILITIES

AEROSPACE TECHNOLOGY CENTER is a 18,890 square-feet training facility located at the Shreveport Downtown Airport and occupies two aircraft hangars with classroom space in the main terminal building. The hanger was constructed in 1941 and the terminal was constructed in 1971. The center houses the offices and training areas for the Aerospace Technology program. The Downtown Airport was Shreveport's first commercial airport. Delta Airlines flew its initial routes from Dallas, Texas to the airport in 1929. The airport was officially inaugurated on July 14, 1931. After Shreveport Regional Airport opened in the early 1950s, the Downtown Airport became a general aviation airport serving private pilots, companies and schools based at the airport. The Aerospace Technology Center is housed in the first hangar built at the airport.

ALLEN BUILDING is a three-story building that was originally erected in 1919 and completely renovated by SUSLA in 2018. This state-of-the-art facility houses the School of Nursing (LPN, RN, and CNA), complete with a Radiology Technology Suite. This 20,244 square-feet building provides a real-world replicated Healthcare Simulation Lab, two fuse didactic and clinical

knowledge Skills Labs, a large interactive, multi-media Lecture Hall, Computer Lab, Student Lounge and Classrooms.

ALPHONSE JACKSON JR. BUILDING This 36,364 square-foot building is named in honor of the late State Senator Alphonse Jackson Jr., a longtime legislator, community organizer, and Southern University advocate who steadfastly believed that education is the gateway to possibility. It is a state-of-the-art two-story building that was erected in 2017 and houses Science, Technology, Engineering and Math (S.T.E.M.) classrooms and labs. The building contains a stadium seating, lecture hall with a seating capacity of 150, meeting and conference room space, offices, and a fully functional SMART classroom.

CENTER FOR BUSINESS AND COMMUNITY DEVELOPMENT is a state-of-the-art business incubator. With the assistance of State Senator Lydia Jackson- the incubator is the result of a funding partnership with the U.S. Department of Housing and Urban Development's Office of University Partnerships, the State of Louisiana, the City of Shreveport, and the Southern University System. This building is a one-story structure, erected in 2007 which encompasses 14,510 square-feet. It houses the SUSLA campus Capital One Bank, business conference rooms, student/business incubator offices.

DENTAL HYGIENE CLINIC is a one story 3,000 square feet building located on the campus on Martin Luther King, Jr. Drive in Shreveport, La. The building was erected in 2017. It accommodates state of the art dental equipment that provides a modern learning environment for dental students.

FINE ARTS BUILDING is a one-story structure built in 1967 which encompasses 12, 645 square feet. This building houses Student Academic Advising Center, Testing Center, faculty and staff offices.

HEALTH AND PHYSICAL EDUCATION AND RECREATION COMPLEX (HPER) is a one-story structure constructed in 2000 which encompasses 40, 315 square feet. This facility serves as a combined gymnasium, concessions area and physical education center. It houses the SUSLA Men's and Women's Jaguar Basketball Teams, sports recreational areas, physical education classrooms, locker rooms, team coach offices and a small assembly arena.

JESSE N. STONE LECTURE HALL is a one-story structure that was built in 1967 and encompasses 9,568 square-feet. This building houses the University Auditorium, the Music Department, the J. Bennett Johnston, Jr. Video Conference Classroom, and faculty and staff offices. It also serves as one of the campus assembly halls.

The Jesse N. Stone Lecture Hall is named after the fourth President of the Southern University System. He served as Dean of the Southern University Law Center from 1971-1972. Dr. Stone began a four-year tenure on the Southern University Board of Supervisors and served as system president from 1974-1985. He returned to the Law Center as a professor until his retirement in 1986. In 1991, The Jessie N. Stone endowed professorship was established in 1998.

JOHNNY L. VANCE STUDENT CENTER BUILDING is a two-story building that was erected in

1970 and houses the Student Bookstore, Student Support Offices and a student multipurpose room. This 7,728 square-feet building is named in memory of Johnny L. Vance; an educator and community leader who began his academic career at Southern University at Shreveport. He later served the University as Counselor, Recruiter, Financial Aid Director, Dean of Students, Student Support Services Director and Vice Chancellor Student Affairs. The Johnny L. Vance Center was the first building to be named after an individual who contributed to the evolution of the Shreveport campus.

JAGUAR COURTYARD provides residential housing for SUSLA students. Opened in the fall of 2008 the courtyard includes 240 fully furnished 2- and 4-bedroom units with all-inclusive utilities, high speed internet and basic cable, and all the amenities and security of a gated-community. Located in the center of the campus adjacent to the Library and classrooms, the Jaguar Courtyard offers students an optimal living and learning environment.

LEONARD C. BARNES ADMINISTRATION BUILDING is a 47,232 square-feet two story structure that houses the Chancellor's Office, the Offices of Academic Affairs, Student Affairs/Enrollment Management, Fiscal Affairs, Financial Aid, the Office of the Registrar, Cashier, and Information Technology Center.

The Leonard C. Barnes Administration Building is named in honor of the longest serving Chancellor of Southern University at Shreveport (1970-1987)-Dr. Leonard C. Barnes. Dr. Barnes was the second chief executive officer of the campus as Vice President and subsequently as Chancellor.

LOUIS COLLIER HALL is a two-story structure that was built in 1973 for the sciences. Formally the Natural Sciences Building, the 32,208 square-feet structure was renamed after Louis M. Collier, Chairman of the Physics Department. The building houses laboratories, lecture classroom and faculty offices.

MS KICK (Milam Street Kitchen Incubator and Community Kitchen) 1210 Milam Street. Shreveport, LA 71101. The facility includes a commercial-grade kitchen for developing food-related products and preparing ready-made foods for startup businesses. Culinary entrepreneurs may access kitchen stations, freezers, coolers, and dry storage. Micro-enterprises and small businesses will be able to utilize desks or office space, access wireless services, mailing services, and phone/fax, and use the building as their official "place of business." The tenants will have 24/7 access, and utilities are included in the rental costs.

NEW CLASSROOM BUILDING (NCR) is a two-story structure built in 1972 which encompasses 30,988 square-feet. It houses general classrooms, student computer labs and faculty offices.

SHIPPING AND RECEIVING WAREHOUSE is a one-story structure built in 1995 which encompasses 5,000 square-feet. It consists of an open floor plan constructed warehouse with cage-controlled areas. The building is equipped with a loading dock and an external storage area.

STUDENT ACTIVITIES BUILDING, combined with the Student Union Building, encompasses the Student Activities Center. The Student Activities Building is an 8,469 square-feet, one story

structure erected in 2008. It houses the Student Lounge, Student Dining Facility, Student Kitchen, activity areas and Student Support Offices.

SOUTHERN UNIVERSITY MUSEUM OF ART AT SHREVEPORT (SUMAS) is the only museum in North Louisiana dedicated to educating people about the Art and Culture of the African and African American Diaspora. Located in the Metro Campus, SUMAS showcases the artistic contributions of people of African descent across two continents—Africa and America. SUMAS features African art from the major art-producing regions of Africa including: Mali, Nigeria, the Ivory Coast of West Africa, Cameroon, and the Congo. The African art exhibit is comprised of two major collections: Dr. Leon R. Tarver, II Collection and the Dr. William Bertrand Collection which includes over 300 artifacts and represent the foundation of the museum's permanent collection of African art.

SOUTHERN UNIVERSITY AT SHREVEPORT METRO CENTER is located at 610 Texas Street. The SUSLA Metro Center houses computer and allied health labs, classrooms, academic and administrative offices, a media production studio, the Southern University Museum of Art (SUMAS) at Shreveport, and a compressed video distance-learning classroom.

The building is an example of turn-of-the-century urban commercial architecture and consists of two structures. The six-story red brick building was built in 1919 by the Jacobs family as office space, and the adjoining four-story building, known as the Barrett Building, was constructed in 1929 by a Little Rock, Arkansas department store. In 1982, the two buildings were combined and renovated to create the existing structure which now contains approximately 77,954 square feet. In 1992, the building was given the DSU Award for Preservation of Historic Architectural Buildings in Downtown Shreveport, Louisiana.

UNIVERSITY LIBRARY is a two-story structure erected in 1970 which encompasses 32,768 square-feet. The University Library serves as the only campus library.

UTILITY PLANT is a one structure facility, built in 1967 which encompasses 6,786 square- feet. The Utility Plant is primarily used for institutional infrastructure support.

UNIVERSITY POLICE BUILDING is a one-story structure built in 1976 which encompasses 1,800 square-feet. This building consists of a University Police Department assembly area, and University Police Department administrative support offices.

COMPLIANCE POLICIES

Southern University at Shreveport Louisiana is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The Title IX Compliance offices are located in the Johnny L. Vance Center, Room 212.

Accommodations for Students with Disabilities and Related Laws, Southern University at Shreveport Louisiana is committed to ensuring equal access to an education for enrolled or

admitted students who have verified disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). College policy calls for reasonable accommodations to be made for eligible students with verified disabilities on a case-by-case basis. Any student enrolling in Southern University at Shreveport Louisiana with a documented disability and who requests accommodations must first provide a current evaluation of the disability from a medical professional. This documentation, which is required by federal guidelines, will remain on file in the Support Services (DSS) Office.

Section 504 of the Rehabilitation Act of 1973 obligates the University, as a recipient of federal financial assistance, to assure that qualified persons with disabilities are not excluded from programs and services on the basis of their disability.

The Americans with Disabilities Act of 1990, which covers all public entities and "places of public accommodation," reinforces this obligation, including the requirement to make reasonable accommodations in policies and practices to accommodate the limitations of individuals with disabilities. Services or benefits may not be provided to individuals with disabilities through programs that are separate or different unless the separate programs are necessary to ensure equally effective benefits and services.

The Americans with Disabilities Act of 2008 revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post-traumatic stress disorder. The amendments took effect January 1, 2009.

Notice of Non-Discrimination, Southern University at Shreveport does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. An ADA/Section 504/Title IX Coordinator has been designated to handle inquiries regarding the non-discrimination policies.

Non-Discrimination Policy, Southern University at Shreveport Louisiana is committed to creating and maintaining a community/campus in which students, faculty, and staff can work in an environment free of all forms of harassment, exploitation, or intimidation. Harassment on the basis of race, color, religion, sex (including sexual harassment), national origin, age, disability, or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based on sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

All students, faculty, and staff are expected to adhere to this policy and will be held accountable for violating it. Southern University at Shreveport Louisiana will respond promptly to all complaints of harassment and retaliation. Violations of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees *(See the Southern University at Shreveport Student Handbook for additional information).*

DIVISION OF INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement seeks to advance the mission of the University by fostering a culture of philanthropy on and off-campus for the purpose of expanding scholarship opportunities for SUSLA students, business and industry partners, and for the community it serves. Services provided include:

Development & Fundraising	Community Engagement
Scholarships & Endowments	Alumni Affairs

Chief Advancement Officer
Stephanie Rogers

3050 MLK Dr., Shreveport, LA 71107
318.670.9244
srogers@susla.edu

Graphic Services

3050 MLK Dr., Shreveport, LA 71107
318.670.6000

Marketing & University Relations
Rasheeda Simmons, Director

3050 MLK Dr., Shreveport, LA 71107
318.670.9472
rsimmons@susla.edu

SUMAS (Museum)
Angelique Feaster Evans, Coordinator

610 Texas Street, Suite 110, Shreveport, LA 71101
318.670.9631
afeaster@susla.edu

Welcome Center
Marlo Miller, Engagement Specialist

3050 MLK Dr., Shreveport, LA 71107
318.670.6000
mmiller@susla.edu

DIVISION OF RESEARCH, SPONSORED PROGRAMS AND INSTITUTIONAL EFFECTIVENESS

The Division of Research, Sponsored Programs, and Institutional Effectiveness (RSPIE) is organized to strategically support Southern University at Shreveport, Louisiana (SUSLA) in being responsive to societal demands, state and national economic needs, as well as new governmental demands for increased performance. RSPIE is the institution's vanguard for improvement that assists in maintaining SUSLA's level and expectation of excellence and integrity through the establishment of a culture of evidence and accountability.

As the keys to improvement, the areas of operation – Planning and Institutional Research, Outcomes Assessment & Quality Management, the Office of Sponsored Programs, and the Academy of Excellence - strategically focus on data governance, assessment, institutional

effectiveness, quality assurance, external funding procurement, and professional development. Each department or program is purposed to support the role, scope, mission and core values of SUSLA by leading the institution in evidence-based and data-driven decision and policy making that will assist in enhancing the quality of programs and services - ultimately increasing student access and success. The following have been adopted to guide the efforts of the division:

VISION - It is the vision of the Division of Research, Sponsored Programs and Institutional Effectiveness (RSPIE) to be the "changing face" of Southern University at Shreveport Louisiana - leading and maintaining the institution as the premier community college of excellence, integrity, accountability and service.

MISSION - The fundamental mission of the Division of Research, Sponsored Programs and Institutional Effectiveness (RSPIE) is to strategically establish a culture of assessment and accountability by providing leadership in academic and administrative planning, assessment, research, compliance, professional development, and grant procurement support. RSPIE assumes the responsibility of designing, developing and implementing research projects aimed at improving institutional effectiveness and strategic policy and decision making, and transforming data into useful information accessible to university administrators, faculty, staff, and students in support of the role, scope, mission, and core values of Southern University at Shreveport, Louisiana.

MOTTO - *"Esprit De Corps* – Inspiring enthusiasm, devotion and strong regard for the honor of RSPIE and Southern University at Shreveport with a common spirit of excellence."

CORE VALUES: Truth ~ Loyalty ~ Sharing of information ~ Elevation of the Mind

DIVISIONAL OBJECTIVES

The primary aim of the Division of Research, Sponsored Programs, and Institutional Effectiveness (RSPIE) is to strategically provide support and information to instructional and non-instructional units that can be used to continually improve the quality of services and operations at Southern University at Shreveport (SUSLA). *Specific objectives include:*

- Design, develop, and implement statistical research methodologies in the collection, analysis, interpretation and dissemination of institutional data to support strategic planning, assessment, decision making, and policy building at the institution;
- Work cooperatively with faculty (instructional units) in the implementation and application of assessment projects pertaining to student learning outcomes and objectives of academic programs and courses for program development and improvement;
- Work cooperatively with administrative and non-instructional units in the implementation and application of assessment projects pertaining to operational goals and objectives;
- Conduct research in support of strategic planning by utilizing qualitative and quantitative research   methodologies, using the results to improve the quality of education and

services at the institution;
- Serve as a resource center of support to university departments for individual research, assessment, and grant procurement efforts;
- House a central repository of university information that is easily accessible to interested parties on and off campus;
- Provide leadership in assuring accountability requirements (i.e. accreditation, pre- and post- grant awards);
- Actively participate and support reporting units in program review, accreditation, and strategic planning processes;
- Explore new opportunities for research that will contribute to institutional improvement and evaluation;
- Provide leadership in assuring that the institution meets state and federal reporting requirements, serving as the institution's clearinghouse;
- Ensure the accuracy and integrity of university data and reports;
- Design, administer and analyze internal survey projects;
- Assist in the generation of data needed for grant applications;
- Serve as the center of excellence by educating the campus community on the value and use of research, assessment and planning; and
- Provide leadership in creating professional development opportunities for administrators, faculty, staff and students.

DIVISION OF COMMUNITY AND WOKFORCE DEVELOPMENT

The Division of Community and Workforce Development (CWD) provides a program of education, training, supportive services, and continuing education opportunities to respond to the community, workforce and life-long learning needs of the service area. CWD is responsible for the leadership and administration of workforce and community development initiatives for Southern University at Shreveport (SUSLA). The division is comprised of Workforce Solutions, Entrepreneurship and Small Business Development, Career Services/One Stop Operations and Community Development. These units collectively work with internal and external partners to identify needs, develops data-driven comprehensive solutions, implement programs and services, and evaluate for continued growth and success. CWD, the enterprise and entrepreneurial unit of SUSLA, has more flexibility to be nimble and responsive to the diversified needs of the community, both near and far. CWD is committed to collaborative approaches to innovative solutions to support the 21st-century economy.

The SUSLA Community Development Corporation (CDC) and **Southern University at Shreveport Facilities Incorporated (SFI)** are closely aligned with CWD and support the University as it joins forces with the community to take shared action to generate solutions to defined problems.

Vision: We transform lives through entrepreneurial and innovative approaches to education, training, and service.

Mission: The mission of Community and Workforce Development is to identify, create, and support lifelong learning opportunities through quality programs that address the educational, professional, and economic development needs of the community.

CORE VALUES

Commitment We are dedicated to always strive to pursue excellence in the delivery of lifelong learning experiences to our client base. With maximum determination, we are devoted to exceeding customer expectations.

Knowledge We define knowledge as the facts, information, and skills acquired by a person through experience or education. Our philosophy is based on knowledge and truth, and we exhibit this in each of our programs – aimed at empowering all whom we serve.

Collaboration We understand that a culture of collaborating internally within the University community and externally with community partners strengthens our ability to deliver services efficiently and effectively. Cultivating strategic partnership is crucial in eliminating duplication and maximizing limited resources.

Innovation We engage in forward-thinking practices that embody the exploration of new attitudes, technologies, and approaches towards community and workforce development.

Responsiveness We are dedicated to timely, yet reliable customer-based solutions. We understand the prerequisite for enabling our responsiveness is an embracing of our core values in totality. We believe the swift and effective response to a need demonstrates our capability, ownership and accountability to the task at hand.

Department of Workforce Solutions

Continuing Education, Corporate Training and Workforce Development Programs
610 Texas Street, Ste. 400, Shreveport, LA 71101

Continuing Education offers lifelong learning opportunities for the community and individuals interested in enhancing their quality of life through professional, cultural, and other leisure learning enrichment opportunities; which allow for personal growth and enjoyment. Programs and classes support diverse learning opportunities for the citizens of our service area.

*Non-credit classes offered during spring, summer and fall semesters:
- Personal Enrichment
- Certificate Programs
- Professional Development
- Computer Training
- Certifications, License, and Exam Preparations
- Online Programs

Corporate Training solutions are readily available to enhance and develop the skills of the local workforce to better meet the challenges of our local businesses and organizations. Top-notch trainers have real-world experience working with adult learners to deliver training solutions that can be implemented in the workplace immediately. The SUSLA Corporate Training model is designed to improve the health of local business and industry by meeting employees where they are through assessment, education, and skill-based programming. Corporate training helps our business clients achieve improved performance, morale, and revenues. The Incumbent Worker Training Program (IWTP) and the Small Business Employee Training Program (SBET) partners with SUSLA to assist business and industry in developing and upgrading the skills of their existing employees. See descriptions of both programs below.

Incumbent Worker Training Program (IWTP) was created by the Louisiana Workforce Commission (LWC), formerly called the Louisiana Department of Labor (LDOL), to assist business and industry in developing and upgrading the skills of their existing employees. The IWTP is a partnership comprised of the LWC, employers and training providers. As a training provider, Southern University at Shreveport (SUSLA) collaborates with Louisiana employers by assisting them in the completion of their application for funding, developing training curriculums and overseeing the training process and disbursement of funds after the employer's application has been approved.

To be eligible for participation in the IWTP, businesses must have operated in Louisiana and

contributed to the state's Unemployment Insurance System for at least three (3) years. Additionally, an employer or consortium of employers with similar needs must have a minimum of fifteen (15) employees to be trained.

The **IWTP Small Business Employee Training Program (SBET***)* is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the-shelf) training. Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Workforce Commission (LWC). Training costs cannot exceed $3,000 per trainee per state fiscal year (July 1-June 30). Funding is provided through the Incumbent Worker Training Account.

Workforce Development program is devoted to the development and delivery of critically needed training that leads to immediate employment, according to the needs of business, industry, and government agencies. Specifically, priority is given to the development and delivery of high-growth/high demand Industry-Based Certifications (IBC) to support the service area.

Department of Entrepreneurship and Small Business Development (ESBD)

The purpose of the Entrepreneurship and Small Business Development (ESBD) department is to inspire, connect, and support new and existing entrepreneurs. ESBD will help clients accelerate their business learning and planning to establish and grow their businesses faster and more successfully. Program services are primarily offered in the Center for Business and Community Development (CBCD) and the Milam Street Kitchen Incubator and Community Kitchen (MS KICK)

Center for Business and Community Development (CBCD)
4646 Hilry Huckaby Avenue, Shreveport, LA 71107
http://www.susla.edu/page/center-for-business-and-community-development

The Center for Business and Community Development (CBCD) provides Career Services and One-Stop Operations for the aspiring entrepreneur to include facility amenities, individual office space, furnished offices. virtual office opportunities, state of the art VoIP telephones, high speed internet, and 24/7 building access.

Milam Street Kitchen Incubator and Community Kitchen (MS KICK)
1210 Milam Street, Shreveport, LA 71101 http://www.susla.edu/subhome/127

The facility includes a commercial-grade kitchen for developing food-related products and preparing ready-made foods for startup businesses.

Entrepreneurship and Small Business Development Support Programs and Services
Southern University at Shreveport has implemented a host of services in support of micro-enterprise development for start-up and existing businesses. The programs and services are listed below:
   • Entrepreneurship Training
   • Technical Assistance
   • Small and Emerging Business Development Program (SEBD)

Department of Career Services and One-Stop Operations

Career Services
4646 Hilry Huckaby Avenue, Shreveport, LA 71107
http://www.susla.edu/page/career-and-placement-services

Career Services works with potential graduates, alumni and employers to connect graduate workforce goals with the needs of employers; this includes student career preparation and readiness, employer development and relationship building, and planning of events to connect the two entities. The office supports community partnerships that are focused on career awareness or related initiatives. Services offered through the Office of Career Services includes employer relations, career preparation and career education, labor market information and guidance, job placement & internships, gainful employment data, volunteerism/service learning, and Skills USA program.

One-Stop Operations
2121 Fairfield Avenue, Ste. 100. Shreveport, LA 71104, (318) 676-7071

Southern University at Shreveport is the designated One-Stop Operator for the City of Shreveport Workforce Investment Board 71. SUSLA is charged with coordinating the service delivery among partner agencies in One-Stop Center (see list of mandated partners below), cross-training of service delivery system staff, facilitate sharing of best practices for continual improvement of partner performance and help ensure access to community services to address barriers and meet customer needs.

Administered locally by the City of Shreveport's Department of Community Development, the One-Stop Center system is the cornerstone of the public workforce investment system. The One-Stop Center co-locates and enhances several key employment, education, and training programs. The One-Stop Center is funded through the Workforce Innovation and Opportunity Act (WIOA) of 2014 and was designed to stimulate the employment, training, and retraining of unemployed and economically disadvantaged and dislocated workers through training subsidies and employer incentives.

Department of Community Development

The unit works to unite and empower community residents, business leaders, and governmental entities to develop and revitalize the community through the planning and implementation of programs that promote social, economic, and civic improvements for its businesses, residents and social institutions. Presently the unit supports the following programs:
- Jaguar Communities of Color-Tobacco Free Initiative- SU Ag Center
- Community Forums, Expos and Workshops
- Reentry Programs

YouthBuild
3050 Martin Luther King, Jr. Drive, Shreveport, LA 71107 http://ybshreveport.lunabyte.io/

The SUSLA YB program helps individuals get the basic skills they need to obtain their High School Equivalency Diploma (HiSED) and obtain a construction certification. The goal is for participants to receive life skills/employability skills instruction as well as Work keys Certification. The program operates through funding provided by the Department of Labor (DOL) Employment & Training Administration (ETA) and other local programs. Should applicants meet the criteria of one of the stated funding sources, he/she could be eligible to receive supportive services inclusive of childcare assistance, transportation assistance, and assistance with various fees and job referrals. All services are based on availability and funding.

Southern University at Shreveport (SUSLA) Community Development Corporation (CDC)/Southern University at Shreveport Facilities Incorporated (SFI)

The SUSLA Community Development Corporation (CDC) is a nonprofit organization created by Southern University at Shreveport to enhance the quality of life of its students, faculty, and staff; as well as the residents of the community in which the university resides. The SUSLA CDC believes in building the capacity of businesses as well as individuals so that each can maximize their services to the community. The CDC believes that this enhancement can be realized through many efforts and services; including, but not limited to, the following:
- Convenient Banking
- Homeownership Training
- Housing Development
- Workforce Development
- Neighborhood Revitalization
- Community Networks
- Capacity Building

TRIO/COMMUNITY OUTREACH PROGRAMS

The Federal Trio Community Outreach Programs are educational opportunity programs designed to motivate and support students from disadvantaged backgrounds. TRIO community outreach programs target and serve low–income, first-generation college students, and disabled students from middle school through enrollment in baccalaureate programs. Southern University at Shreveport currently hosts six (6) TRIO community outreach programs. The following TRIO Community Outreach Programs are: Educational Talent Search, Upward Bound Natchitoches, Upward Bound North, Upward Bound Sabine, Upward Bound Desoto/Red River, Upward Bound South, Veterans Upward Bound and Educational Opportunity Centers.

Educational Talent Search
The purpose of the Educational Talent Search Program is to identify qualified youths, grades 7th through 12th, with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. Talent Search projects also publicize the availability of student financial assistance for persons who seek to pursue postsecondary education, and encourages persons who have not completed

programs at the secondary or postsecondary level to reenter these programs.

Upward Bound

The Upward Bound program participants receive the skills and motivation necessary to complete a program of secondary education, prepare eligible high school students for programs of postsecondary education, and to place emphasis on skills and motivation, high school graduation, entrance into and completion of postsecondary education so that every child succeeds. Ninth, tenth, eleventh and twelfth -graders are eligible to apply

Educational Opportunity Centers

The Educational Opportunity Center (EOC) is a free educational outreach program that provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program is designed to assist qualified adults 19 years of age or above in returning to education in college, VO-TECH, specialized school or a GED program. EOC also provides services to improve the financial and economic literacy of participants.

Student Support Services

The Student Support Services Program, which has been in operation since 1978, provides a comprehensive advisement program to meet the academic, personal, social, and career planning needs of 250 participants.

The Program also sponsors:
- Advisement/Counseling (academic, career and personal/social)
- A National Certified Peer & Professional Tutorial Program
- Supplemental Instruction (SI)
- Transfer/Graduation Services
- Cultural Enrichment
- Educational/Motivational Seminars
- Financial Literacy
- College Survival Workshops
- Computer and Software Technology Assistance Program (TAP)
- Supplemental Grant Aid
- Elite Club

Advisement

Students receive in-depth personal, career and academic advisement in individual and group sessions.

Cultural Enrichment

Project participants are exposed to events that help to build or increase their cultural knowledge and enhance their educational and personal growth.

TUTORIAL SERVICES/SUPPLEMENTAL INSTRUCTION (SI)

Tutorial Lab Location: NCR 101 (Math, English and Science)
The Student Support Services Program provides Tutorial Services and Supplemental Instruction (SI) to assist students with special needs. The tutors and the SI leader provide assistance to Student Support Services participants, volunteers, and students who may be channeled to them by other means.

Tutorial Services are offered in the core academic areas, which include but are not limited to: English, study skills, mathematics, reading, biology, accounting, and specified subjects when requested.

Supplemental Instruction (SI) targets historically difficult courses. A SI leader attends classes, takes notes and holds group tutoring sessions for that class. The goal is to increase enrolled students' performance by improving grades.

Transfer/Graduation Services
Student Support Services provides specific and individual assistance with completing the steps necessary to successfully graduate and/or transfer to a four-year institution:
- Evaluation/compatibility of curricula for this institution and selected four-year institutions
- Visitations to selected institutions
- Decision-making in career choices
- Investigation of job opportunities in fields of choices
- Workshops in developing college survival skills
- Applying for financial assistance (scholarships and grants)

Educational/Motivational Seminars
Seminars are held throughout the year. The objective for these seminars is to give students an opportunity to meet successful individuals in the community with the intent of inspiring and motivating them to succeed in setting and reaching their goals.

Financial Literacy Program
Seeks to improve the financial literacy and economic literacy of students, including (a) basic personal income, household money management, and financial planning skills; and (b) basic economic decision-making skills

Computer and Software Technology Assistance Program (TAP)
Students receive computer-aided tutorials with technological assistance and are exposed to the use of appropriate software and the internet.

Supplemental Financial Assistance (Grant Aid)
Student Support Services provides financial assistance awards to students who have demonstrated a financial need to help increase retention and academic performance.

Student Activities and Services
The Southern University at Shreveport Office of Student Activities and Services is a viable and

integral part of the university's student life. It provides the general student body, faculty and staff, and surrounding communities an opportunity to experience a unique facet of academic pursuit by providing cultural, social, and educational activities. These services are conducive to the learning, social interaction, and experiences of the student while matriculating at Southern University at Shreveport. The Office of Student Activities and Services includes cultural and student life, student government, clubs and organizations and student publications. The Office of Student Activities and Services is housed on the second floor of the Johnny L. Vance, Jr. Student Activity Center.

UNIVERSITY ADMISSIONS

The Office of Admissions and Recruitment has administrative responsibility for administering the admissions policies of the University. The Office of Admissions is a component of the Division of Student Affairs and Enrollment Management. The staff assists prospective students in completing the admissions process. Additionally, the staff assists SUSLA students who seek readmission to the University. Students interested in applying for admission or readmission to the University should contact the Office of

Admissions and Recruitment
Students should apply for admission at least thirty (30) days prior to the start of a semester. If applicants apply prior to registration and complete admissions records are received in the Office of Admissions and Recruitment before the registration period, the applicant will be notified via email regarding their eligibility.

If applicants apply during registration and do not bring the required admissions documents, they may be denied admission. Prospective students may apply online by visiting the university website **(www.susla.edu).**

Notification of Admission
Once all required admissions documents are received and evaluated, notice of acceptance is emailed to the applicant.

Admissions and Recruitment
The Office of Admissions and Recruitment, located in room A-42 of the Leonard C. Barnes Administration Building, has administrative responsibility for administering the admissions policies of the university. The staff assists prospective students in completing the admissions process. Additionally, the staff assists former SUSLA students who seek readmission to the university. Students interested in applying for admission or readmission to the university should contact the Office of Admissions.

Recruitment provides information about SUSLA to prospective students, parents, guidance counselors and others. The staff assists students in the admission process and informs other educational institutions and agencies about SUSLA programs, policies, and procedures.

Each year, the Office of Recruitment sponsors "SUSLA Preview Day" on the campus. Area high school students are invited to tour the campus. High school students are also allowed to interact with college students by participating in events sponsored by the Student Activities and Services Office. Students interested in enrollment at Southern University at Shreveport should contact the Office of Admissions and Recruitment.

CATEGORIES OF ADMISSION

First-Time Freshmen A first-time freshman is defined as a person who has never attended a regionally-accredited college or institution as a regular student, who enters college for the first time. A person may enter with a final high school transcript or high school equivalency diploma (GED/HiSet). Certain academic programs may have additional admissions requirements.

Transfer Students A transfer student is defined as a student who has previously enrolled at another regionally-accredited postsecondary institution, since obtaining a high school diploma or its equivalent.

Regular Transfer Student A transfer student whose cumulative GPA on transfer coursework articulated at SUSLA is at least 2.00. *Note: Student must meet the minimum GPA that may be required by specific programs.*

Former Transfer Student is a student previously enrolled at SUSLA as a regular student who attended another regionally-accredited institution after leaving SUSLA. Former students will return to the same academic status when they were last at SUSLA, unless he/she has earned additional college credits to alter his/her status.

Visiting Students A student who is enrolled in one or more courses at SUSLA, but whose home institution is another campus, is considered a visiting student.

Cross Enrollment Program With appropriate approval, a full-time student from approved institutions may register for one course at SUSLA without the payment of additional fees. Cross-enrolled students must meet SUSLA's regular admission requirements for visiting students.

Early Start/Dual Enrollment Dual Enrollment is the enrollment of a high school (HS) student in a college course for which dual credit (both college and HS credit) is attempted and recorded on both the student's secondary and postsecondary academic record. Postsecondary institutions must adhere to BoR Policy and must comply with all accreditation requirements for awarding credit (BOR 2018).

Admission Requirements
Dual Enrollment Students - Students who have been certified eligible by high school counselors to participate in the Early Start Program shall submit the following documents to be considered for admission into the institution.

1. Application. Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website (www.susla.edu).

2. Consent form. Each participating student must complete consent form and have participant, parent, and school designee sign.
3. High School Transcript. Student must submit high school transcript
4. Test Scores. Student **must** submit Test Score card sheet.

All of the following scores are accepted for placement into Dual Enrollment:

- Pre ACT
- ACT
- Pre SAT
- SAT
- Aspire
- EOC
- MAP
- Accuplacer

ADMISSION REQUIREMENTS

Application Fee
A non-refundable application processing fee of $20.00 is required of all applicants. The application fee is required regardless if applicant ultimately enrolls or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

The Chancellor or his designee must approve in writing any application fee waiver. The approval must be noted in the student's admission file for auditing purposes.

Test Scores (Required before registration) New first-time freshmen seeking admission to associate degree and certain other special programs are required to have test scores on file for placement purposes. Acceptable tests are ACT, SAT, Compass, Asset, and AccuPlacer.

Non-traditional students (age 25 or older) are not required to take the ACT unless they are planning to enter into a specific program that requires it. Non-traditional students with no test scores may be placed in developmental English and Math courses. Students may opt to take the AccuPlacer to place into college-level courses.

Students seeking admission into non-degree programs are not required to have test scores on file. Some non-degree programs may have test score requirements to which students must adhere.

Transcripts
High School - applicants who graduated from high school must provide an official high school transcript bearing the school seal or school official's signature, and date of graduation. If the student has not yet graduated, the institution will accept a 6th, 7th, or 8th semester transcript, pending receipt of the official final transcript. For Louisiana students who graduated after

2003, the institution will request your transcripts from the Louisiana Board of Regents and Louisiana Department of Education Student Transcript System, once your high school submits final data.

GED/HiSet - applicants who passed the General Education Test must submit the official General Education Diploma (GED) scores. To obtain official GED results (Louisiana students), contact:

Louisiana Department of Education
GED Post Office Box 94094
Baton Rouge, LA 70804-9064
874-453-2721- (Phone)
225-219-4439 (Fax)

Home-School students who were home-schooled must submit an official transcript from the State Department of Education which shows the date of graduation. If the student has not yet graduated, the institution will accept a 6th, 7th, or 8th semester transcript, pending receipt of the official final transcript.

New First-time Freshmen – traditional students seeking an associate degree A new first-time freshman seeking an associate degree must provide an official high school transcript, high school equivalency diploma (GED/HiSet) results or Ability-to-Benefit documentation into their admission file by midterm of the entry semester.

New First-time Freshmen non-traditional students seeking an associate degree A non-traditional new first-time freshman 25-yrs old or older seeking an associate degree, who has never attended a regionally-accredited institution as a regular student is required to submit a final high school transcript, high school equivalency diploma results or Ability-to-Benefit documentation into their admission file by mid-term of the entry semester.

New First-time Freshmen (non-degree seeking) A new first-time freshman of any age who is not seeking an associate degree is not required to have earned a high school diploma or high school equivalency diploma.

TRANSFER STUDENTS

Application Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website (*www.susla.edu*).

Application Fee A non-refundable application processing fee of $20.00 is required of all applicants. The application fee is required regardless if applicant enrolls at SUSLA or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

The Chancellor or his designee must approve in writing any application fee waiver. The approval must be noted in the student's admission file for auditing purposes.

Immunization Record Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under certain circumstances, the student may sign an immunization waiver.

In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization. Students may opt to waiver the immunization requirement during the web application process. ***Students enrolled in 100% online programs are not required to submit proof of immunization***.

Transcripts

Student who have attended other regionally-accredited institutions since graduating from high school (or its equivalent) must submit official college and/or military transcripts from ALL institutions attended. Transcripts are required whether or not credits were earned or whether student desires credits to be articulated at SUSLA.

Students who are unable to obtain official transcripts due to indebtedness are ineligible to enroll at SUSLA.

Failure to acknowledge attendance at each school in which the student has been enrolled is subject to dismissal from the University without refund of fees.

College transcripts are considered official when the original transcript is issued to Southern University at Shreveport Admissions or Registrar's Office via mail or approved electronic transmission.

FORMER STUDENTS

Application Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website (www.susla.edu).

Application Fee A non-refundable application processing fee of $20.00 is required of all applicants. The application fee is required regardless if applicant ultimately enrolls or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107. Applicants can also call the university Cashier to make a credit card payment over the phone.

The Chancellor or his designee must approve in writing any application fee waiver. The approval must be noted in the student's admission file for auditing purposes.

A former student whose studies at the university are interrupted for any reason for a period of two or more consecutive semesters (excluding the Summer term) must submit an

application for readmission. A student readmitted will return to the same academic status, unless he/she has earned additional college credits to alter his/her status. Any former student who has attended another college after leaving Southern University at Shreveport will be required to provide an official transcript from that college. Students returning after academic suspension will be allowed to register in twelve (12) semester hours only.

SPECIAL STUDENT

An undergraduate student who does not wish to purse a degree but wishes to take courses for credit is classified as a Special Student. The following applicants are eligible for admissions as a Special Student:

- High school graduates
- Students who have attended other collegiate institution and are eligible to return, and
- Mature adults, at least 25 years old who have not graduated from high school

A Special Student must:
- Complete and submit the application for undergraduate admissions by the published application deadline date of the semester for which admissions is sought. This application must be accompanied by a non-refundable fee of $25.00.
- Submit to the Office of Admissions an official high school transcript or an official transcript from the last collegiate institution attended.

Immunization Record. Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under certain circumstances, the student may sign an immunization waiver. In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization. Students may opt to waiver the immunization requirement during the web application process. *Students enrolled in 100% online programs are not required to submit proof of immunization.*

Transcripts Former students who have attended another college after leaving SUSLA will be required to submit an official transcript from that college.

Note: College transcripts are considered official when the original transcript is issued to Southern University at Shreveport Admissions or Registrar's Office via mail or approved electronic transmission.

VISITING STUDENTS

Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website (*www.susla.edu*).

Application Fee A non-refundable application processing fee of $20.00 is required of all

applicants. The application fee is required regardless if applicant ultimately enrolls or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

The Chancellor or his designee must approve in writing any application fee waiver. The approval must be noted in the student's admission file for auditing purposes.

Immunization Record Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under certain circumstances, the student may sign an immunization waiver. In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization. Students may opt to waiver the immunization requirement during the web application process. Students enrolled in 100% online programs are not required to submit proof of immunization.

Certification of Academic Good Standing Visiting students must show that they are in good standing with their home school by providing one of the following:

- **Letter of Good Standing.** A letter of good standing should be sent from the Registrar's Office of the home school.
- **College Transcript**. A college transcript will be accepted in lieu of a letter of good standing.

First-Time Freshmen Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website (*www.susla.edu*).

A non-refundable application processing fee of $20.00 is required of all applicants. The application fee is required regardless if applicant ultimately enrolls or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

The Chancellor or his designee must approve in writing any application fee waiver. The approval must be noted in the student's admission file for auditing purposes.

Cross-Enrollment Students Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website (*www.susla.edu*).

Application Fee A non-refundable application processing fee of $20.00 is required of all applicants. The application fee is required regardless if applicant ultimately enrolls or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

The Chancellor or his designee must approve in writing any application fee waiver. The approval must be noted in the student's admission file for auditing purposes.

Immunization Record Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under certain circumstances, the student may sign an immunization waiver. In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization. Students may opt to waiver the immunization requirement during the web application process. Students enrolled in 100% online programs are not required to submit proof of immunization.

Approved Registration Form Eligible cross-enrollment students are required to submit an approved cross-registration form obtained from their institution's Registrar's Office.

CERTIFIED NURSING ASSISTANT STUDENTS (CNA Program)
Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website (www.susla.edu).

Application Fee A non-refundable application processing fee of $20.00 is required of all applicants. The application fee is required regardless if applicant enrolls or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107. Applicants can also call the university Cashier to make a credit card payment over the phone.

The Chancellor or his designee must approve in writing any application fee waiver. The approval must be noted in the student's admission file for auditing purposes.

INTERNATIONAL STUDENT ADMISSIONS
In applying for admission to Southern University at Shreveport, international students must submit the required admission documents before eligibility for admission can be determined.

Admission Requirements

Application Each applicant is required to complete an online application for admission for the desired semester. The application can be found at the institution's website. (*www.susla.edu*).

Immunization Record Each person entering the university shall provide satisfactory evidence of immunity to or immunization against vaccine-preventable diseases to include but not be limited to measles, mumps, rubella, tetanus/diphtheria, and meningitis. This policy applies to all students entering the institution for the first time and all students returning after an absence of one semester or more. Under circumstances where the immunization records cannot be readily obtained, the student may sign an immunization waiver.

Note: In the event of an outbreak of a vaccine-preventable disease, students without immunization records will be excluded from the premises until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

Processing Fees

Application Fee. A non-refundable fee of $30.00 is required of ALL applicants to process the application for admission. The application fee is required regardless if applicant enrolls or not. It can be paid online when submitting the application or it can be mailed in the form of a money order or cashier's check to: *SUSLA Admissions Office, 3050 Martin Luther King Jr. Drive, Shreveport, LA 71107.* Applicants can also call the university Cashier to make a credit card payment over the phone.

Document Handling Fee. There may be additional fees if an applicant requires their I-20 and acceptance documents to be mailed overseas. Applicable fees may be paid via credit card over the phone by calling the university Cashier.

Documents - Mailing Options:
Regular USPS Mail
Documents are generally sent by regular mail via the United States Postal Service (USPS) to the **U.S. mailing address** on file. Regular mail is free to the student and takes two to four weeks depending on mail service in the region of delivery. There is no tracking number for mail sent by regular mail.

Express Mailing
Students can use express mail via DHL, UPS or FedEx. There is an extra expense for students who opt to use express mail. Express mail is paid by the student at a discounted rate. To request express mail service, students should go to https://study.eshipglobal.com/. Students should wait for notification that documents have been issued before requesting an express delivery.

TRANSCRIPTS
New first-time freshmen an original official high school transcript must be presented to the International Student Advisor who will certify its authenticity. The original high school transcript will be returned to the student.

Transfer students Transfer students: Transfer students are not required to submit an official transcript for admission to SUSLA unless the student requests that credits earned while attending another regionally-accredited institution be applied towards a certificate or degree at SUSLA. *Transcript may be requested by the Financial Aid Office for verification of attempted hours to determine satisfactory academic progress (SAP).

Foreign transfer coursework SUSLA does not conduct its own foreign credit evaluations for the purpose of transfer of academic credit earned overseas. International students are responsible for costs involved for an evaluator and for making all the necessary arrangements. Students must select the "Comprehensive Course-by-Course Report" on the evaluation application request. SUSLA will accept foreign credit evaluations from a certified credentials evaluator.

Popular Credential Evaluators*

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100
Email: info@wes.org
http://www.wes.org
ECE – Educational Credential Evaluators
P O Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 604-5292
Fax: (414) 289-3411
Email: kkrug@ece.org
www.ece.org
SpanTran Evaluation Services
2400 Augusta Drive – Suite 451
Houston, TX 77057
Phone: (713) 266-1322
Fax: (713) 789-6022
Email: skeeter@spantran.com
www.spantran.com
Transcript Research – International Credential Evaluations
9090 Skillman #182-A
PMB 364
Dallas, TX 75243
Phone: (214) 810-1124
www.transcriptresearch.com

*These are some credential evaluators of which SUSLA has knowledge.

Note: SUSLA does not endorse any particular company. This list is only for the student's information.

<p align="center">**TEST SCORES**</p>

New first-time freshmen seeking admission to associate degree and certain other special programs are required to have test scores on file for placement purposes. Acceptable tests are ACT, SAT, Compass, Asset, and AccuPlacer.

Non-traditional students (age 25 or older) are not required to submit test scores unless they are planning to enter into a specific program that requires them. Non-traditional students with no test scores may be placed in developmental English and Math courses. **Note:** International students who have not taken the ACT/SAT will be granted provisional admission. These students will be required to take the institution's placement exam on one of the established test dates set by the institution's Testing Center prior to registration. (Test dates are available on the SUSLA Testing Center webpage).

Proof of English Proficiency. Students whose native language is not English must present proof of English proficiency as follows.

Test of English as a Foreign Language (TOEFL) *Internet-based* – a score of at least 32 is required. **SUSLA does not accept the TOEFL-ITP for admission purposes**
International English Language Testing System (IELTS) – a minimum band score of 4.5 is required.

Pearson PTE Academic score - a minimum score of 59 is required. *The university reserves the right to adjust the minimum score requirement as it deems necessary to address the academic needs of the students.*
Certification of Financial Resources -Students must present a financial document that shows adequate funds to cover the costs for the program of study.

Student Technology Resources
SUSLA's Information Technology Center (ITC) is dedicated to making student's transition into the university program as seamless and easy as possible. Students are encouraged to become familiar with the technology tools and attend workshops as needed to use available services. ITC implements variety of technologies and related services to support academic, administrative, and operational functions of the university.

Student Accounts
SUSLA students are assigned user accounts to Banner Web Services and SUSLA Webmail.
- Student's Banner Web Services account is automatically generated when application for admission has been accepted.
- Student Username, Webmail and Moodle accounts are generated upon enrollment in courses at SUSLA.
- The Student's username is required for SUSLA email, access to computer labs, Library on-campus Wi-Fi and Moodle.

For additional information on student use technology, visit the SUSLA website: www.susla.edu and click on Campus Technology Resources.

STUDENT RESIDENCY

Requirements - Because resident classification is an important part of fee determination, admission regulations and other policies of the university, it is important that Southern University at Shreveport (SUSLA) has fair and equitable regulations which can be administered consistently and still respect the interests of both the students and the taxpayers of Louisiana. It is the responsibility of the student to provide the university with such evidence as deemed necessary to establish his/her residence status.

Definitions - A student who graduates from a Louisiana high school is automatically considered a resident student. For fee assessment purposes, the following definitions shall apply to all other students effective the spring semester of 2014:

Resident Student A resident student for tuition purposes is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the term for which resident classification is sought. "**Domicile**," as the term is used in the context of residence regulations, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies, or other special or temporary purposes, and the place to which the individual returns after an absence.

Non-Resident Student A nonresident student for tuition purposes is a student not eligible for classification as a resident.

The individual's physical presence within this state for one year must be associated with the substantial evidence that such presence was with the intent to maintain a Louisiana domicile. Physical presence within the state solely for education purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of the length of time within the state.

Determination of Status

The residence status shall be based upon evidence provided in the application for admission and related documents. The Office of Admissions shall determine residence status after the completed application for admission has been submitted. The rules shall be based primarily on the location of the home and the place of employment. Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school.

New First-time Freshmen – traditional students seeking an associate degree
A new first-time freshman seeking an associate degree must provide an official high school transcript, high school equivalency diploma (GED/HiSet) results or Ability-to-Benefit documentation into their admission file by midterm of the entry semester.

New First-time Freshmen – non-traditional students seeking an associate degree
A non-traditional new first-time freshman 25-yrs old or older seeking an associate degree, who has never attended a regionally-accredited institution as a regular student is required to

submit a final high school transcript, high school equivalency diploma results or Ability-to-Benefit documentation into their admission file by mid-term of the entry semester.

New First-time Freshmen – non-degree seeking
A new first-time freshman of any age who is not seeking an associate degree is not required to have earned a high school diploma or high school equivalency diploma.

Home-school students who were home-schooled must submit an official transcript from the State Department of Education which shows the date of graduation. If the student has not yet graduated, the institution will accept a 6th, 7th, or 8th semester transcript, pending receipt of the official final transcript.

New First-time Freshmen – traditional students seeking an associate degree A new first-time freshman seeking an associate degree must provide an official high school transcript, high school equivalency diploma (GED/HiSet) results or Ability-to-Benefit documentation into their admission file by midterm of the entry semester.

New First-time Freshmen – non-traditional students seeking an associate degree A non-traditional new first-time freshman 25-yrs old or older seeking an associate degree, who has never attended a regionally-accredited institution as a regular student is required to submit a final high school transcript, high school equivalency diploma results or Ability-to-Benefit documentation into their admission file by mid-term of the entry semester.

New First-time Freshmen – non-degree seeking A new first-time freshman of any age who is not seeking an associate degree is not required to have earned a high school diploma or high school equivalency diploma.

Non-U.S. Resident A student who is a non-U.S. citizen may be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence (refugee, person who is married to a U.S. citizen, "temporary" or amnesty alien, etc.). This granting of resident status for fee purposes shall be in accordance with all applicable laws of the U.S. and relative requirements of the institution's Student Residence Regulations.

Students and their dependents (INS approval) may be present in the United States under terms of any one of the following visa classifications:

Visa Category   **A** - Government officials will be immediately eligible for an exemption of the non-resident fees while holding such a visa.
B - Visitor for business/pleasure
C - In transit
D - Crewman
F - Academic student
H - Temporary worker
J - Exchange visitor
M - Vocational/non- academic student are not eligible to establish Louisiana domicile nor be exempted from non-resident fees unless otherwise permitted by law, by System policy, or other regulations.

It is to be noted that the domicile of a dependent or an unmarried minor is regarded to be that of the parent with whom such a dependent or minor maintains his/her place of abode.

Right to Appeal Any student classified as a non-resident may appeal in writing to the Vice

Chancellor for Academic and Student Affairs. Submit any supporting documentation with the appeal the appeal decision is final. *(Interpretations on residence qualifications may be submitted to Louisiana Board of Regents Staff for clarification.)*

Incorrect Classification Any student classified incorrectly as residents are subject to reclassification and payment of all non-resident fees not paid.

TESTING & ASSESSMENT

The testing and assessment component periodically administer standardized tests: Proficiency Profile (ETS) Test, the Collegiate Assessment of Academic Proficiency (CAAP) Test, and the Scholastic Aptitude Test (SAT). Additionally, seven (7) other national exams are administered including the FAA-PSI-CATS test, WorkKeys, and the Accuplacer Remote.

ACADEMIC PLACEMENT

The University requires all first-time, full-time freshmen to take the ACT (American College Test). Students who score 18 or higher in English, 19 or higher in Math, and 16 or higher in Reading are NOT required to enroll in developmental education courses. If the student's placement scores do not meet the criteria, student is required to enroll in developmental courses in order to improve skills and maximize college success. Each division is responsible for the teaching of developmental education courses within its discipline. English faculty teach the developmental English courses and Mathematics faculty teach the developmental math courses. The instruction of reading is the responsibility of the Humanities Division. The following criteria are used to determine academic placement.

Test	English Sub-score	Math Sub-score	Reading Sub-score	Course Placement
ACT	0-12			ENGL 089
ACT	13-17			ENGL 090
ACT	18 or higher			ENGL 110
ACT		12 or below		MATH 088
ACT		13-15		MATH 089
ACT		16-19		MATH 090
ACT		20 or higher		MATH 133
ACT			0-12	READ 093
ACT			13-15	READ 094
ACT			16 or higher	No Reading
Test	**Verbal**	**Math**	**Writing**	**Placement**
SAT	450			ENGL 110
SAT		460		MATH 133
Test	**Score**			**Placement**
Accuplacer Next Generation	200-239			**English 89**
Accuplacer Next Generation	240-249			**English 90**
Accuplacer Next Generation	250-300			**English 110**

Accuplacer Next Generation	200-249 (Arithmetic)	**Math 89-90**
Accuplacer Next Generation	250-290 (NGQAS)	**Math 133**
Accuplacer Next Generation	300-350 (Pre-Calculus)	**Math 135**

Many students encounter a variety of personal, social, emotional, career, and academic issues that call for assistance. The Counseling Center provides confidential counseling to students in a warm, caring, and atmospheric office. Professionally trained staff assists and treat students with sensitivity and dignity.

A variety of seminars and workshops are planned throughout the academic year to help students develop their overall academic plan. The center offers advising assistance for international students, and students transferring from Southern University at Shreveport to other universities. It also offers a variety of services to students with learning, physical, and psychological disabilities. The Center acts as a liaison between students and faculty, as well as community agencies. The Center advises faculty and staff on policies and procedures, general information and referral services relevant to international students and students with disabilities.

STUDENT HOUSING (Jaguar Courtyard)

The Department of Residential Life promotes a safe on-campus living environment that is comfortable, affordable, and well maintained to create a positive living environment for students. Part of the residential life experience is learning to live and interact within the community that creates individual values and encourages good citizenship. To this end, students are guided to develop a growing sense of maturity and responsibility by participating in student activities, as well as other entities. By doing so, the students are intellectually stimulated to think critically and to solve problems.

Through living in the Jaguar Courtyard, the university strives to provide an atmosphere where students may learn and effectively pursue their academic and personal goals. All leasing is by the bedroom with an individual lease for each resident. All utilities are paid (electric, water, trash, cable, and internet). Jaguar Courtyard is a safe living community with controlled access gates.

ATHLETICS AND INTRAMURAL SPORTS

The Southern University at Shreveport Athletic Department provides intercollegiate sports for students with the goal of providing them with the opportunity to compete with other students at the intercollegiate level. At present, intercollegiate basketball for men and women, as well as golf, is offered to students through the Louisiana Athletic Association of Community Colleges

Conference [LAACC]. The men and women basketball teams compete in Division I basketball and are sanctioned by the National Junior College Athletic Association (NJCAA) through Region 23. The Athletic Department provides an athletic environment that enhances physical, mental, psychological and social growth and development through encouraging students to compete at their full potential with proper regard given to sportsmanship and fair play.

Intramural sports activities include but are not limited to: flag football, volleyball, card game tournaments, and 3 on 3 basketball. Students interested in these activities should contact the Athletics Department.

Shuttle Service

Southern University at Shreveport offers free shuttle service to SUSLA students, faculty and staff. The shuttle route includes the Main Campus, Municipal Auditorium, and the Metro Campus. Shuttle service is available Monday through Friday from 7:15 a.m. until 3:30 p.m. SUSLA identification cards are required at boarding. The shuttle service is committed to providing safe and efficient mobility for students. Students should contact the shuttle service directly for more information on schedules.

Identification Cards

Identification Cards (ID) must be obtained or validated during regular registration each semester. Students should carry the SUSLA ID card at all times; since it is required for a variety of services on campus. The ID card is not transferable. Students are not allowed to use each other's card. If a student loses the ID card, a replacement ID can be purchased at the cashier's window for a non-refundable fee of $10.00. A paid receipt and legal photo of the requestor should be presented to SUSLA Information Technology and Communications (ITC), Room A-44 of the Administration Building, for a replacement ID card.

New Student Orientation

New student orientation is for all students new to Southern University at Shreveport. The program introduces students to the campus, registration, academic programs, counseling, testing, tutoring, and seminars. New students are able to meet faculty members during new student orientation.

Student Insurance

Accident and health insurance are provided to students enrolled at the university. An insurance plan is designed specifically for students of the Southern University System. The policy is designed to supplement any other coverage a student or their family may have. Contact the Office of the Vice Chancellor for Academic and Student Affairs or the Counseling Center for more information and to obtain an insurance brochure. All students are automatically enrolled in an accident/death benefit plan and can apply for health insurance coverage through the university. The cost of the health insurance coverage is added to the students' fees on a per semester basis.

UNIVERSITY POLICE

The University Police Officers are an extension of the local police force and are commissioned by the Louisiana Department of Public Safety and the Parish of Caddo. The University Police Officers are responsible for enforcing the state statutes and university rules and regulations. Disrespecting and refusing to obey the directions of University Police places the student in jeopardy in the same manner as with other law enforcement officers.

GENERAL ACADEMIC POLICIES

All Southern University at Shreveport (SUSLA) students are expected to become acquainted with university policies, requirements, procedures, and regulations. In addition, students are to remain aware of these policies and procedures during their attendance at SUSLA.

Academic advisors, counselors, deans, instructors, administrators, and other university officials assist students in becoming acquainted with university regulations; however, students must assume final responsibility for being acquainted with university procedures. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation.

Close adherence to curricula assures the student's completion of all general education requirements and all major requirements. The student should be familiar with all the requirements of the degree program and should consult with an academic advisor when necessary. Each student assumes the responsibility for scheduling courses that are applicable to degrees and for taking courses in proper sequence to ensure the orderly progression of work.

Students attending evening and/or online classes are expected to assume the same academic responsibilities as all other students. Evening and online students are given the same curricular guidance and counseling as day students. Evening and online students follow the same procedures for admission to the university as other students, including the submission of applications and transcripts. Evening and online students pursuing associate degrees assume the responsibility of scheduling classes to fulfill degree requirements. SUSLA does not guarantee that all classes required in an associate degree or academic certificate can be obtained during the evening or online schedule of classes.

Academic Dishonesty Cheating and plagiarism (the representation of someone else's work as one's own, usually by directly copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a zero (0) for that assignment, without any possibility of make-up work or alternative assignments. Additionally, according to the Student Handbook: *Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.* For a more in-depth explanation of academic dishonesty, see the Student Handbook.

ATTENDANCE POLICIES

Class Attendance Policies

Students are required to attend classes regularly and punctually as a minimum academic obligation. Attendance is recorded the first day after a student register. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student. The following class

Attendance policies apply to:
- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor and, if required, present excuses. The instructor should make clear to the student that excuses explain absences, but do not remove them.
- Students are required to adhere to attendance policies established by their college and stated by the instructors on course syllabi.
- Excuses for participation in university-sponsored activities will be initiated by the sponsoring unit and approved by the college division dean and the Office of Academic Affairs.
- Students who wish to be absent from classes for reasons not covered by these regulations must apply to their department head for a leave of absence. All excuses or explanations must be submitted in writing to the student's department head within three school days after the student returns to classes.

NOTE: Financial aid students who receive all Fs due to non-attendance or suspension will be considered "unofficial withdrawals" for the semester. If the student does not take a final exam or complete more than 67% of the course load, he/she may owe money to SUSLA and the Title IV federal aid program(s).

Tardy Policy A student is considered tardy if he/she is later than ten (10) minutes arriving to class. Three tardies constitute one absence.

Inclement Weather Policy In the event of inclement weather, the Chancellor may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the university website. Absence without an official school closure is treated as an unexcused absence unless there is danger for the student to travel.

Students Called to Active Duty Any student called to active military duty that has completed at least ¾ of the semester and is in good academic standing with the institution has the following options:

- Receive course grades for the current semester for each enrolled course with the grade earned at the date he or she was called into active duty.
- Receive incompletes for all courses if approved by instructors.
- Withdraw from all current semester courses.

Steps to follow when leaving the University for Active Military Duty
- Provide a copy of military orders to the Registrar's Office. If one chooses to complete the semester courses via an incomplete and if time permits, please follow the appropriate procedures for course completion. If the professor approves an incomplete grade, the student and professor should complete an Incomplete Grade Form, which is available in the Registrar's Office. The incomplete grade form must be initiated by the instructor, and the reason stated for the incomplete grade(s), as follows: —called to Active Military Duty.
- In the event that the military obligation does not permit adequate time to finalize

grades or withdrawal, please contact the Registrar's Office. They will act on the student's behalf to inform the appropriate persons and/or departments of call to active military duty, and assist to finalize grades or withdrawal. Any grading options and planning for course completion, as agreed upon by instructors, will be documented. The student will be asked to advise the Registrar's Office whether he wishes to accept the grading option available.

▪ If administrative drops or a withdrawal are to be processed, the Academic Advisor should initiate them. Reasons for withdrawal/administrative drop should clearly state—called to Active Military Duty.

Departments to contact in the event of call to Active Military Duty
- Registrar's Office - to communicate military call up, overall assistance, and issues related to VA benefits.
- Academic Advisor – inform Advisor of military call up.
- Financial Aid Office - if receiving financial aid.

The selected option may depend on the student's individual situation, the time remaining in the academic semester, and the course completion agreements. Contact the Registrar's Office to discuss military call up status and to answer any questions regarding the above procedures/options.

Electronic Devices in Class The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities unless otherwise stated in the course syllabus for instructional purposes.

Examinations Mid-term and final examinations are scheduled and appear on the Academic Calendar. All students are required to take a written examination at the time designated on the academic calendar.

CATALOG GOVERNING DEGREE REQUIREMENTS
Students must meet the curricular requirements for a degree outlined in an appropriate issue of the Southern University at Shreveport Catalog. Students are required to know degree requirements.

They may complete work for graduation according to requirements in the catalog of the year in which they enter, or those of any catalog in force during their enrollment at this university, providing their residence enrollment is continuous and does not exceed ten years. Students, whose enrollment is interrupted for at least two consecutive semesters, will be subject to the catalog in effect at the time of their reentry or subsequent catalog in force during their enrollment at this university.

Transferring from one institution to another is not regarded in itself as an interruption of enrollment. The interval between withdrawal from the previous institution, if any, and enrollment at this university, is the controlling factor.

The student is responsible for obtaining in writing any waiver or other deviation from the approved curriculum and from requirements for the degree sought from the academic advisor with approval of the department chair, division dean, and vice chancellor.

Changes in Degree Requirements

The university reserves the right to add or delete degree requirements and course offerings. Students in continuous full-time attendance, with no change in curriculum major, are entitled to graduate under the degree provisions of the catalog in effect at the time of their entry at Southern University at Shreveport. Students may choose any issue of the catalog in force during their residence at Southern University at Shreveport upon approval of the division dean, with the following exceptions:

A catalog more than five (5) years old shall not be used.
- Students in continuous attendance as part-time students with no change in curriculum shall satisfy the degree requirements listed in the catalog in effect at the time of entrance; provided graduation occurs no later than 10 years after initial enrollment. If graduation occurs after the tenth year, the catalog in force will be determined with the approval of the concerned division dean.
- Students in continuous full-time attendance who change their major curriculum shall satisfy the degree requirements listed in the catalog in force at the time the change in curriculum becomes effective. Upon the recommendation of the division dean, a subsequent catalog may be used.
- A student whose enrollment is interrupted for two or more consecutive semesters shall satisfy the degree requirements listed in the catalog in force at the time of reentry. The failure to attend summer school or absence due to military service or to major illness attested to by a physician will not be considered an interruption.
- If progress toward a degree is interrupted for two or more consecutive semesters, credit earned prior to the interruption must be evaluated at the time of readmission by the academic advisor to determine the applicability of credits earned during the previous period of enrollment to the current curricular requirements. Final approval by the division dean and the vice chancellor is required.

Requirements for Catalog Change

Continuing students may elect a subsequent catalog when a new major is selected or when a catalog reflects a revised curriculum. The university will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed as a result of actions by accrediting associations and other external agencies, the university, having sole discretion, shall make the final determination whether or not degree requirements are met.

Procedures to Change Catalog

If a student wishes to request a change of university catalog for graduation requirements, the student must complete a Request for Change of University Catalog for Degree or Certificate Requirements Form.
This form must be signed by the student's advisor, division dean, and vice chancellor for

academic affairs if the catalog request is over five years old.

Academic Grievances

The instructor has authority over all matters affecting conduct of classes; including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor. If a student has a complaint about classroom activities or grades, the student may submit a grievance. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. The student must first discuss the issue with the faculty member involved and explain the basis for his/her grievance within six weeks after the grade is awarded. After six weeks, a student forfeits the right to appeal. Note: this policy does not apply to students disputing grades received on exams, assignments, research papers, clinical rotations, etc. Those kinds of grade disputes must be resolved between the faculty member and the student within the same semester. This policy does not apply to grades students received due to non- attendance.
2. If the matter is not resolved with the faculty member, the student may appeal to the division dean, program coordinator/director within three (3) working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty member. Within three (3) working days following the receipt of the grievance, the division dean program coordinator/director will make a decision regarding the student complaint and will provide a written response to the student.
3. If the matter is not resolved with the division dean program coordinator/director, the student may appeal in writing to the Vice Chancellor for Academic Affairs within five (5) working days. The Vice Chancellor for Academic Affairs will render a decision or call a meeting of the Instructional Grievance Committee. If an Instructional Grievance Committee meeting is called, the following will apply:
A. The Instructional Grievance Committee is composed of the Vice Chancellor for Academic Affairs or designee, who serves as the chair, faculty members, staff members, and/or administrators.
B. The student must be present when the grievance is heard. The student may have an *advisor* present during the hearing. If an advisor will be present, the student must inform the Vice Chancellor for Academic Affairs in writing at least two (2) working days prior to the hearing.
C. The responsibility of the committee shall be limited to a review of the case to determine if established policies, procedures, or practices were followed and interpreted correctly.
D. The Instructional Grievance Committee will render its decision in writing to the student within (5) working days.

No grade will be changed after twelve (12) months following the completion of the course in question. This provides ample time to have a grade formally and successfully appealed.

Credit Hour Policy At Southern University at Shreveport, a credit hour is an amount of

work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

Course requirements shall include at a minimum the following:
- A minimum of 2,250 minutes per three semester hour course, which may include final exam time.
- A minimum of 15 weeks per semester.
- Consistent with and in accordance to Federal regulations, a three-hour course at Southern University at Shreveport requires a minimum of 150 minutes of classroom or faculty-directed instruction per week for a period of 15 weeks.

All courses offered on a different schedule or in alternative methods provide the equivalent per credit hour assigned.

CLOCK HOUR/CREDIT HOUR EQUIVALENCIES

CREDIT HOUR POLICY BY COURSE TYPE		
Course Type	Course Definition	Credit Hour Policy
Lecture	The predominant mode of instruction is lecturing from prepared materials and/or discussion under the direction of the instructor.	A lecture course credit hour is earned for 150-minute weekly session of classroom instruction with a normal expectation of 2 hours of outside study for each class session. Typically, a three-semester credit hour course meets for a total of 2,250 minutes per semester.

Lab	The predominant method of instruction is individual study in a classroom, laboratory, shop, or studio under the direction of the instructor. This method of instruction includes learning activities in laboratories, clinics, workplaces where students receive hand on learning experience under the supervision of the instructor or preceptor.	A laboratory course credit hour is awarded for the equivalent of 150 minutes or more with little or no outside preparation expected. A total of 750 minutes per semester of such activity would normally earn one semester credit hour.
Online	A distance education means education that uses certain technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The interaction may be synchronous (student and instructor are in communication at the same time) as asynchronous. The technologies and may include the Internet; audio conferencing; or one way and two-way transmissions through open broadcast, closed circuit, cable microwave, broadband lines, fiber optics, satellite, or wireless communication devices. Source: Federal Student Handbook August 2015)	For asynchronous courses, one credit hour should approximate a total of 750 minutes of class time a semester and 1500 minutes of class preparation each week for a semester or an equivalent amount of time for a course of a different duration.
Hybrid	Hybrid courses blend face to face and online instruction. These courses spend a portion of course time (generally 50%) in online activities to achieve an equal proportion of the course's overall learning objectives.	The hybrid courses, one credit hour should approximate a total of 750 minutes of class time a semester and 1500 minutes of class preparation each week for a semester or an equivalent amount of time for a course of a different duration.

Internships	Supervised professional experience in a student's field of study that provides him/her the opportunity to apply knowledge gained in an academic setting. A required number of hours must be met. There are specific course numbers assigned to internships.	Internship or apprenticeship credit hours will be determined by agreement between the supervising faculty and the internship supervisor, both of whom must judge and certify different aspects of the student's work. An internship or apprenticeship credit hour encompasses three-to-four hours per week of supervised and/or independent practice, reflection and analysis, which represents between 45 and 60 hours of work per semester. Blocks of 3 credit hours represent between 135 and 180 total hours of academic work per semester, unless additional hours are required by licensing bodies.
Studio work	A course with primary emphasis on student activity leading to skill development and the enhancement and encouragement of the student's design or performance ability and/or artistic growth. Needed materials, instruments, equipment, and/or tools are provided, or recommendations are made for their acquisition. Evaluation of individual learning may include public display of proficiency and/or evaluation by faculty other than the student's instructor.	The visual/performing arts credit hour is calculated according to the federal definition of a "practice credit hour." A practice credit hour encompasses three hours per week of supervised and/or independent practice, which represents 45 hours of work per semester. Blocks of 3 credit hours represent 135 clock hours of academic work per semester.
Clinical/Practicum	A class consisting of hands-on application of concepts in a specific course that takes place outside the classroom setting and is supervised by an appropriately credentialed professional. Instruction offered through a combination of class and laboratory meetings would observe the standards on a pro rata basis. For health professions, clinical credit is awarded in compliance with the individual program accreditation standards based on a "contact-to-credit hour" ratio with	

Health Profession	Contact-to-Credit Hour Ratio
	a minimum ratio of 1:1. **The individual health profession ratios are listed in the chart below**.
Health Profession	Contact-to-Credit Hour Ratio
Dental Hygiene	4:1
Dialysis Technician	1:1
Emergency Medical Technician Basic	1:1
Health Information Technology	2:1
Medical Coding Specialist	2:1
Medical Laboratory Technology	24:1
Phlebotomy	6:1
Radiology Technology	8:1
Respiratory Therapy	5:1
Surgical Technology	3:1
Sterile Processing	2:1
Nursing	3:1

STUDENT RECORDS POLICY

Academic Records The management of student records is under the supervision of the University Registrar. The records are the property of the university; however, the University Registrar will honor a student's written request that his/her official academic records not be released or information contained in his records not be disclosed. This request can be submitted by obtaining the appropriate form from the Registrar's Office web page. Unless there is written request to the contrary, the following information will be made available to parents, spouses, prospective employees, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for membership, and organizations awarding financial assistance (grants, scholarships and loans): name, date and place of birth, address, dates of attendance, major field of study, and grade point average (GPA). Transcripts are released only at the request of the student, and in compliance with the Family Educational Rights and Privacy Act of 1974, or in compliance with court orders.

Academic Amnesty Any student who has not been enrolled at a college or university for three (3) consecutive years may elect **only once** to deny **all** work attempted at a college or university prior to the three-year period. If the student transfers, the academic amnesty may or may not be accepted by

other institutions of higher learning. The forgiven academic record will appear on the student's permanent record, but will not be used in computing the student's grade point average at SUSLA. The only exceptions are to determine honors for graduation and eligibility for financial aid and/or scholarships.

The student must be officially enrolled at the university before applying for academic amnesty. The student must apply for amnesty or forgiveness of credit courses in the Office of Academic Affairs at the time of application for admission or readmission to SUSLA or within one calendar year from the first date of enrollment or readmission.

The declaration must be completed prior to the deadline for withdrawing from the university in the semester in which it is made. A decision to declare academic amnesty is final and irreversible.

For enrolled students who plan to matriculate into professional academic degree programs (i.e. allied health, nursing) at SUSLA, an exception of the 3-year requirement (only) may be waived with the appropriate approvals from the program director, division dean, (if applicable), and the Vice Chancellor for Academic Affairs.

All other requirements to declare academic amnesty cannot be waived.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

SUSLA's policy on the release of information on students is based on the premise that a student's record is confidential and must be protected from those who would use it for other than legitimate purposes. At the same time, the policy must be flexible enough so as not to hamper the student or the university in the pursuit of legitimate endeavors.

Release of information on any student ordinarily will be made only on the written request or authorization of that student. This policy also applies to the issuance of transcripts. Telephone requests for transcripts will not be honored nor will requests for transcripts made by the parent, spouse or prospective employer of an adult student except on the authorization from the student. The parent of a student under eighteen (18) years of age may be provided a copy of that student's transcript for personal use on written requests. Transcripts may be issued on written requests to institutions from which a student has graduated or transferred, institutions to which a student transfers, or to organizations that sponsor a student; provided the student concurs in the request.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

The only information ordinarily released concerning students will be that considered "Directory Information". SUSLA defines this as name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports;

weight and height of members of athletic teams; dates of attendance; degrees, awards, and honors received, including naming to honor rolls and the previous educational agency or institution attended.

During the first fourteen class days of a regular semester or the first five class days of a summer term, a student who has enrolled can request that directory information be withheld by completing the appropriate form available in the Registrar's Office.

SUSLA maintains only those student records necessary for conducting of business. Information in student records will be released to outside investigating agencies only with the written consent of the student involved. Once consent has been received by the university, information requested from academic records of students, students' permanent folders (containing admission credentials, transcripts, etc.), and students' personnel records may be released to properly identified investigators through authorized staff personnel in the Office of the Registrar. The University is obliged to provide information on students pursuant to court orders or subpoenas.

Records of disciplinary actions taken by the university against students are maintained for internal purposes, and information relating thereto will be released to an inquirer only with written authorization of students concerned. Notices of suspension for non-academic reasons are not a part of the academic transcript, but are maintained by the Office of the Chancellor, and will be governed by the same release-authorization requirements as a transcript.

Faculty members may review the academic records of their students to the extent that such reviews serve legitimate educational interests. Each regular semester SUSLA will publish, in the Class Bulletin for that semester, the fact that certain records are kept on students. These records are available to students. Students have the right to challenge the contents of these records. The types of educational records kept on students at SUSLA are as follows:

Instructors
A record is maintained on each student by the instructor. Such items as attendance, test grades, reports, etc., are noted by the instructor. The instructor treats this, information in a confidential manner, and a student's grades in the class can be divulged only to him/her.

Academic Advisors
Upon matriculation at the University, each student is assigned an academic advisor who maintains a record of his/her academic progress. If the student changes majors, this record is transferred to the new advisor. The material in this record is of an academic nature, indicating the past and present matriculation record, current academic status, and curriculum. Only the academic advisor has access to this record, and it can be reviewed by the student in the academic advisor's office. These records are unofficial and are placed in an inactive status if the student's education is interrupted.

Registrar
The registrar is the keeper of the official academic record of the student. The student's

application for admission to the university and other materials of an academic nature are kept in this office. The academic records in the Registrar's Office are permanent and can be reviewed by the student. This includes records on all veterans receiving assistance from the Veterans Administration.

Financial Aid Office
All students who are receiving scholarships, loans from state and federal sources, or who are student workers and receive some financial assistance through the university have records in this office. The student can review all of his or her records.

SUSLA Testing Center
The SUSLA Testing Center maintains a record of test scores submitted to the university. These records are available to the student, faculty, advisor, and other authorized university personnel concerned with the student. Scores are not released to anyone other than authorized university personnel except on a request by the student.

Transcripts
A transcript is a record of the courses attempted by a student. All grades, passed or failed, appear on the transcript. A transcript of a student's record shows status, academic record with courses pursued and semester hours carried, semester hours earned, grades, quality points, grade point average, and system of grading. All failures, incomplete grades, penalties, transfer college credits, and a summary are also shown on the record.

Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a student identification number. A fee of seven dollars ($7.00) is charged for each copy (paper or electronic). Fee payment must be in the form of cash, cashier's check, and money order, Visa, Mastercard or Discover. Payment must be submitted with the transcript request in order for the request to be processed.

No transcript will be issued to or for a student who is indebted to the university. The university reserves the right to withhold a transcript for any student who is in default on a student loan. Requests by telephone will not be honored.

TRANSFER CREDIT POLICY

Southern University at Shreveport has established the following guidelines for evaluating, awarding, and accepting academic transfer credit:

Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all regionally-accredited institutions attended. It is the student's responsibility to provide all official transcripts to the Office of the Registrar or Admissions.

Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
Courses from regionally-accredited institutions will generally be accepted for transfer;

however, certain transfer decisions are not made solely based on an institution's accreditation. Courses must be comparable in course description, nature, content, student learning outcomes, level, and must be appropriate and applicable to the learning experiences required in the declared program of study.

Transfer students may opt to include/exclude transfer coursework towards their degree at SUSLA. Once admitted the student will complete a transfer articulation agreement" which indicates their desire to include/exclude transfer coursework. Students who opt to include transfer coursework will have all or none of the transfer credits articulated in accordance with SUSLA's transfer articulation policy. The request to articulate transfer coursework must be accompanied by a degree plan prepared by the major department. **Students are strongly advised to consult a financial counselor regarding the impact of transfer credit on aid eligibility.**

Transfer articulation requests will be conducted within 30 business days after enrollment has occurred. Only courses that are applicable toward the selected degree will be considered for transfer. Once applied, transfer credits from a previous curriculum will not be removed if student later changes major.

1. Transfer articulation cannot be conducted under the following conditions:
   - From unofficial transcripts. All transcripts must be received before articulation can be performed. Transfer coursework from one institution cannot be articulated from another institution's transcript.
   - A grade below "C" has been earned or no grade has been assigned by the transfer institution. Grades below "C" that are applicable toward your degree will be articulate but no credit awarded.
   - Courses over 10 years old in the subjects of Math and the Natural or Physical sciences for students in the Pre-Allied Health and Nursing programs.
   - Courses over 5 years old in Computer Science or Information Technology for students in the Information Technology and Information Systems programs.
   - Credit was granted by the transfer institution through submission of AP, IB, or CLEP scores.
   - Upper-level or graduate courses (300+ level) with content that is not similar to courses offered through SUSLA.
   - Courses with developmental content (below 100 level).
   - Foreign coursework that has not been officially evaluated by a credential evaluation agency.
   - The transfer institution is not regionally-accredited or did not possess regional accreditation during period of enrollment. (Appeals may be made through submission of course syllabi to the appropriate Academic Dean)
   - A financial debt is owed by the student to the transfer institution and an official transcript cannot be obtained.
2. Transfer coursework accepted are subject to final review by the department chair/and or program directors to determine the equivalency of the transfer credits to corresponding courses at Southern University at Shreveport.
3. Students admitted who opt to include transfer coursework can view their transfer articulation on their student web account. Students who have not been admitted must

request, and allow 7-10 business days to receive, a transfer equivalency worksheet. Transfer equivalency worksheets will not be generated during registration and peek processing periods.

4. Transfer students must complete 25% of coursework at Southern University at Shreveport.

APPEAL OF AN ACADEMIC TRANSFER DECISION

Students who wish to appeal an academic transfer decision may do so by using the University's Academic Grievance Policy. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the college catalog, examples of work from the transferring institution, etc.).

Procedures for Substituting Courses

The following guidelines apply to requests for course substitutions in degree and graduation plans to meet the requirements for graduation:

- Courses recommended for substitution credit must be comparable in terms of level, content and competency outcomes as indicated by course descriptions in the *Southern University at Shreveport Catalog* or most recent course syllabus.
- Technical subject courses cannot be substituted for general education courses (e.g., electronics for physical science).
- As a rule, major-specific courses cannot be substituted for general education courses (e.g., Principles of Teaching for Art Appreciation).
- Courses designated as core curriculum requirements in one category cannot be substituted for courses from another category (e.g., speech for history; math for art, etc.).
- Course substitutions must be approved by the advisor, the Division Dean, and Vice Chancellor for Academic Affairs. Upon approval, the chair must forward the course substitution form to the Registrar's Office.

SOUTHERN UNIVERSITY (SU) COLLEGE CONNECT PROGRAM

Southern University at Shreveport (SUSLA) began a collaborative agreement in the fall of 2010 with Southern University at New Orleans (SUNO). A similar agreement was reached with Southern University at Baton Rouge (SUBR) in the fall of 2012 and the Louisiana State University at Shreveport Campus (LSU-S) in the spring of 2016. The program offers developmental and beginning college-level courses to those students who do not meet criteria for regular admission to SUBR, SUNO or LSU-S. Such students will be allowed to enroll in the program through SUSLA and attend classes offered on the SUBR, SUNO or LSU-S campuses. SUSLA is the "HOME" campus, and the four-year institution is the "HOST" institution. When a student has completed, a minimum of, 15 transferable hours of college-level work (including college-level English and Math) and attained an overall grade point average of at least 2.0, he or she is eligible to transfer to SUBR, SUNO or LSU-S. Admissions and transfer procedures will be facilitated by admissions officers at the respective campuses.

Students enrolled in the program pay SUSLA tuition and the fees of the host campus. Financial

aid applications must be submitted to SUSLA. Participants will have access to all university resources and activities on the SUBR, SUNO or LSU-S campuses and may opt to also reside in campus housing provided by the host campus.

For those who do not wish to transfer, he or she can also attain an Associate Degree with SUSLA.   Those degrees include the General Studies (AGS), the Louisiana Transfer (AALT), or the Louisiana Transfer (ASLT).

Some of the requirements of participation in the SU College Connect Program include:
- The applicant must first apply for admission to the four-year institution.
- Applicants must pay the required application fee to the four-year institution.
- Applicants are to submit all required documents to be admitted into the four-year institution.
- Upon review, the four-year institution may REFER the student for participation in Connect.
- The applicant **may** be asked to complete an application for admission on the SUSLA website, but an application fee will not be charged.
- The applicant can be a first–time freshman entering college for the first time with a high school diploma or high school equivalence diploma (HiSet) from a SBESE- Louisiana State Board of Elementary and Secondary Education or out of state equivalent.
- High School Transcript/GED/HiSet.
- American College Test (ACT) or Scholastic Aptitude Test (SAT) or the Accuplacer – Next Generation Test scores (for placement purposes only).

The applicant can be a transfer student and **must be eligible to return** to his or her prior institution(s). All transfer students will be evaluated on a case by case basis to determine eligibility based upon the number of credits earned from the prior institution(s).
Students must provide:
- Transcripts from the prior institution(s).
- Proof of current immunization records MUST be submitted to the "HOST" institution.

Applicants with previous test scores at other institutions who indicate need for remediation in English will be placed in INRW 098 or INRW 099. If remediation is needed in mathematics, applicants will be placed in Math 089 or Math 090. Applicants have the right to take the Accuplacer – Next Generation Test, at their own expense, to test into a higher level of either English or mathematics

VETERANS AFFAIRS

First-time Applicants Prior to using GI Bill benefits for the first time, one must apply for benefits to the Regional Processing Office (RPO). The RPO for Louisiana is located in Muskogee, Oklahoma. Apply for benefits online at the GI Bill website, www.gibill.va.gov.

Veterans, National Guard, and Reserve members must complete VA Form 22-1990. Those students who had benefits transferred from their sponsor need to complete a VA Form 22-1990E after their sponsor has transferred entitlement to them. Other qualifying dependents must complete VA Form 22-5490.

After the RPO processes the application (processing time is approximately 8 to 12 weeks), they will send a letter stating eligibility status, qualifying chapter, and number of months of benefits (Certificate of Eligibility). When letter is in receipt, please bring to the Registrar's Office so a copy can be placed in your VA folder. There are additional local forms that must be completed for Southern University at Shreveport. These forms are available on the Registrar's Office web page.

Southern University at Shreveport does not participate in the advance payment program. Chapter 31, Chapter 33 and LA State Exemption are the only chapters of the GI Bill that pay the university for tuition and fees. All of the other chapters pay the student monthly and in arrears. As a result, the student is responsible for paying all tuition and fees upfront.

Transfer Applicants For students who have already applied for their benefits or have used their benefits at a different institution, one must complete VA Form 22-1995 (for Chapters 30, 31, 33, 1606, and 1607) or VA Form 22-5495 (for Chapter 35), as well as the local forms located in the Registrar's Office or online. National Guard and Additional State Benefits for Louisiana Residents National Guard: The state of Louisiana has additional benefits for LA National Guard (LANG) troops. For additional information, please contact unit Education Officer.

Dependents of a Disabled Veteran
The state also offers benefits to certain dependents of veterans who were state residents prior to entering the military, and are disabled or died in the line of duty or by service connected causes. Contact the local State Veterans Affairs Office for the parish in which one resides.
Important Notes
- All students are required to submit a degree plan signed by the academic advisor to the Registrar's Office. The degree plan shows the classes required to obtain a degree at Southern University at Shreveport and will also show any transferred classes that apply toward degree.
- All students are required to fill out the local Enrollment Certification VA Data Form every semester. This form is a request for certification and is authorization that one is continuing education at Southern University at Shreveport. Classes will not be certified to the RPO until the Registrar's Office is in receipt of the Enrollment Certification VA Data Form and a curriculum sheet; if one is not on file.
- If one adds or drops a course or changes a course from credit to audit during the semester, please notify the Registrar's Office by submitting the Add/Drop form for processing.

Contact Information For questions concerning the use of VA benefits at Southern University at Shreveport, contact the Veteran Affairs representative in the Registrar's Office.

ACADEMIC GRADES
UNIVERSITY GRADE SCALES

The grade scale for Southern University at Shreveport is based on a 4.0 system. University students' academic programs are evaluated according to the following grading system.

GRADE SCALE FOR UNIVERSITY PARALLEL DEGREE PROGRAMS		
GRADE		
A –EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	70-79	2.0
D – POOR	60-69	1.0
F – FAILURE	59 – below	0.0
I – INCOMPLETE		
W – WITHDRAW		
NG – UNASSIGNED GRADE		
To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade "F" carries zero quality points and will be included in the computation. The grade of "I" will not be computed until after some disposition has been made concerning it (See grade descriptions for more information).		
UNIVERSITY GRADE SCALE FOR THE NURSING PROGRAM		
GRADE		
A –EXCELLENT	94-100	4.0
B – GOOD	87-93	3.0
C – FAIR	80-86	2.0
D – POOR	73-79	1.0
F – FAILURE	72 – below	0.0
UNIVERSITY GRADE SCALE FOR THE RADIOLOGIC TECHNOLOGY PROGRAM		
GRADE		
A –EXCELLENT	93-100	4.0
B – GOOD	85-92	3.0
C – FAIR	77-84	2.0
D – POOR	70-76	1.0
F – FAILURE	69 – below	0.0
UNIVERSITY GRADE SCALE FOR CERTIFIED NURSING ASSISTANT PROGRAM		
GRADE		
A –EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	70-79	2.0
D – POOR	60-69	1.0
F – FAILURE	59 – below	0.0

UNIVERSITY GRADE SCALE FOR DENTAL HYGIENE PROGRAM		
GRADE		
A –EXCELLENT	94-100	4.0
B – GOOD	85-93	3.0
C – FAIR	77-84	2.0
D – POOR	68-76	1.0
F – FAILURE	67 – below	0.0

UNIVERSITY GRADE SCALE FOR THE DIALYSIS/STERILE PROCESSING PROGRAM		
GRADE		
A –EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	70-79	2.0
D – POOR	60-69	1.0
F – FAILURE	60 – below	0.0

UNIVERSITY GRADE SCALE FOR SURGICAL TECHNOLOGY		
GRADE		
A –EXCELLENT	93-100	4.0
B – GOOD	84-92	3.0
C – FAIR	77-84	2.0
D – POOR	69-76	1.0
F – FAILURE	68 – below	0.0

UNIVERSITY GRADE SCALE FOR MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY PROGRAM		
GRADE		
A –EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	75-79	2.0
D – POOR	69-74	1.0
F – FAILURE	68 – below	0.0

UNIVERSITY GRADE SCALE FOR HEALTH INFORMATION TECHNOLOGY/MEDICAL CODING/HEALTHCARE ACCESS ASSOCIATE		
GRADE		
A –EXCELLENT	93-100	4.0
B – GOOD	85-92	3.0
C – FAIR	77-84	2.0
D – POOR	69-76	1.0
F – FAILURE	68 – below	0.0

UNIVERSITY GRADE SCALE FOR RESPIRATORY THERAPY PROGRAM		
GRADE		
A –EXCELLENT	94-100	4.0
B – GOOD	85-93	3.0
C – FAIR	77-84	2.0
D – POOR	68-76	1.0
F – FAILURE	67 – below	0.0

GRADE DESCRIPTIONS

AU	Audit
CR	Credit
I	Incomplete
M	Military Credit
NC	No Credit
NG	No Grade Recorded
P	Pass
W	Withdrawal

Withdrawal (W) and Incomplete (I) Grades A "W" grade is placed on a student's academic record to signify a course that was dropped after the initial drop/add period or to signify official withdrawal from all courses for a semester. These courses are part of the students' permanent academic record and are considered attempted credits. These courses do affect a student's completion rate and also appear on transcripts.

The grade of "I" (incomplete) is given only when the student's work is satisfactory but, for reasons beyond the control of the student, has not been completed by the end of the semester. It is not granted in lieu of an "F" (failing), or to give the student opportunities or more time to improve a grade if such opportunities have not also been made available to all students in the same class. It is the responsibility of the student to confer with the instructor of the course and to complete the prescribed requirements of the course on or before the designated date shown for final examinations in the university calendar.

For each proposed grade of "I" (incomplete), the instructor and the student must file an "Incomplete Grade Application Form" prior to the published date when grades are due at the end of each semester. The application must be approved by the division dean and the Vice Chancellor for Academic Affairs. If approval is denied, the grade earned to date prevails and must be posted accordingly. If approval is granted, the "I" grade is posted as a temporary notation on the student's official record. It is the mutual responsibility of the student and the instructor to complete and file the "Incomplete Grade Application Form" in a timely manner. An "I" grade submitted without approved documentation will be administratively converted to an "F" grade.

Students will obtain credit for courses in which their grades are "incomplete" only by completing the work agreed upon on the signed "Incomplete Grade Application Form" in a satisfactory and timely manner. The standard window for replacing an incomplete grade

starts at the end of the semester in which the "I" grade was received and closes six weeks into the consecutive full semester. If the work is not completed within the designated time frame, the grade in the course automatically becomes an "F". The grade of "I" (Incomplete) shall be neutral in the calculation of the grade point average.   A grade of incomplete must be changed to a permanent grade by the instructor within the time limit specified by submitting the Grade Change Form to the Registrar's Office. Delinquent Grade Change Forms will not be processed without the approval of the Vice Chancellor for Academic Affairs.

An Early Start/ Dual enrollment student may add or drop courses or change from one section of a course to another with the approval of his/her high school counselor as per established deadlines. All transactions must be forwarded to the Office of Early Start/ Dual Enrollment to be completed and filed in the Registrar's Office.

Change of Grades All course grades except "I" grades are intended to be final and permanent when posted by the faculty of record. It is expected that faculty will arrive at and report final grades as accurately and precisely as the nature of the evaluation of student achievement and the grading system will permit. It is the faculty's direct and personal responsibility to ensure that grades are fair and reported correctly the first time. Final grades cannot be improved by submission of 'make-up' work' after grades have been submitted by the instructor at the end of the term.

If an error occurs in the calculation or recording of a grade, it can be corrected only by the faculty of record completing a *Grade Change Form* which must include:
- The student's name, student number, course registration number (CRN), course designation by title and number, semester/year, the division and the change desired.
- A statement unequivocally identifying the person who made the error and explaining the nature of the error.
- An explanation of how the new grade was computed.
-

The form must have the signature of the instructor and division dean and must be forwarded to the Vice Chancellor for Academic Affairs for final approval. Requests for grade corrections must be submitted to the Registrar's Office by the Vice Chancellor for Academic Affairs within six weeks of the next regular enrollment period.

No grade will be changed after twelve (12) months following the completion of the course in question. This provides ample time to have a grade formally and successfully appealed. Students must appeal in writing to the Vice Chancellor for Academic Affairs within six (6) months following the completion of the course.

Grade Reports Grades are posted electronically (Banner Web) by instructors at the end of each semester. Students may access their personal and secure online student account to retrieve or view final grades.

Mid-term grades are posted in the Banner Web System as a mid-term progress report. Mid-term grades do not become a part of the student's permanent official record.

If the student is missing a grade, he/she must contact the instructor for that course. Final grades are posted by the instructor.

GRADE POINT AVERAGE

Semester Average The semester grade-point-average is the total number of quality points earned divided by the total number of semester credit hours attempted by the student. The grades of A, B, C, D and F are included in the computation of the semester grade point average. Grades of AU, NC, I, W, CR and P are disregarded in the computation of the semester grade-point-average.

Cumulative Average The cumulative average is determined by dividing the total cumulative quality points earned by the total cumulative hours pursued. A student is allowed to retake a course in which he/she has previously enrolled at SUSLA, but the highest grade received becomes the final grade for the course and is computed in the grade point average. The other grade(s) will not be computed in the GPA. A "W" grade does not delete a prior grade. The grades of A, B, C, D, and F are included in the computation of the cumulative average. All courses pursued and grades earned at Southern University at Shreveport remain a part of the permanent record.

A student's cumulative average is used in determining eligibility for holding campus office or graduating with honors. It is computed by dividing the total quality points earned by the total semester credit hours attempted; exclusive of grades of AU, NC, I, CR, W and P.

Repeat-Delete Policy A student is allowed to retake a course in which he or she has previously enrolled at SUSLA. The highest grade received becomes the final grade for the course and is computed in the grade point average. The other grade(s) will not be computed in the grade point average, but will not be erased from the transcript.

A Dual Enrollment student is allowed to retake a course in which he or she has previously enrolled at SUSLA at their *own expense*. The last grade received becomes the final grade for the course and is computed in the grade point average. The previous grade(s) will not be computed in the grade point average. A "W" grade does not delete a prior grade.

Prior to graduation, the participating high school must indicate if a student is repeating a course. Post-graduation, the student is responsible for indicating on his or her registration schedule form that he or she is repeating a course for credit.

ACADEMIC STANDING

Students of Southern University at Shreveport Louisiana are governed by the following Southern University System approved regulations regarding scholarship standards:

Academic Advisory System
An academic advisory system has been established at SUSLA whereby students are given information and guidance about their academic programs throughout the entire period of attendance at the institution. At the beginning of and/or during, early, regular, and late

registration periods, students are required to consult with their advisor to develop a course schedule.

Change of Major
Student may change their major (program of study) at any time (limited to two requests each term/semester); however, to take effect during the current semester/term, student must submit the completed Petition to Change Major form prior to the first day of classes. Change of Major form prior to the first day of classes. Change of major (program of study) requests submitted after the semester/term has begun (first day of classes) will be made effective for the next available term.

While such an occasion is rare, if a major is suspended or discontinued because of low enrollment or other factors, a student will be counseled into a new major. Additionally, the university will provide support and assistance to the affected students to ensure a smooth transition to a new major.

CLASSIFICATION OF STUDENTS

Freshman - earned less than 32 semester credit hours.
Sophomore - earned 32 or more semester credit hours.
Special - student who has accumulated 60 or more semester credit hours.
Full-time - the minimum number of semester credit hours for which a student may enroll and be considered as a full-time student is fifteen (15). For financial aid purposes, a full- time student is one who is enrolled for at least twelve (12) semester credit hours. No student will be allowed to enroll in more than eighteen (18) semester credit hours without permission of the Vice Chancellor for Academic Affairs. Students enrolled in six (6) credit hours during any summer term are considered to have full-time status.
Part-time - any student pursuing fewer than twelve (12) semester credit hours in a regular semester or fewer than six (6) hours in a summer session is a part-time student.

CREDIT BY EXAMINATION AND
OTHER NON-UNIVERSITY SOURCES

SUSLA recognizes academic competence through superior attainment and permits students to demonstrate academic competence through experience and by examination. A student with superior ability and preparation or a student who has already obtained a fundamental knowledge of subjects offered at the university and demonstrates competence through a series of tests or experience may be granted credit for basic and/or advanced courses. These experiences and/or examinations are recorded on the permanent academic record as "credit by examination or experience" with a grade of "CR." Grades of "CR" are not used in computing grade point averages.

Credit by Experience
- In order to recognize competence attained through educational experiences other than university instruction, the student must adhere to the following guidelines:
- Students must have been admitted to SUSLA and must be in "good standing."
- Credit is awarded only in areas that fall within SUSLA's regular curricular offerings and that are appropriately related to the student's educational goals.

- After a student has completed at least 15 semester hours of credit at Southern University at Shreveport, the student's division dean will determine the extent to which the credit is applicable toward the degree.
- Credit is limited to one-fourth of the number of hours required for the associate degree.
- Students enrolled in non-degree-seeking status are not eligible for credit by experience or examination.

Credit by Examination

In order to recognize competence attained through credit by examination other than university instruction, the student must adhere to the following guidelines:

The College-Level Examination Program (CLEP) and the Defense Activity for Non- Traditional Education Support (DANTES) examinations will be available upon request. Students who earn acceptable scores on these examinations are allowed to receive credit based upon the following regulations:
- The student must have been admitted to SUSLA and must be in "good standing." If the examinations are taken while the student is not enrolled at SUSLA, credit will be considered after registration for resident study. Students enrolled in non-degree-seeking status are not eligible for credit examinations.
- A non-refundable fee is charged prior to administration of the examination.
- Credit is awarded only in areas that fall within SUSLA's regular curricular offerings and that are appropriately related to the student's educational goals.
- To initiate the examination, permission must be obtained from the appropriate head of the division offering the course. After such permission is granted, the Registrar's Office will issue an official permit.
- Credit by examination is limited to one-fourth of the number of hours required for the associate degree.
- Administration of credit examinations must be completed by mid-term.
- The permit to take the examination is forwarded to the Testing and Assessment Center for ordering and scheduling purposes.
- Specific course credit will be awarded by the Registrar to students who score at or above the 50th percentile and after consultation with the appropriate division–dean concerning minimum required scores and the acceptance of credit.
- A student may take a credit examination in a particular course only once.
- Credit earned through credit examinations will not be used in computing the student's grade-point average.

Students are not permitted to schedule credit examinations in courses they have audited, earned unsatisfactory grades, received credit for a higher course in a series of sequential courses, or in courses they have dropped and received a "W."

Academic Proficiency Testing

The College Assessment of Academic Proficiency (CAAP) test is required of all students scheduled to graduate including student receiving certificates and technical diplomas. The CAAP is scheduled annually and dates are published on the university website. Students are

strongly encouraged to take the CAAP on the designated test date. Students who must reschedule the CAAP are charged a fee; which includes the cost of additional assessment materials, shipping and handling fees.

Acceptance of Military Credit Policy   Credit may be given to applicants who meet the following three (3) criteria:
1. Enroll in Southern University at Shreveport.
2. Submit military transcript to the Office of Admissions.
3. Submit their D.D. 214 form or D.D. 295 form which indicates a period of continuous active duty for at least 90 days.

A maximum of four (4) semester hours of physical education credit may be granted for Basic Training. Additional credit for training in formal service schools will be granted based on recommendations published in *A Guide to the Evaluation of Educational Experience in the Armed Services*. The credit recommended must be evaluated as being equivalent to a course at Southern University at Shreveport.

The maximum military credit allowed is 24 semester hours. A grade of M will be recorded for credit granted. No quality points will be awarded nor will the credits be used in calculating the student's grade point average. The Registrar evaluates military credit and administers the awarding of credit.

Advanced Placement
Students who attain satisfactory scores on the Advanced Placement (AP) Examinations administered by the College Board are eligible to receive credit on the basis of such tests. The student who submits a score of four or five to the Registrar's Office is given credit for the appropriate course(s). These examinations are given at high schools which participate in the advanced placement program of the College Board. Students must be pursuing an academic certificate or associate degree to receive Advanced Placement credit.

Credit will be awarded at Southern University at Shreveport for AP courses based on the certified test scores as follows:

AP Examination	Minimum Score	SUSLA Equivalent	Semester Hours
Biology	3	Biology 104	3
Calculus AB	3	Mathematics 264	4
Calculus BC	3	Mathematics 265	4
Chemistry	3	Chemistry 130, 131	6

Computer Science A	3	Computer Science 140	3
Economics: Macro	3	Economics 202	3
Economics: Micro	3	Economics 203	3
English Literature & Composition OR English Language & Composition	3	English 110	3
	4	English 110, 111	6
French Language	3	French 101, 102	6
Government and Politics, U.S.	3	Political Science 200	3
History, U.S.	3	History 104 OR History 105	3
	4	History 104, 105	6
Physics B or Physics C	3	Physics 221	4
	4	Physics 221, 222	8
Psychology	3	Psychology 210	3
Spanish Language	3	Spanish 100, 101	3

For more information concerning these courses, please see
http://apcentral.collegeboard.com/apc/public/courses/descriptions/index.html.

The Registrar's Office will place the Advanced Placement (AP) credit on the student's permanent record upon proof of payment as outlined in the Student Fees and Expenses section of the University catalog.

Credits over 10 Years Old
Credits which are over 10 years old, only with the approval of the division dean, may or may not be applied toward degree requirements.

Dismissal
Southern University at Shreveport reserves the right to request any student to withdraw who does not meet satisfactory academic performance (see policy on satisfactory academic progress) or has not been properly registered. A student who has been academically

suspended and who, upon re-admission, again fails to raise his/her cumulative GPA to the required level is permanently dismissed and the academic record closed.

Honors

A student who completes a semester with at least fifteen (15) semester credit hours (excluding remedial courses) and a grade-point-average of 3.75 or above, without grades of D, F or I, will be placed on the Chancellor's List. These requirements apply only to the semester for which the student is being considered for inclusion on the Chancellor's List.

A student who completes a semester with at least fifteen (15) semester credit hours (excluding remedial courses) and a grade-point-average of 3.00 to 3.74, without grades of D, F or I, will be placed on the Honor's List. These requirements apply only to the semester for which the student is being considered for inclusion on the Honor's List.

Hours Pursued

"Hours pursued" is defined as all courses attempted. In the event that a student repeats a course, only grades earned in the last course will be used in the calculations for the grade point average.

Intent to Pursue Degree or Certificate

Students pursuing associate degrees, academic certificates, or technical competency areas at Southern University at Shreveport (SUSLA) must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the University. If the student withdraws or does not enroll for one semester, the student would have to meet the requirements of the catalog in effect at the time of re-entry. Financial aid recipients must be enrolled in a degree or eligible technical diploma or certificate program at Southern University at Shreveport.

Prior Approval Required before Taking a Course at Another Institution After enrollment at Southern University at Shreveport (SUSLA) as a regular matriculated student, permission must be obtained before taking a course at another institution for the purpose of meeting degree or general education requirements at SUSLA.

Affected students should consult with their advisor and division dean and submit the appropriate application form to the Vice Chancellor for Academic Affairs for approval and filed with the Registrar's Office. An official transcript from the other institution must be submitted to the Registrar's Office for credit placement.   Courses taken without prior approval may not be transferable to SUSLA. Students must complete a minimum of 25 percent of the semester credit hours required for a degree through instruction in residence at SUSLA.

Probation, Suspension, And Readmission Regulations
- A full-time or part-time student who earns a semester average below 1.5 during a semester will be placed on probation.
- A student on probation will be given one semester to earn a C average (2.0). This will remove him/her from probation. If the student does not earn a C average (2.0), he/she will be suspended for one semester.
- After the lapse of one semester or if approval of an appeal is granted, a student may re-

enter on probationary status, but he/she must earn at least a C average (2.0) or be suspended a second time.
- A student suspended at the end of the spring semester may attend the summer term unless other restrictions apply. Grades earned will not change the probationary or suspension status of a student during summer term.
- A student suspended for scholastic deficiencies may re-enroll after the expiration of one semester until a fourth suspension; which dismisses the student permanently.
- Appeals must be made to the Academic Appeals committee
- appointed/established to execute the rules.

Satisfactory Completion of Courses

A standard letter grade of "C" or better in a major area course constitutes satisfactory completion. A standard letter grade of "D" or better in a general education core curricular course constitutes satisfactory completion with the exception of the Allied Health and Nursing programs. The grade of "D" in a general education core curricular course, but not in a major area course, is acceptable where such a course is a prerequisite for another course. However, a letter grade of "D" in a general education core curricular course is not transferable. A prerequisite is a course that must be completed BEFORE enrolling in some courses, and requires satisfactory completion before the student will be allowed to enroll in that course.

Withdrawal

A student who finds it necessary to withdraw from the University should begin the process by securing the proper form from the Registrar's Office. Please note the deadline date as listed in the Academic Calendar. A student is not officially withdrawn from the University until the request is approved by all departments listed on the withdrawal form, returned and processed by the Registrar's Office.

Once the request is processed, all courses will still appear on the transcript with a grade of "W" (withdrawn). Courses with grades of "W" are listed as "courses attempted" and do not affect the grade point average, but may, at some point, affect eligibility for financial aid.

REGISTRATION POLICIES

Adding and Dropping Courses

A student may add or drop courses or change from one section of a course to another with the approval of his/her advisor as per established deadlines. A student may drop or add a course by completing an Add/Drop form and securing the approval of the instructor and a financial aid staff member. The course addition or withdrawal becomes effective only when the completed form is processed by the Registrar's Office.

Students will be held responsible for all courses appearing on their schedules unless changes are official and in accordance with university regulations. A student may not add courses for credit after the date specified in the official academic calendar. If a course is dropped after the add/drop period but before the deadline for dropping a course, a "W" (withdraw) is recorded. A student may not drop a course after the date specified in the official academic calendar

(unless approved by the appropriate university officials).

Alternate Pins
Students who have earned less than 32 hours MUST meet with their academic advisor (in person, via telephone, or via email) before they will be permitted to register for classes for the next semester. Groups of students who are required to meet with an advisor prior to registration are assigned alternate PINs. The alternate PIN is an extra layer of security which allows the student to access the registration and drop/add services on the web. Alternate PINs change every term and can only be obtained from a student's success coach.

Auditing Courses
To audit courses, applicants must be eligible to enter the university as regular, visiting, or special students. They must obtain permission of the instructor, the director of the program in which the course is taught, and the dean of the division in which they are enrolled. Students may not audit a laboratory-type or activity course. Tuition fees will be assessed for courses audited, but credit will not be given. An audit may not be changed to credit after completing the course. The semester course load is inclusive of audited courses.

Course Cancellation Policy
The University reserves the right to cancel any course or section in which the number of students enrolled is deemed insufficient or for which an instructor cannot be secured. Students affected by course cancellations are notified via their SUSLA email account.

It is the students' responsibility to obtain cancellation information, as well as review and manage their course schedule. Students affected by course cancellations may adjust their course registration during the time frame designated on the academic calendar as long as there are no holds preventing registration on their account.

Maximum Academic Course Load
No student will be allowed to enroll in more than 18 semester credit hours during the spring or fall semester without permission of the division dean and the Vice Chancellor for Academic Affairs. The maximum number of credit hours that will be allowed is 21. During the summer sessions, fifteen (15) credit hours will be the maximum that may be pursued in any combination of sessions.

Registration
A student becomes a member of a class/course only by registering through the proper procedure. A student may add or drop a course after the initial registration by filing a completed and approved Add/Drop Form by the specified deadline. Registration has online (electronic) and in- person components and is held on dates shown in the academic calendar and announced by the Registrar's Office. Students registering after the regular registration period will be charged a late registration fee. The registration process is not complete until the student has officially finalized/confirmed registration and accepted fees through the student's Banner Web account.

The semester course schedule is published online by the Registrar's Office. Students who fail to take advantage of academic advising and do not follow a well-developed degree plan may experience difficulty meeting graduation requirements in a timely manner.

The semester hour is the unit of credit. A semester hour is the meeting of a lecture class for one hour a week. A three-hour lecture course meets for three hours a week. Credit for each course is indicated in the course description and also in the semester course schedule.

Specific instructions for places and procedures for registration are provided by the Registrar's Office. Students will generally follow seven sequential steps:

> **STEP 1**. Complete all admission requirements and receive a letter of acceptance (if a new, transfer or readmission student). Continuing students proceed to step 2.
> **STEP 2.** Complete all requirements to receive financial aid (Application for financial aid needs to be completed several weeks prior to registration, preferably before the end of the previous semester.)
> **STEP 3.** Meet with an academic advisor to determine a schedule showing the courses in which the student will enroll during the upcoming semester. This usually involves completing a registration form signed by the student, the advisor, and others if any exceptions are required. This semester course registration schedule should parallel the student's prepared degree plan. The student should use the completed registration form to complete step 4.
> **STEP 4.** Complete registration in the electronic registration system of the university (Banner Web). When the schedule is posted electronically, the student should print a copy of his/her course schedule for his/her personal use or record. On rare occasions, classes may be cancelled due to low enrollment. Students are encouraged to periodically check their SUSLA email to verify the current status of their classes prior to the last day to register or add classes.
> **STEP 5.** Finalize/Confirm registration (accept fees) through the student's secure Banner Web account.
> **STEP 6.** Obtain the official student identification badge from the Information Technology Center.
> **STEP 7.** Purchase textbooks for the classes in which the student has enrolled for the current semester from the university bookstore.

Each class instructor accesses the class roster electronically with each student's name listed as generated by the Registrar's Office. Students who attend a class and their names are not on the official electronic roster, must report immediately to Registrar's Office to validate their registration for that specific course. A student may not continue to attend class if not officially listed on the electronic roster for that course. Any course for which a student registers is recorded as "attempted" and will bear a grade notation on the student's transcript. If the student drops the course using the proper procedure or is administratively withdrawn, the course will still appear on the transcript with a grade of "W" (withdrawn). Courses with grades of "W" are listed as "courses attempted" and do not affect the grade point average, but may, at some point, affect eligibility for financial aid. A student is expected to attend and participate in all scheduled sessions for each course for which

he/she is registered until the student officially completes the course or formally withdraws from the course. No student can be admitted to a course after the official census date (14th day of class).

Registration for Continuing Students

Students who are currently enrolled at Southern University at Shreveport must register for the upcoming semester during a registration period set by the academic calendar as published by the Registrar's Office. This registration allows the student to receive maximum personal attention and service from his/her academic, business, financial aid, and career advisors. It also provides for preferred placement in courses with multiple sections and improved planning for financial aid, scholarships, internships, etc. Continuing students who have completed this process are considered registered for the new semester. If a registered continuing student must make course schedule adjustments due to unusual circumstances, he/she must file an Add/Drop form approved by the instructor and a financial aid staff member with the Registrar's Office.

No add/drop fee will be charged if changes are filed by the 12th class day of the semester of registration. The fee applies thereafter as defined in the Tuition and Fees section of the Catalog.

Registration for New and Transfer Students

Registration (on published dates) for all new students (first-time freshman and transfer students) is closely linked with the scheduled freshman and Transfer Student Orientation activities. The focus of the advisors and registration staff from all departments is dedicated to incoming new and transfer students at the start of each semester.

Registration for Dual Enrollment

Registration for Dual Enrollment students is coordinated through the high school liaison and the SUSLA Dual Enrollment Coordinator. Eligible students are concurrently enrolled for up to 12 credit hours per semester. Dual Enrollment students are to follow university policies and academic calendar. NOTE: Public high school students may qualify for tuition exemption.

Late Registration

Students must register on the appointed days described above for their admission status. Continuing students who are not registered before the end of the prior semester and new or transfer students registering later than the first day of class of their first semester will be assessed a late registration fee (see Tuition and Fees). Late registration does not excuse a student from missed assignments.

Registration and Transcript Hold

Registration and transcript holds are restrictions placed on student accounts when specific action is required from students to allow enrollment at SUSLA or release of official academic documents such as transcripts and diplomas.

Students are required to resolve the hold before registration is permitted or a transcript is released. It is the student's responsibility to notify the Registrar's Office once the hold has been removed.

UNIVERSITY GRADUATION POLICIES

Application for Graduation
The graduation application fee was established to enhance services to Southern University at Shreveport graduating students. Application for graduation must be made the semester prior to the semester of graduation/degree completion. Graduation applications are located in the annual *Commencement Guide* posted on the Registrar's Office web page. The graduation application fee must be paid at the time of application and underwrites various costs related to commencement, degree certification, diploma printings and mailings, and other graduation-related expenses.

Students are strongly advised to consult with their academic advisor prior to submitting an application for graduation. This fee must be paid whether or not the student participates in the formal exercises. The graduation application fee is non-refundable.

To receive the Associate in Arts, Associate of Science, Associate of Applied Science, Technical Diploma, or Certificate, a student must:

1. Complete all course requirements in the prescribed program of study as prescribed in the University Catalog.
2. Earn a minimum of 2.0 in all major courses.
3. Earn a minimum cumulative 2.0 grade point average.
4. Complete 25% of coursework through instruction offered by Southern University at Shreveport.

Commencement Participation
While the graduation application fee is required for each student completing degree requirements at Southern University at Shreveport (SUSLA), the commencement participation fee is required only for those who actually participate in the ceremony. This fee underwrites the costs of commencement-related services, resources, events and programmatic elements of the commencement experience from beginning to end. Commencement related activities and/or items include regalia (cap, gown, hood, and tassel), a predetermined number of graduation invitations, and the graduate reception.

Concurrent Degrees/Dual Degrees
Students who earn two (2) or more certificates/degrees in the same semester must satisfy the requirements for both degrees and earn the following additional hours to receive a dual degree.
- Nine (9) related hours for certificates
- Fifteen (15) related hours for associates

AWARDING OF A DEGREE POSTHUMOUSLY
SUSLA will award the Associate degree posthumously to a student who has completed all graduation requirements or to a student who meets all of the following requirements:

- Enrolled courses must be those which, if completed, would have fulfilled graduation requirements.
- The student must have a grade point average at the time of death which meets SUSLA's graduation requirements.

HONOR GRADUATES

Students who achieve certain academic distinction through earned grade point averages will graduate with honors. The following standards apply:

3.75 – 4.0 with highest honor
3.5 – 3.74 with high honor
3.0 – 3.49 with honor

*Scholastic honors for graduation are determined at the close of the semester prior to the semester of graduation.

RESCINDING OF DEGREES AND CERTIFICATES

Southern University at Shreveport reserves the right to rescind the awarding of associate degrees and certificates if the university discovers that the degrees and certificates were awarded in error.

FINANCIAL AID

The mission of the Office of Financial Aid and Scholarships is to assist students in obtaining funds to achieve their educational potential. The university provides assistance to students through three basic sources: grants, employment and scholarships. The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult or impossible to attend college. Our primary source of funding is from federally funded programs. To determine eligibility, students must complete a Free Application for Student Aid (FAFSA); which takes into consideration all factors that affect a family's financial status. The FAFSA must be completed each year a student plans to attend school. Students may begin the process on **January 1st** of each year. The FAFSA may be completed online at www.fafsa.gov. SUSLA's Title IV code **007686** must be included to ensure that the results are accessible to the SULSA financial aid staff. In addition to completing the FAFSA, students must meet the following requirements:

- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U. S. citizen or eligible non-citizen
- Have a valid social security number
- Submit an official high school transcript or General Education Development (GED) certificate to the Admissions Office, if a beginning freshman
- Certify that all federal/state student aid awarded will be used for educational purposes only by signing a Statement of Educational Purpose; which is located on the FAFSA
- Must not be in default on a federal student loan or owe a refund on a federal grant

- If male and aged 18 through 25, register with the Selective Service. Students may give Selective Service permission to register them by checking a box on the FAFSA or via the Internet at http://www.sss.gov
- Must not have earned an Associate Degree or Bachelor's Degree (pending reset approval)
- Must maintain satisfactory academic progress

A select number of students who apply for federal financial aid must verify the information submitted on the FAFSA application. Therefore, students must be prepared to submit income documents to the Financial Aid Office. All requested documents must be submitted in a timely manner to ensure the prompt processing of financial aid requests.

Students who transfer to Southern University at Shreveport from any other college/university or vocational/technical schools must take the necessary steps to ensure that they will be eligible for financial aid; as it does not automatically transfer. Students should add Southern University at Shreveport code (007686) to the Free Application for Federal Student Aid. Official academic transcripts from all schools previously attended must be submitted. As soon as possible, transfer applicants should contact the Financial Aid Office to find out what steps should be taken to ensure receipt of aid at Southern University at Shreveport.

The law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. Students who have been convicted of drug possession are ineligible for one year from the date of a first conviction, two (2) years after a second conviction, and indefinitely after a third conviction. Students convicted of selling drugs are ineligible for two (2) years from the date of a first conviction and indefinitely after a second conviction. If eligibility is lost, a student may regain eligibility early by successfully completing an acceptable drug rehabilitation program. For more information, visit the Financial Aid webpage on the university's website.

Summer Eligibility
Only eligible continuing students and beginning freshmen are considered for financial aid for summer sessions. Scholarships and loans are not available for summer-only enrollees.

Satisfactory Academic Progress
The U.S. Department of Education requires colleges and universities to adopt specific guidelines to monitor the academic progress of students receiving federal or state financial assistance. The regulations require the University to monitor student grades and number of hours attempted/earned to determine whether students are eligible to receive financial assistance (See Figure 1). In order to maintain eligibility, a student must not exceed 150% of credits required for the student's current major. Any student that does not maintain satisfactory academic progress has the right to initiate a financial aid appeal. In such cases, students shall not be paid retroactively for terms where eligibility is lost. Additional information can be obtained on the Financial Aid webpage via the university's website.

SAP Requirements: Undergraduate

Southern University will determine the eligibility of a student for financial assistance
based on the following:

Cumulative Hours Attempted	Minimum Hours (%) to Complete	Minimum Cumulative GPA
0-25	50%	1.50
26-45	67%	1.75
46 and above	67%	2.00

Figure 1

Return of Title IV Funds:
Southern University at Shreveport adheres to the 2008 Reauthorization of the Higher Education Act of 1965; as amended. The law defines the amount of Title IV grants and loans that the student has earned the right to use. The amount of aid a student has earned is directly related to the length of time he or she has maintained attendance during the semester. The law requires that if a recipient of Title IV assistance withdraws/resigns from an institution before completing more than 60% of the semester in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student earned. Unearned Title IV funds must be returned to the Title IV programs by the school and/or the student.

SOURCES OF FINANCIAL AID

Federal Funds
There are several types of grants a student may obtain at Southern University at Shreveport. They are as follows: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Veterans' Benefits, Vocational Rehabilitation, Armed Forces Reserve, and National Guard. For information on military-related stipends, contact the Registrar's Office.

Federal Pell Grant - The Federal Educational Amendment of 1972 established a program that entitles all eligible students to receive Federal Pell Grant awards. These awards range from $564-$5,775 for an academic year; depending on the student's eligibility as determined by the

U.S. Department of Education, his/her enrollment status and the institution's cost of education. **Federal Supplemental Educational Opportunity Grant -** Southern University at Shreveport, in cooperation with the federal government, has limited funds to provide grants to eligible students. The amount of the grant is based on the individual student's financial need and the availability of funds.

Loans - Southern University at Shreveport currently provides loans to students through the William D. Ford Direct Loan Program. Direct loans are provided by the federal government rather than a commercial lending institution. The university's office of student Financial Aid administers the loans; determines loan eligibility; approves the loan; confirms the promissory note, when necessary; receives the funds from the federal government; and credits the loan amount directly to a university student account.

To be eligible for Federal Direct Loans, students must submit a FAFSA and be enrolled in at least six (6) credit hours. The financial aid loan coordinator will use information from the FAFSA to determine eligibility for a Parent Plus, Subsidized and / or Unsubsidized Loan.

Subsidized Direct Loans - is awarded on the basis of financial need. The interest rate is fixed at 1.07% for 2015-2016 award year.

Unsubsidized Direct Loans – is not based on financial need. The interest rate is fixed at 1.07% for 2015-2016 award year.

Parent Plus Loans – a Federal PLUS Loans enable parents with good credit histories to borrow funds to pay the education expenses of each child who is a dependent undergraduate student. PLUS Loans have fixed interest rate of 6.41% starting with PLUS loans disbursed after July 1, 2014. A fee of 4.292% of the loan can be deducted proportionately from each disbursement.

Student Employment - Southern University at Shreveport provides jobs for students who need financial assistance using funds from the federal government. Through the Federal Work-Study Program, the office of Financial Aid arranges jobs for students on- and off-campus with private non-profit agencies. Students are paid at least the hourly minimum wage. Interested students should apply in the Financial Aid Office.

Veterans' Benefits - All veterans, spouses and dependents of deceased or disabled veterans must acquire a Certificate of Eligibility from the Veterans Administration Office prior to registration. Students must mail or bring the Certificate of Eligibility to the Registrar's Office for authenticating and processing.

Vocational Rehabilitation - A student who has a physical disability may obtain assistance for tuition and books through the Louisiana Department of Education (Division of Vocational Rehabilitation). Students who feel they may qualify should apply for assistance to the nearest rehabilitation office. A non-resident is herein defined as an individual who cannot provide proof of eligibility for assignment of resident status under the regulations prescribed in this section.

Workforce Investment Act (WIA) - The WIA funding is available for individuals to fund short-term training programs that have been approved by the local Workforce Investment Board (WIB). To qualify for funding to attend the training programs, students must apply in the workforce region of residence and meet specific requirements.

WIA is designed to enhance customer choice through a system of Individual Training Account (ITA) vouchers, while assuring program quality through a provider certification system. SUSLA is a state approved training provider through the provider certification system. The intent of WIA is to empower individuals by allowing them to choose the program of training or education they need, giving them the information to make informed decisions, and increasing accountability and quality among providers.

SCHOLARSHIPS

The Southern University Board of Supervisors makes scholarships available to qualified students. Scholarships are awarded by the university Scholarship Committee and administered by the Financial Aid academic Office. The following university, state and private scholarships are available:

The Academic Scholarship - This scholarship is awarded to those who have demonstrated excellence. Recipients are selected on the basis of high school cumulative averages of 3.0 or better, ACT test scores, and/or selected recommendations. The recipient must complete at least twelve (12) hours of college level courses each semester. Developmental courses are not accepted.

The Thelma Fisher Patterson Memorial Scholarship - This scholarship is awarded to selected students with a high school cumulative average of 2.5 or better and selected recommendations. All other recipients must maintain a grade point average of 3.0 or better by the end of the first academic year. The recipient must complete at least twelve (12) semester hours of college level courses each semester. Developmental courses are not accepted.

Private Scholarships - Private Scholarships are often awarded by various organizations such as churches, fraternities, sororities, casinos, and masonic and civic organizations. Not all of these are recurring awards; nor are they always made through the institution. The most frequent awards are:
- Shreveport Rotary Club
- Kappa Alpha Psi Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Omega Psi Phi Fraternity, Inc.
- Delta Sigma Theta Sorority, Inc.
- Alpha Phi Alpha, Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Zeta Phi Beta Sorority, Inc.

- Order of Eastern Star
- National Association of University Women
- Louisiana Tuition Opportunity Program for Students (TOPS)
- Southern University Alumni Federation - Shreveport Chapter
- Southern University at Shreveport Foundation
- Ida M. Stinson Scholarship in Chemistry
- Annie Lowe Stiles

Regulations Regarding Resident Classification

For purposes of assigning tuition and fees at public institutions of higher education, a Louisiana resident shall be defined as an individual who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for a period herein called the domiciliary period, of at least one calendar year immediately preceding the first day of classes for which resident classification is sought. The individual's physical presence within this state solely for education purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification; regardless of length of time within the state.

A person herein termed as a bona fide Louisiana resident is an individual who qualifies as a resident in accordance with the regulations prescribed in this section. An individual who is recognized under one of the mandated criteria as a bona fide Louisiana resident by any other of the system's institutions shall so be recognized by every institution within the system; provided the individual's category has not changed.

A non-resident is herein defined as an individual who cannot provide proof of eligibility for assignment of resident status under the regulations prescribed in this section.

Criteria for Assigning Resident Status

System institutions shall classify as residents' persons, who in accordance with the one-year domiciliary requirement, resided in Louisiana for purposes other than to attend a Louisiana institution of higher education. Resident status so acquired in one public institution of higher education shall be transferable to any other such institution.

System institutions shall afford resident status to individuals in the following categories, and transfer to any other institution within the system shall not alter resident status so acquired:

- Members of the armed forces who are currently stationed in Louisiana on active duty
- Dependents who reside with a bona fide Louisiana resident
- Spouses who reside with a bona fide Louisiana resident

System institutions shall permit the following categories of individuals residing out-of-state to retain resident status, and transfer to any institution within the system shall not alter status:
- Sons or daughters whose legal and/or natural parent is a graduate
- Dependents or spouses who live with persons residing in Louisiana and who provide appropriate documentary evidence substantiating that they have abandoned all prior domiciles and intend to remain in Louisiana
- Persons who have not and are not registered for more than the equivalent of six

credit hours per semester and who have resided in Louisiana in accordance with the one-year domiciliary requirement.

Residence Appeals Committee

The Chancellor appoints a Residence Regulations Appeals Committee. Any student classified as a non-resident may appeal the classification to this committee.

Credit Hours	Audit	1	2	3	4	5	6	7	8	9	10	11	12
Tuition													Full - Time
General Fee	$660	$660	$672	$683	$694	$707.00	$879	$896	$906	$1,151	$1,160	$1,170	$1,309.00
Academic Enhancement	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00
Academic Excellence		$10.00	$20.00	$30.00	$40.00	$50.00	$60.00	$70.00	$80.00	$90.00	$100.00	$110.00	$120.00
University Fees													
Breakage Fee													$1.00
Building Use Fee	$4.00	$4.00	$8.00	$12.00	$16.00	$20.00	$24.00	$28.00	$32.00	$36.00	$40.00	$44.00	$48.00
Class Fee													$2.00
Energy Surcharge	$4.00	$4.00	$8.00	$12.00	$16.00	$20.00	$24.00	$28.00	$32.00	$36.00	$40.00	$44.00	$48.00
Student I.D.	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00
Student Life Insurance	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50	$14.50
University Maintenance Fee	$119	$120	$121	$123	$125	$127.00	$138.00	$140.00	$142.00	$155.00	$157.00	$159.00	$167.00
University Support Fee	$119	$120	$122	$124	$125	$127.00	$138.00	$141.00	$142.00	$156.00	$158.00	$159.00	$167.00
Student Fees													
Athletic Fee	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00
Band Fee	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00	$21.00
Cheer Fee	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
Intramurals	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00
Lyceum							$3.00	$3.00	$3.00	$5.00	$5.00	$5.00	$5.00
Special Events Fee							$5.00	$7.50	$7.35	$10.00	$10.00	$10.00	$10.00
Student Activities	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
Student Government		$15.00	$15.00	$15.00	$15.00	$15.00	$20.00	$23.00	$23.00	$25.00	$25.00	$25.00	$25.00
Student Life Improvement Fee	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00
Student Loan Association													$1.00
Student Union	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00
Technology Fee		$5.00	$10.00	$15.00	$20.00	$25.00	$30.00	$35.00	$40.00	$45.00	$50.00	$55.00	$60.00
Transportation Fee	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
Tuition Total	$1,093.50	$1,125.50	$1,163.50	$1,201.50	$1,238.50	$1,278.50	$1,528.50	$1,579.00	$1,614.85	$1,916.50	$1,952.50	$1,988.50	$2,170.50

ON Campus Fees			
Meal Plan	Plan A	Plan B	
	$1,450.00	$1,359	
Housing Units	2 BR	4 BR	
	$4,260	$3,330	

Meal Plans are available for commuters - See cashier

Other Expenses							
Non-Resident Fee		$1,650.00		Allied Health & Nursing Course Fees		Range from $200 to $12,000	
Late Fee		$100.00		Science Course Fees		$45.00	
International Fee		$1,975.00		Education Course Fee		$88.00	
Online Course Fee		$10 per credit hour		Course book fees may apply		Range from $40 to $150	

STUDENT FEES AND EXPENSES

Fall 2019 Tuition and Fee Schedule
ESTIMATED FEE SCHEDULE
Fees are subject to change without notice

Credit Hours	Resident	Non-Residential	International Students
1	$1,125.50	$2,775.50	$3,100.50
2	$1,163.50	$2,813.50	$3,138.50
3	$1,201.50	$2,851.50	$3,176.50
4	$1,238.50	$2,888.50	$3,213.50
5	$1,278.50	$2,928.50	$3,253.50
6	$1,528.50	$3,178.50	$3,503.50
7	$1,579.00	$3,229.00	$3,554.00
8	$1,614.85	$3,264.85	$3,589.85
9	$1,916.50	$3,566.50	$3,891.50
10	$1,952.50	$3,602.50	$3,927.50
11	$1,988.50	$3,638.50	$3,963.50
12	$2,170.50	$3,820.50	$4,145.50

*Technology Fee $5.00 (Per Credit Hour Over 12) *

APPLICATION FEES

There is a non-refundable $20.00 fee for new admission applications. There is a non-refundable $30.00 application fee for international students.

Louisiana Resident Students

A general registration fee of $1,780.00 per regular semester and $467.00 for the summer session is charged to all full-time Louisiana resident students.

Out-of-State Residents

An out-of-state resident fee of $650.00 per regular semester and $319.00 for the summer session in addition to the general registration fee will be charged for all non-resident students.

Add/Drop Courses

There is a $2.00 fee for each add or drop course transaction. **Transcript Request -** A fee of $7.00 will be charged for each transcript requested from the university. Fee payment must be in the form of cash, cashier's check, Money Order, VISA, MasterCard or Discover.

Technology Fee

There is a state-mandated technology fee is included in the fee schedule. The purpose of this fee is to meet the growing technological needs of the students. The amount of the fee is based on the number of credit hours pursued. However, there is a five ($5.00) per credit charge – minimum of $5.00, maximum of $60.00.

Late Registration Fee - A late registration fee of $100.00 is imposed on students on or after the date classes begin in any semester.

GRADUATION FEE

A graduation fee of $90.00 is required of all students who are graduating. This fee underwrites various costs related to commencement, degree certification, diploma printings and mailings, and other graduation-related expenses. *The graduation fee is NON-REFUNDABLE.*

COMMENCEMENT PARTICIPATION FEE

A commencement participation fee of $75.00 is required of all students participating in the commencement ceremony. This fee underwrites the costs of commencement-related services, resources, events and programmatic elements of the commencement experience from beginning to end.

REFUND POLICY

The general fee, which includes student assessed fees and non-resident fees, is refundable on the following basis for students who register, pay fees, and resign from the university:

Fall & Spring Semesters - Before the fourteenth (14th) day of class, 100% refund will be given. After the fourteenth (14th) class (fall and spring semesters) to the end of the semester, no refund will be made.

Summer Term - Before the seventh day (7ᵗʰ) day of class, 100% refund will be given. After the seventh (7ᵗʰ) day of class to the end of the term, no refund will be made.

STUDENT AFFAIRS

The Office of Student Affairs at Southern University at Shreveport is a fundamental part of the total educational process designed to assist students both individually and collectively. The role of Student Affairs, in fulfilling the university's mission, is to keep the student central in all decisions and actions, enhance student growth and development, and assist in developing an institutional atmosphere which promotes strong citizenship, diversity and equal opportunity.

ADMISSIONS
The Office of Admissions, located in room A-42 of the Leonard C. Barnes Administration Building, has administrative responsibility for administering the admissions policies of the university. The staff assists prospective students in completing the admissions process. Additionally, the staff assists former SUSLA students who seek readmission to the university. Students interested in applying for admission or readmission to the university should contact the Office of Admissions.

RECRUITMENT
Recruitment provides information about SUSLA to prospective students, parents, guidance counselors and others. The staff assists students in the admission process and informs other educational institutions and agencies about SUSLA programs, policies, and procedures.

Each year, the Office of Recruitment sponsors "SUSLA Preview Day" on the campus. Area high school students are invited to tour the campus. High school students are also allowed to interact with college students by participating in events sponsored by the Student Activities and Services Office. Students interested in enrollment at Southern University at Shreveport should contact the Office of Recruitment

STUDENT HOUSING
The Department of Residential Life promotes a safe on-campus living environment that is comfortable, affordable, and well maintained to create a positive living environment for students. Part of the residential life experience is learning to live and interact within the community that creates individual values and encourages good citizenship. To this end, students are guided to develop a growing sense of maturity and responsibility by participating in student activities; as well as other entities. By doing so, the students are intellectually stimulated to think critically and to solve problems.

Through living in the Jaguar Courtyard, the university strives to provide an atmosphere where students may learn and effectively pursue their academic and personal goals. All leasing is by the bedroom with an individual lease for each resident. All utilities are paid (electric, water, trash, cable and internet.) Jaguar Courtyard is a safe living community with controlled access gates.

ATHLETICS AND INTRAMURAL SPORTS
The Southern University at Shreveport Athletic Department provides intercollegiate sports for students with the goal of providing them with the opportunity to compete with other students at the intercollegiate level. At present, intercollegiate basketball for men and women, as well as golf, is offered to students through the Louisiana Athletic Association of Community College Conference [LAACC]. The men and women basketball teams compete in Division I basketball and are sanctioned by the National Junior College Athletic Association (NJCAA) through Region 23. The Athletic Department provides an athletic environment that enhances physical, mental, psychological and social growth and development through encouraging students to compete at their full potential with proper regard given to sportsmanship and fair play. Intramural sports activities include but are not limited to: flag football, volleyball, card game tournaments, and 3 on 3 basketball. Students interested in these activities should contact the Athletics Department.

SHUTTLE SERVICE
Southern University at Shreveport offers free shuttle service to SUSLA students, faculty and staff. The shuttle route includes the Main Campus, Municipal Auditorium, and the Metro Campus. Shuttle service is available Monday through Friday from 7:15 a.m. until 3:30 p.m. SUSLA identification cards are required at boarding. The shuttle service is committed to providing safe and efficient mobility for students. Students should contact the shuttle service directly for more information on schedules.

IDENTIFICATION CARDS
Identification Cards (ID) must be obtained or validated during regular registration each semester. Students should carry the SUSLA ID card at all times; since it is required for a variety of services on campus. The ID card is not transferable. Students are not allowed to use each other's card. If a student loses the ID card, a replacement ID can be purchased at the cashier's window for a non-refundable fee of $10.00. A paid receipt and legal photo of the requestor should be presented to SUSLA Information Technology and Communications (ITC), Room A-44 of the Administration Building, for a replacement ID card.

NEW STUDENT ORIENTATION
New student orientation is for all students new to Southern University at Shreveport. The program introduces students to the campus, registration, academic programs, counseling, testing, tutoring, and seminars. New students are able to meet faculty members during new student orientation.

STUDENT INSURANCE
Accident and health insurance is provided to students enrolled at the university. An insurance plan is designed specifically for students of the Southern University System. The policy is designed to supplement any other coverage a student or their family may have. Contact the Office of the Vice Chancellor for Academic and Student Affairs or the Counseling Center for more information and to obtain an insurance brochure. All students are automatically enrolled in an accident/death benefit plan and can apply for health insurance coverage through the university. The cost of the health insurance coverage is added to the students' fees on a per semester basis.

UNIVERSITY POLICE

The University Police Officers are an extension of the local police force and are commissioned by the Louisiana Department of Public Safety and the Parish of Caddo. The University Police Officers are responsible for enforcing the state statutes and university rules and regulations. Disrespecting and refusing to obey direction of University Police places the student in jeopardy in the same manner as with other law enforcement officers.

ACADEMIC SUPPORT UNITS

TESTING & ASSESSMENT
The testing and assessment component periodically administers standardized tests, the American College Test (ACT) Residual, the Collegiate Assessment of Academic Proficiency (CAAP) Test, and the Scholastic Aptitude Test (SAT). Additionally, seven (7) other national exams are administered.

The ACT Residual is administered to the general public before the beginning of each semester and periodically throughout registration. The ACT is used to evaluate a student's preparedness for college work and to determine whether a student should take the placement test for continued academic advisement.

This component's activities are directed towards the improvement of instruction and institutional effectiveness. Assessment is required of systematic efforts aimed at measuring the educational effectiveness of the institution.

All ACT placement and CAAP scores will be stored so that data can be easily retrieved for analysis and reporting.

ACADEMIC PLACEMENT
The University requires all first-time, full-time freshmen to take the ACT (American College Test). Students who score 18 or higher in English, 19 or higher in Math, and 16 or higher in Reading are NOT required to enroll in developmental education courses. If the student's placement scores do not meet the criteria, student is required to enroll in developmental courses in order to improve skills and maximize college success. Each division is responsible for the teaching of developmental education courses within its discipline. English faculty teach the developmental English courses and Mathematics faculty teach the developmental math courses. The instruction of reading is the responsibility of the Humanities Division. The following criteria are used to determine academic placement.

Test	English Sub-score	Math Sub-score	Reading Sub-score	Course Placement
ACT	0-12			ENGL 089
ACT	13-17			ENGL 090

Test				Placement
ACT	18 or higher			ENGL 110
ACT		12 or below		MATH 088
ACT		13-15		MATH 089
ACT		16-19		MATH 090
ACT		20 or higher		MATH 133

Test				Placement
ACT			0-12	READ 093
ACT			13-15	READ 094
ACT			16 or higher	No Reading

Test	Verbal	Math	Writing	Placement
SAT	450			ENGL 110
SAT		460		MATH 133

Test	Writing	Math	Reading	Placement
ASSET	44			ENGL 110
ASSET		43 (Elem Algebra)		MATH 133

Test	Writing	Math	Reading	Placement
Accuplacer	0-51			ENGL 089
Accuplacer	52-84			ENGL 090
Accuplacer	85-120			ENGL 110
Accuplacer		00-50 (Arithmetic)		MATH 088
Accuplacer		51-120 (Arithmetic)		MATH 089
Accuplacer		20-44 (Elem Algebra)		MATH 089
Accuplacer		45-69 (Intermediate Algebra)		MATH 090
Accuplacer		70-84 (Algebra)		MATH 133
Accuplacer		85-120 (CLM)		MATH 135
Accuplacer			0-78	READ 093
Accuplacer			51-120	READ 094

Many students encounter a variety of personal, social, emotional, career, and academic issues that call for assistance. The Counseling Center provides confidential counseling to

students in a warm, caring, and atmospheric office. Professionally trained staff assists and treat students with sensitivity and dignity.

A variety of seminars and workshops are planned throughout the academic year to help students develop their overall academic plan. The center offers advising assistance for international students, and students transferring from Southern University at Shreveport to other universities. It also offers a variety of services to students with learning, physical, and psychological disabilities. The Center acts as a liaison between students and faculty; as well as community agencies. The Center advises faculty and staff on policies and procedures, general information and referral services relevant to international students and students with disabilities.

LIBRARY

It is the mission of the university library to provide the learning resources needed to meet the instructional demands of the institution in support of a quality educational program. The following are services offered that are geared toward implementing the mission of the library; thereby meeting the specific educational goals and objectives of the Institution:

- EBSCO DISCOVERY (EDS)
- Interlibrary Loan
- Copying Services
- Binding Services
- Typing Room
- Micro-Reader/Printer
- Black Ethnic Archives
- Library Hours for Day and Night Students
- Circulation and Reference Services
- Vertical Files
- Learning commons (Computers)
- Local and National Newspapers
- Information Literacy Laboratory
- Wireless Access
- Smart/Multimedia Classroom
- HBCU Library Alliance Digital Collection
- eBooks
- Online Databases
- Electronic Searching

Status of the Collections

There are 55,998 books in the collection. Current subscriptions include 164 periodicals and 20 newspapers. There are 3,678 bound periodicals and 1,065 books on microforms. The Library also maintains volumes of non-book materials. Included are 22,874 slides, 22 filmstrips, 59 16mm films, 1,237 pamphlets, 4,092 recordings, 872 micro-films, 28,321 microfiche, 1,671 audio cassettes, 308 video cassettes, 12 transparency kits, 8 maps, 567 pictures, and 337 CDs. There are over 12,000 electronic books in the collection.

The Library is a member of the Louisiana Library Network (LOUIS) in which statewide electronic resources are available. LOUIS support EBSCO Discovery Service (EDS). EDS brings together the library's entire collection, including consortium-licensed electronic resources,

locally purchased electronic resources and print collections. It provides a single, customizable, search interface similar to that of Google's, which maximizes the value and usefulness of the library's collection.

The library houses two special collections: The Black Literature collection, containing resource materials by and/or about African Americans, and the Louisiana Collection, focusing on information written by and/or about Louisianans.

The library is continuously changing to improve services to our users and has established the Learning Resource Center at the Metro Campus, 610 Texas Street. The LRC contains resources that support the Nursing and Allied Health disciplines and provides other resource materials. It currently houses approximately 569 items which consist of books and audiovisual materials.

CENTER FOR STUDENT SUCCESS (CSS)

Counseling and advising programs at Southern University at Shreveport LA (SUSLA) have been merged to form the functions of the Student Success Coach. The newly created Student Success Coach function is housed in the Center for Student Success, reports to the Assistant Vice Chancellor for Student Success and has an integral role in designing of the First-Year-Experience (FYE) at SUSLA. The overall goal of the Center for Student Success (CSS) is to design a FYE that teaches first-time entering freshmen to successfully navigate the appropriate courses of study for the attainment of academic and vocational goals.

The Role of the Student Success Coach
The Success Coach offers a structured, collaborative approach to support academic progress. Success Coaches provide individualized guidance and ongoing feedback to students. Success Coaches support students in honing time management skills to better utilize time, prioritize commitments and meet goals. Success Coaches also help expose students to smarter learning, a wide assortment of active reading, test-taking, and task analysis strategies, utilizing assessments, exercises and assignments. The Success Coach's overall goal is to aid in the achievement and performance of a student toward degree completion. As for the attainment of vocational goals, the Success Coach collaborates with the career service and service-learning personnel to ensure that student's academic plan is aligned with their vocational plan.
The services provided students by their Success Coach focus entirely on those conditions, academic behavior and related issues that put the student at risk of not having success. The risk of all entering freshmen is assessed through the use of several tools, including the Intake Form, which collects non-cognitive information, i.e. social behavior, employment status, student habits, mindsets regarding academic subject matter, perceived strengths and weaknesses. This information together with the demographic and cognitive data collected by Admissions are used to formulate the student's level of risk. Accordingly, it is this level of risk and the factors found to produce it that become the primary focus of the student and coach---hence the development of the Academic Action Plan.

The Commitments and Beliefs of the Center
As it relates to the equality of the services provided by the Center for Student Success, which

houses the counseling and advising programs, the Center has adopted an approach to social justice that affords all students access to an equal opportunity to achieve student success. We believe that all students should have the opportunity to succeed and complete their college education in ways that are respectful of their individual backgrounds and circumstances. In this way, by focusing on risks of each student, our services and programs are designed to mitigate their impact and accommodate those conditions that create them.

More recently, the Center has expanded its SUSLA Intrusive Advisement (SIA) to encompass a multifaceted approach of the SSIPP advising approach. SSIPP refers to sustain, strategic, integrated, proactive and personalized. This approach affords the staff of the Center ample opportunity to ensure that all services needed to attain success.

Student Retention Services
The primary focus of the Retention Program at Southern University at Shreveport is to increase the retention, persistence, degree attainment, and graduation rate of students admitted to the college either as first-time freshmen or transfer students. Program personnel work collaboratively with the campus community to ensure that this objective is met. Major services provided by the Retention Office include: working with faculty members and academic advisors to implement an "early alert" notification system as a means of monitoring student attendance and progress in classes; intervening appropriately with students who have been identified as having frequent absences, and monitoring the midterm progress of students who have been placed on probation or readmitted following an appeal. In conjunction with the Office of Financial Aid, scholarship recipients are monitored and tracked to ensure that they retain their scholarship eligibility.

TRIO/COMMUNITY OUTREACH PROGRAMS

The Federal Trio Community Outreach Programs are educational opportunity programs designed to motivate and support students from disadvantaged backgrounds. TRIO community outreach programs target and serve low–income, first-generation college students, and disabled students from middle school through enrollment in baccalaureate programs. Southern University at Shreveport currently hosts six (6) TRIO community outreach programs. The following TRIO Community Outreach Programs are: Educational Talent Search, Upward Bound North, Upward Bound South, Upward Bound Desoto, Upward Bound Sabine, and Educational Opportunity Centers

- **Educational Talent Search**
  The purpose of the Educational Talent Search Program is to identify qualified youths, grades 7th through 12th, with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. Talent Search projects also publicize the availability of student financial assistance for persons who seek to pursue postsecondary education, and encourages persons who have not completed programs at the secondary or postsecondary level to reenter these programs.

- **Upward Bound**

The mission of Upward Bound is to generate in programs participants the skills and motivation necessary to complete a program of secondary education, prepare eligible high school students for programs of postsecondary education, place emphasis on skills and motivation, high school graduation and entrance into and completion of postsecondary education so that "no student is left behind".

- **Advisement Educational Opportunity Centers**
  The Educational Opportunity Centers Program provides financial and academic assistance for individuals pursuing postsecondary education; including assistance preparing applications for use by admissions and financial aid officers.

- **Student Support Services**
  The Student Support Services Program, which has been in operation since 1978, provides a comprehensive advisement program to meet the academic, personal, social, and career planning needs of 250 participants.

The Program also sponsors:
- Advisement/Counseling (academic, career and personal/social)
- A National Certified Peer & Professional Tutorial Program
- Supplemental Instruction (SI)
- Transfer/Graduation Services
- Cultural Enrichment
- Educational/Motivational Seminars
- Financial Literacy
- College Survival Workshops
- Computer and Software Technology Assistance Program (TAP)
- Supplemental Grant Aid
- Elite Club

Students receive in-depth personal, career and academic advisement in individual and group sessions.

CULTURAL ENRICHMENT
Project participants are exposed to events that help to build or increase their cultural knowledge and enhance their educational and personal growth.

TUTORIAL SERVICES/SUPPLEMENTAL INSTRUCTION (SI)

Tutorial Lab Location: NCR 101 (Math, English And Science)
The Student Support Services Program provides Tutorial Services and Supplemental Instruction (SI) to assist students with special needs. The tutors and the SI leader provide assistance to Student Support Services participants, volunteers, and students who may be channeled to them by other means.

Tutorial Services are offered in the core academic areas, which include but are not limited to: English, study skills, mathematics, reading, biology, accounting, and specified subjects when

requested.

Supplemental Instruction (SI) targets historically difficult courses. A SI leader attends classes, takes notes and holds group tutoring sessions for that class. The goal is to increase enrolled students' performance by improving grades.

TRANSFER/GRADUATION SERVICES
Student Support Services provides specific and individual assistance with completing the steps necessary to successfully graduate and/or transfer to a four-year institution:

- Evaluation/compatibility of curricula for this institution and selected four-year institutions
- Visitations to selected institutions
- Decision-making in career choices
- Investigation of job opportunities in fields of choices
- Workshops in developing college survival skills
- Applying for financial assistance (scholarships and grants)

EDUCATIONAL/MOTIVATIONAL SEMINARS
Seminars are held throughout the year. The objective for these seminars is to give students an opportunity to meet successful individuals in the community with the intent of inspiring and motivating them to succeed in setting and reaching their goals.

FINANCIAL LITERACY PROGRAM
Seeks to improve the financial literacy and economic literacy of students, including (a) basic personal income, household money management, and financial planning skills; and (b) basic economic decision-making skills.

COMPUTER AND SOFTWARE TECHNOLOGY ASSISTANCE PROGRAM (TAP)
Students receive computer-aided tutorials with technological assistance and are exposed to the use of appropriate software and the intern.

SUPPLEMENTAL FINANCIAL ASSISTANCE (GRANT AID)
Student Support Services provides financial assistance awards to students who have demonstrated a financial need to help increase retention and academic performance.

STUDENT ACTIVITIES AND SERVICES
The Southern University at Shreveport Office of Student Activities and Services is a viable and integral part of the university's student life. It provides the general student body, faculty and staff, and surrounding communities an opportunity to experience a unique facet of academic pursuit by providing cultural, social, and educational activities. These services are conducive to the learning, social interaction, and experiences of the student while matriculating at Southern University at Shreveport. The Office of Student Activities and Services includes cultural and student life, student government, clubs and organizations and student publications. The Office of Student Activities and Services is housed on the second floor of the Johnny L. Vance, Jr. Student Activity Center.

CLUBS AND ORGANIZATIONS

Southern University at Shreveport is home to a highly diverse population of student groups. There is a club to fit each student's interests and background. If not, students may start a new organization by following the steps listed in the Registering New Student Organization section of this catalog. Contact the Office of Student Activities and Services for more information about registered student organizations. All student clubs and organizations on campus are open and accessible to all students; except where specific policies of exclusion are set as an appropriate part of the function of the organization. Faculty, staff, and administrators serve as sponsors and advisors for campus clubs and organizations. The student clubs and organizations include, but are not limited to, the following:

ACCOUNTING CLUB This organization is designed to give students an opportunity to participate in accounting practices. Students are introduced to the best practices of accounting.

AFRO-AMERICAN SOCIETY (Transatlantic Club) This organization provides academic and social support to members which assist them in obtaining the highest level of achievement on campus. This organization strives to be a strong-knit inclusive community. Through dialogue and programming, this organization also works to enrich and inform the campus about issues that affect minorities; particularly African-Americans.

ALPHA SIGMA EPSILON (HEALTH INFORMATION TECHNOLOGY (HIT) CLUB)
This club is open to all interested HIT program students. The HIT Club promotes school and community service activities to health professions as well as a healthy lifestyle, and seeks to demonstrate leadership, respect and teamwork through community service.

BAPTIST COLLEGIATE MINISTRY (BCM) This organization inspires students to love God and help them experience God's love. Students are encouraged to make choices to invest in others and allow others to invest in them. Students are challenged to live Biblically. Students are also taught to reach their peers with God's love.

BIOLOGY CLUB This club represents an organization that not only seeks to promote advancement of student academically, but to make a contribution to the community. The goal of the Biology Club is to increase biology majors and increase the community awareness of students in science.

BUSINESS CLUB This club promotes and develops the professional skills of students, encourages and assists students entering the accounting and business management profession, provides opportunities for students to fulfill their civic responsibilities, promotes public confidence in students and the services they provide and encourages continued educational growth beyond the associate degree program.

CAREER SERVICES: This organization's objective is to create resources and prepare students for careers, support dedication and community services, provide developmental education, and build partnerships with business and industry through the components of volunteer-service learning, internship and job placement; while enhancing their transition from college to career and supporting the goal for SUSLA excellence.

COMMUNITY EDUCATION FOR LIFE TRANSITION (C.E.L.T): C.E.L.T supports young adults as they transition to life after high school in building independence and quality of life.

CRIMINAL JUSTICE CLUB: This club promotes academic leadership. It educates students and the public about today's criminal justice system and provides job/learning opportunities in the areas of corrections, law enforcement, and courts.

DENTAL HYGIENIC CLUB: This club is designed to educate the public on the importance of good oral hygiene and its effects on overall health. This club also prepares members for the National Board Exam.

ELITE CLUB: The purpose of the Elite Club is to expose students to events and activities beyond the classroom and/or enhance skills that are necessary to be "totally" successful in today's society.

INTERNATIONAL CLUB: This club solicits the membership of foreign and domestic students interested in the cultures, languages, and traditions of other nations. This club was established to provide support to Southern University at Shreveport's growing number and diversity of foreign students and to promote awareness, understanding and appreciation of foreign cultures within the university community.

LIBRARY CLUB: This club stimulates interest in reading, viewing, and evaluating information. Students are apprised of library procedures and related institutions. This club also promotes books, reading and technology.

PHI THETA KAPPA (BETA BETA NU): This organization promotes scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of Southern University at Shreveport. Eligibility for membership includes a grade point average of 3.0 on a 4.0 scale, compliance with the school conduct code and recognizable qualities of citizenship. In addition, students desiring to join the society must be currently enrolled at SUSLA and have earned 12 hours toward an associate; transfer hours or SUSLA hours.

PORT CITY JAGS CHEERLEADERS & DANCE LINE (J-BELLES): Port City Jags Cheerleader and Dance Line are a group of dynamic students whose passion and desire for university athletics is matched only by the enthusiasm of their campus spirit. The Cheerleader and Dance Line programs are designed to instill leadership skills, respect, sportsmanship, and promote unity among the student body in all activities.

PSYCHOLOGY CLUB: This club is designed to foster and encourage interest in psychology, to

inform students about psychology as a profession, and to provide an informal atmosphere for discussion about topics of current interest.

RADIOLOGIC TECHNOLOGY CLUB: Students enrolled in the Associate of Applied Science Degree in Radiologic Program of Southern University at Shreveport are eligible for the Student Radiologic Club; which provides special training programs and seminars as well as social activities to promote leadership in the radiology field.

RESPIRATORY THERAPY: This club affords respiratory care majors and other interested students the opportunity to participate in many phases of respiratory care. Members are taught the different facets of the allied health field.

SOCIOLOGY CLUB: This club is open to sociology majors for the purposes of providing collegial support and fellowship, exchange of ideas, community service, service to the university and learning enhancement.

STUDENT CENTER BOARD (SCB): The SCB is an integral and vital part of the educational process and shares the university's goal of intellectual and personal growth. This organization encourages self-directed activities under the supervision of the Office of Student Activities and Services. The SCB's continuing goal is the creation of an environment that fosters self-expression, debate of issues, exchanges of and exposure to new ideas and a concern for humanity and its environment. It, too, coordinates and sponsors, along with the Office of Student Activities and Services and the SGA, a series of social, cultural and educational events. Membership on the SCB is by election of the student body and appointments.

STUDENT GOVERNMENT ASSOCIATION (SGA) The purpose of the Student Government Association is to serve as a liaison between the administration, faculty, staff, and student body. It provides for student participation in school government, establishes better student-teacher relationships, affords training in citizenship, and ensures a sincere respect for the aims and objectives of Southern University at Shreveport.

SURGICAL TECHNOLOGY This club is open to surgical technology majors and other interested students to participate in all phases of surgical technology on a local, State and National stage.

UNIVERSITY AMBASSADORS This organization is designed to give students an opportunity to participate in activities of the college. Students are introduced to the history of the college and represent the college with the recruiting staff. The Ambassadors participate in various activities of the college on and off campus.

UNIVERSITY STUDENTS AGAINST DESTRUCTIVE DECISIONS This organization provides students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions. Membership is open to all students who accept the goals as set forth by the club.

STUDENT GOVERNMENT

There are two (2) governing bodies on the Southern University at Shreveport campus that serve and represent the student body. They are the Student Government Association (SGA) and the Student Center Board (SCB).

The Director of Student Activities and Services serves as advisor and liaison to these organizations. Students interested in the Student Government Association and the Student Center Board should contact the Director of Student Activities and Services. These offices are located in the Johnny L. Vance, Jr. Student Activity Center.

Student Government Association - The SGA represents all students enrolled at Southern University at Shreveport. This association provides a method of communication between the administration and the student body. It coordinates and sponsors, along with the Office of Student Activities and Services and the SCB, a series of social, cultural and educational events. The SGA sponsors student elections that are held during the April Spring Fest of each year and the month of September each year for the Freshman Class. In these elections, officers of the Student Government Association are elected; along with Miss Southern University at Shreveport, Miss Sophomore, Miss Freshman and the Freshman and Sophomore Class officers.

Student Center Board - The SCB is an integral and vital part of the educational process; sharing the university's goal of intellectual and personal growth. It encourages self-directed activities under the supervision of the Office of Student Activities and Services. The SCB's continuing goal is the creation of an environment that fosters self-expression, debate of issues, exchanges of and exposure to new ideas, and a concern for humanity and its environment. It, too, coordinates and sponsors, along with the Office of Student Activities and Services and the SGA, a series of social, cultural and educational events. Membership on the SCB is by election and appointments.

REGISTERING A NEW STUDENT ORGANIZATION
Any SUSLA student is eligible to register a new student organization. The following is required for registration:

- Completed application with signatures; available in the Office of Student Activities and Services
- Full-time faculty or staff member of SUSLA to serve as the organization's advisor
- Constitution and By-Laws for the organization
- Minimum of one (1) officer (President)
-

Once these requirements are met, call the Office of Student Activities and Services to schedule a meeting to review application materials for approval.

NON-INSTRUCTIONAL GRIEVANCE POLICY
A grievance may be initiated by a student as a result of a claim of discrimination or harassment, a disciplinary decision resulting from violation of the student code of conduct, or other non-academic issues involving students. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

- Student should make an attempt to resolve the issue with the student/staff member verbally and in writing.
- Student should attempt to resolve the issue with the student or staff member's immediate supervisor verbally and in writing.
- Student should provide a written grievance or complaint to the grievance officer, Assistant Vice Chancellor for Student Affairs, or designee in person or by mail.

Upon receipt of the grievance or complaint, the Assistant Vice Chancellor for Student Affairs or designee will schedule a conference within five (5) working days with the individual filing a grievance or complaint.

If there is no resolution in the conference, the Assistant Vice Chancellor for Student Affairs will within three (3) working days schedule a judicial hearing and forward the complaint to the appropriate judicial council. The ADA Compliance Officer will become a part of the process at this juncture; if the complaint is one that claims to violate the civil rights of the person making the complaint. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Assistant Vice Chancellor of Student Affairs two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer; which is not likely to occur.

The judicial council's decision can be appealed in writing to the Assistant Vice Chancellor of Student Affairs within five (5) working days to be heard by the appropriate judicial (appellate) council.
- The appellate council will hold a hearing within (5) working days of the appeal.
- The appellate council's decision can be appealed to the Vice Chancellor of Academic and Student Affairs within two (2) working days for a final decision.

DUE PROCESS
The following due process procedures are afforded to all ID card carrying students at Southern University at Shreveport who are involved in cases which may result in disciplinary sanctions:

A. The student shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Southern University at Shreveport code of conduct. The notification will be submitted to the student(s) within three (3) working days and will provide the date, time, and place of the judicial hearing.
B. The individual will be permitted to face and question his/her accuser(s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
D. The student, if opposed to the sanction(s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
E. The student has to provide in writing within three (3) working days of the hearing, to the Assistant Vice Chancellor of Student Affairs, the basis of the appeal, new evidence,

and/or new witnesses. An appeal will not be granted unless the aforementioned are not evident. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Assistant Vice Chancellor of Student Affairs two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer; which is not likely to occur.

The Assistant Vice Chancellor of Student Affairs will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing and send the case to the appropriate council for an appeal hearing.

If an appeal hearing is granted and the appellate council makes the recommendation to the Assistant Vice Chancellor, the student has the right to take his/her case to the Vice Chancellor of Academic and Student Affairs. The Vice Chancellor of Academic and Student Affairs will then advise the Assistant Vice Chancellor of Academic and Student Affairs of a recommendation to be carried out regarding the case or correspond with the student (s) directly.

A. In cases where the student has been adjudicated/pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Southern University at Shreveport's code of conduct, the student's case outside of the college will determine the fate of the student's matriculation at Southern University at Shreveport, to determine if the student(s) involved poses a threat to the campus community. The university will continue its case involving the student after the external case against him/her is settled, and said student could be suspended until that time.

Note: In cases in which the Assistant Vice Chancellor of Student Affairs constitutes an emergency, due process proceedings will be foregone temporarily, and the student will be removed from all premises of Southern University at Shreveport until order is restored. Infractions of the university's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent records.

THE DIVISION OF ALLIED HEALTH SCIENCES AND NURSING

The Division of Allied Health Sciences and Nursing of Southern University at Shreveport, Louisiana is committed to educational excellence through the promotion of an environment that values cultural diversity, professionalism, and community service. The division maintains partnerships with health care organizations throughout its service area in an effort to remain current with cutting-edge technology.

The Division is committed to providing the best possible allied health and nursing education at a reasonable cost. Teaching excellence and concern for the individual student is the heart of our existence. We are here to serve the students in their pursuit of careers in health-related professions.

As the largest and most diversified overall instructional unit at the University, the Division of Allied Health Sciences and Nursing is a division of the Office of Academic Affairs and offers seven (7) associate degrees and six (6) certificate programs, and one (1) technical diploma program. These programs prepare competent, entry-level health care personnel who possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. The fourteen (14) programs are:

Associate Degree Programs
Dental Hygiene
Health Information Technology
Medical Laboratory Technician
Nursing
Radiologic Technology
Respiratory Therapy
Surgical Technology

Certificate Programs
Dialysis
Emergency Medical Technician (Basic) - Spring Semester Only
Healthcare Access Associate
Medical Coding Specialist (Certificate of Applied Science)
Phlebotomy (One Semester)
Sterile Processing

Technical Diploma
Emergency Medical Technician-Paramedic

DENTAL HYGIENE

The Dental Hygiene program of Southern University at Shreveport awards an Associate of Applied Science Degree in Dental Hygiene. The students learn to perform clinical services that contribute to the maintenance of good oral health. The program's offerings include learning experiences from a variety of disciplines to provide a diverse foundation for science and dental hygiene.

GENERAL INFORMATION

It is necessary for students accepted into the program to purchase required uniforms. Additionally, students must purchase instrument kits estimated at $4,000.00 the first year and $1,980.00 the second year and buy books that average $700 per year. Dental Hygiene Clinical students also are required to pay lab fees of $250.00 each semester; which are paid at the time that tuition is paid.

Students accepted into the program must have transportation to various clinical facilities. It may be necessary for travel to extramural clinical sites outside of the Shreveport – Bossier City area.

Due to the potential for exposure to communicable diseases, students who are accepted into the program are required to have current immunizations: including the Hepatitis A & B vaccines. Students are required to have the influenza vaccine annually; as well as be tested for Tuberculosis and the HIV virus annually. Students not accepted into the program do not need to meet this requirement. The student is responsible for the cost associated with vaccinations and blood testing.

Students having prior criminal convictions must submit information regarding conviction to the Louisiana State Board of Dentistry and to the dental hygiene program prior to enrollment in the program. Depending on the conviction, a student may be denied access to clinical training facilities and/or a license to practice dental hygiene.

Students accepted into the program must have proof of current CPR certification. This certification must be the Course "C" or Health Care Provider certification that includes Adult, Child, and Infant CPR, rescue breathing and choking.

All students accepted into the dental hygiene program must meet performance standards for admission. Those accepted must be physically and mentally capable of successfully performing all tasks safely, accurately and expeditiously. Please see program director if you have any questions regarding performance standards. After proper instructions have been given, the

SUSLA Dental Hygiene Program reserves the right to verify performance level.

Please note: there are other fees associated with the Dental Hygiene Program. Please check with program faculty for a complete list.

Dental hygienists work in a variety of settings; including governmental clinics, private dental offices, in research, sales, public health departments, schools, and in higher education. The salaries dental hygienists earn vary from state to state and even region to region.

Students who earn admission to this dental hygiene program will be required to submit to drug testing prior to enrollment each year as well as incidental testing where accidents occur, or where student behavior is such that it may jeopardize the safety and well-being of patients, peers or faculty (See program director for full copy of policy.

Admissions Policies, Procedures, and Criteria

Applicants must minimally complete 12 credit hours at Southern University at Shreveport or be enrolled in 12 hours at the time of application to the program. You must successfully complete the following courses:

English (SENL 101S)	3 credit hours
Math (SMAT 121S)	3 credit hours
Microbiology (SBIO 212S/212LS)	3 credit hours/1 credit hour (Lecture/Lab)
Anatomy & Physiology (SBIO 221S/221LS)	3 credit hours/1 credit hour (Lecture/Lab)
Anatomy & Physiology (BIOL 222S/222LS)	3 credit hours/1 credit hour (Lecture/Lab)
Chemistry (SCHE 110S)	3 credit hours (Lecture)
Dental Hygiene (DHYG 101)	1 credit hour
Communication (SCOM 101S)	3 credit hours
Psychology (SPSY 201S)	3 credit hours
Social Science (SSOC 201S)	3 credit hours

Applicants must complete and submit an application and include a $65.00 money order (non-refundable) application fee, made payable to the Student American Dental Hygienists Association). Applicants must submit an official unopened transcript from all colleges and universities attended including Southern University at Shreveport.

Applicants Must:
- Obtain application packet for the dental hygiene program and complete by March 31st of the year admission is sought.
- All selections will be made once a year following the end of the Spring semester. A personal interview with the Dental Hygiene Admissions Committee is required.
- Student must complete a minimum of twelve (12) semester credit hours at Southern University at Shreveport. No exceptions will be made to this regulation.
- Student must have earned a minimum of a 2.8 uncorrected cumulative grade point average (4.0) scale in all previous college coursework. Student must have earned a minimum of a 3.0 grade point average (4.0) scale in the required science courses for the program.
- Students admitted to the dental hygiene program will be bound by all rules and regulations set forth by Southern University at Shreveport and the Dental Hygiene Program. Failure to do so will result in dismissal from the program.

An official copy of the candidates scores on the Test of Essential Academic Skills (TEAS) test (admission exam). Minimum required score is 70%.

- Student must earn grade of "C" or better in all required general education.
- Please keep in mind that not being accepted does not mean that the student is not qualified, it means that the student did not earn the points to be in the top twelve (12) admitted to the program.
- During the Dental Hygiene process of scoring admission applications, students will gain points by having successfully completed more than the minimal prerequisite requirements.

Eligibility and Admission Criteria

If the number of eligible students applying to the dental hygiene program exceeds the number of available positions, students with the highest scores in all admission criteria will be selected. If there is more than one student qualifying for the last position (identical GPA's) the student scoring higher on the TEAS test will be selected. A total of twelve (12) students will be admitted to begin clinical in the fall semester each year. Students will only be admitted once each year.

DENTAL HYGIENE
Associate of Applied Science Degree
PRE-REQUISITES

Fall Semester

SENL	101S	Freshman English I	3
SBIO	212S	General Microbiology Lecture	3
SBIO	212LS	General Microbiology Lecture Lab	1
SBIO	221S	Human Anatomy & Physiology Lecture I	3
SBIO	221LS	Human Anatomy & Physiology Lab I	1
SSOC	201S	Introduction to Sociology	3
DHYG	101S	Introduction to Dental Hygiene	<u>1</u>
			15

Spring Semester

SCOM	101S	Fundamentals of Speech	3
BIOL	222S	Human Anatomy & Physiology Lecture II	3
BIOL	222LS	Human Anatomy & Physiology Lab II	1
SCHE	110S	General Chemistry Lecture	3
SMAT	112S	Pre-Calculus Algebra	3
SPSY	200S	General Psychology	<u>3</u>
			16

FRESHMAN YEAR

Fall Semester

DHYG	120S	Clinical Dental Hygiene Orientation	1
DHYG	121S	Clinical Dental Hygiene Technique	2

DHYG	122S	Dental Anatomy	1
DHYG	123S	Head & Neck Anatomy	2
DHYG	125S	Fundamentals of Dental Radiology	2
DHYG	134S	Oral Histology and Embryology	<u>1</u>
			9

Spring Semester

DHYG	126S	Clinical Dental Hygiene Lecture	2
DHYG	127S	Clinical Dental Hygiene I	2
DHYG	128S	General and Oral Pathology	2
DHYG	129S	Preventive Dentistry	1
DHYG	131S	Pharmacology for Dental Hygienists	<u>2</u>
			9

Summer Semester

DHYG	130S	Public & Community Dental Hygiene	1
DHYG	214S	Periodontics	2
DHYG	216S	Clinical Dental Hygiene II	1
DHYG	217S	Clinical Dental Hygiene Lecture II	<u>1</u>
			5

SOPHOMORE YEAR

Fall Semester

DHYG	230S	Dental Materials	2
DHYG	232S	Periodontics II	1
DHYG	234S	Clinical Dental Hygiene III	3
DHYG	236S	Dental Hygiene Lecture III	1
DHYG	238S	Local Anesthesia and Pain Control	<u>1</u>
			8

Spring Semester

DHYG	240S	Clinical Dental Hygiene IV	4
DHYG	242S	Clinical Dental Hygiene Lecture IV	2
DHYG	252S	Ethics, Jurisprudence and Practice Mgmt.	1
DHYG	254S	Seminar/Directed Study	<u>2</u>
			9

TOTAL CREDIT HOURS: **71**

Advisors: Lynne Eatman; Terri Johnson

DIALYSIS TECHNICIAN

The Dialysis Technician is professionally trained to function as a member of a team of dialysis caregivers. Specifically, this professional is trained not only in the maintenance of the dialysis equipment (dialyzer or artificial kidney), but also in the procedures of hemodialysis of patients with End Stage Renal Disease (ESRD); commonly known as kidney failure.

The Dialysis Technician Program is offered in collaboration with several dialysis centers in the Shreveport/Bossier City area. The program is designed as a 2-semester certificate program that provides both academic and clinical experiences in hemodialytic patient care at affiliated dialysis centers. The goal of this program is to provide the health care community of northwest Louisiana with trained and certified dialysis technicians who are prepared to work in hemodialysis facilities and provide appropriate patient care to patients with kidney failure. A background check is required by the clinical site for all Dialysis Clinical students.

DIALYSIS TECHNICIAN
Certificate of Technical Studies

Fall Semester

DYLT	101S	Introduction to Hemodialysis	2
DYLT	103S	Renal Human Anatomy and Physiology	3
DYLT	105S	Hemodialysis Principles Devices & Procedures	3
DYLT	110S	Hemodialysis Practicum I	<u>4</u>
			12

Spring Semester

DYLT	106S	Hemodialysis Patient Care	2
DYLT	109S	Water Treatment	2
DYLT	112S	Hemodialysis Practicum II	<u>8</u>
			12

TOTAL CREDIT HOURS: **24**

Advisors: Didaciane Keys

EMERGENCY MEDICAL TECHNICIAN-BASIC

The Emergency Medical Technician - Basic (EMT-B) is "an individual who has successfully completed a State Bureau of Emergency Medical Service approved training program based on the United States Department of Transportation curriculum for EMT-B, and who has received Louisiana Certification and National Registration". Thus, the EMT-B program provides students with training in all aspects of pre-hospital basic emergency medical care and life support. The curriculum includes instruction in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillation (AED), other Basic Life Support Skills, Spinal Packaging, Airway Management, Patient Assessment, varied aspects of Trauma, and Ambulance Operations.

******ONLY taught during the Spring Semester******

EMERGENCY MEDICAL TECHNICIAN - BASIC
Certificate of Technical Studies

Spring Semester

EMTB	200S	Emergency Medical Technician	9
EMTB	201S	Emergency Medical Technician	<u>12</u>
			21

TOTAL CREDIT HOURS: **21**

Advisors: Jo Ann Brown; Katina Seamster

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
Technical Diploma Program

The Paramedic program provides didactic instruction, clinical experience, and field internships to assist students in developing the theoretical and technical skills to upgrade from the Emergency Medical Technician level to the Paramedic Level. Upon successful completion of the Paramedic Program, students will receive a Technical Diploma in Emergency Medical Care – Paramedic and be eligible to take the National Registry Advanced Level Examination.

Students are eligible for admission to the EMT-P program who:

- Possess a high school diploma or equivalent
- Score on the ACT, SAT or Southern University at Shreveport Accuplacer at SENG 101S, MATH 133S and not at remedial reading level
- Successfully complete (BIOL 221/221L and BIOL 222/222L-Anatomy and Physiology)
- Must be currently Louisiana State Licensed, Nationally Registered EMT-Basic

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC
Technical Diploma

Spring Semester

EMTP	201S	Foundation of Paramedicine	4
EMTP	206S	Application of Pathophysiology for Paramedics	4
EMTP	212S	Pharmacology for Paramedics/Lab	<u>4</u>
			12

Summer Semester

EMTP	216S	Advanced Respiratory Care for Paramedics/Lab	4
EMTP	226S	Therapeutic Modalities of Medical Care	<u>4</u>
			8

Fall Semester

EMTP	227S	Cardiovascular Care for Paramedics/Lab	4
EMTP	230S	Therapeutic Modalities of Trauma Care/Lab	4
EMTP	236S	Therapeutic Modalities for Special Patient Populations/Lab	3
EMTP	241S	Clinical Applications for the Paramedic I	1
EMTP	246S	Clinical Applications for the Paramedic II	<u>1</u>
			13

Spring Semester

EMTP	251S	EMS Operations	2
EMTP	256S	Applications for Paramedic Care/Lab	3
EMTP	276S	Paramedic Field Internship I	1
EMTP	250S	Clinical Application for the Paramedic III	2
EMTP	281S	Paramedic Field Internship II	2
EMTP	285S	Paramedic Field Internship III	<u>3</u>
			13

TOTAL CREDIT HOURS: **46**

  Advisors: Michael Cook; Nathan Tabor

HEALTHCARE ACCESS ASSOCIATE

The Healthcare Access Associate serves as a valuable "front line" member of the health information team responsible for performing accurate data capture in an electronic health record environment to facilitate the patient scheduling, admission, and registration process while ensuring both privacy and confidentiality of health information.

If your interests are directed at a healthcare profession that instills customer service excellence, interactive communication skills in the healthcare environment, and computer application skills then the Healthcare Access Associate is an excellent career choice.

The Healthcare Access Associate curriculum will focus on building competencies and skill sets inclusive of medical terminology, medical reimbursement, and medical insurance; customer service relations, basic computer and software applications and electronic health record applications; scheduling, admissions and registration applications, and pertinent health record forms associated with this process.

The Healthcare Access Associate Certificate Program at Southern University at Shreveport prepares students with the knowledge base and technical skills to work in a variety of healthcare settings including acute care hospitals, ambulatory care, office-based physician practices, outpatient clinics, rehabilitation facilities, and behavioral healthcare as well as other healthcare settings.
The curriculum combines the classroom setting, web-enhanced coursework, work in a simulated laboratory, and hands-on experience in a hospital/clinical setting where students will experience first-hand the healthcare access experience. A Certificate of Technical Studies as a Healthcare Access Associate is awarded upon successful completion of all academic and clinical experiences.

PROGRAM ADMISSION REQUIREMENTS

- Meet the general admissions criteria of the University.
- Complete an application for admission along with an application fee made payable to the Health Information Technology Program.
- Provide official transcripts (may also be e-scripted) from other colleges or universities attended.
- Achieve an overall cumulative GPA of 2.0 or higher in previous college course work and currently be in good academic standing without academic probation or suspension.

- Complete all required general education courses and earn a "C" or better in each course.
- Complete a criminal background check through a nationwide investigative research company and a drug screen as mandated by the program's clinical affiliates.

Students who apply for admission to clinical programs within the Division of Allied Health Sciences and Nursing must adhere to the most current curriculum implemented at the time of his/her official acceptance into the respective clinical program.

PROGRAM PROGRESSION REQUIREMENTS

- Pre-advise with a HIT / Medical Coding Specialist / Healthcare Access Associate Program instructor/advisor each semester and update the degree plan.
- Maintain an overall cumulative grade point average of 2.0 or higher.
- Take professional courses in sequence and earn a grade of "C" or better in each required course in both the professional and nonprofessional components of the Healthcare Access Associate curriculum.
- Achieve a satisfactory evaluation in the professional practice experience resulting in a "C" or better.
- Provide a negative criminal background check and a negative drug screen prior to clinical placement.

ADDITIONAL PROGRAM REQUIREMENT
Successful completion of the Healthcare Access Associate Exam Review course in the last semester of program coursework.

PROBATION
A student may be placed on probation when failing to comply with the academic and professional conduct standards of the HIT/Medical Coding Certificate / Healthcare Access Associate Program. A violation has occurred when:
- A lack of professional compatibility is demonstrated when the standards described in the National Association of Healthcare Access Management Code of Ethics are not met.
- Earning a first grade of "D", "F", or "W" in any required course in the professional component.
- There is a criminal arrest or charge in any state or foreign country.

DISMISSAL
A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the HIT / Medical Coding Specialist / Healthcare Access Associate Program and may be subject to University sanctions:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of Southern University documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons

- Theft
- Any other activity incompatible with professional behavior as delineated in the National Association of Healthcare Access Management Code of Ethics or Southern University.
- Earning one (1) grade of "W", "D", or "F" in required professional courses.
- Withdrawing from a professional course after having previously withdrawn from two other professional courses.
- Students are eligible to apply to the program in the next Spring semester in which applications are accepted. Students will be considered with all other applicants and must meet eligibility criteria. Students may ONLY re-apply to the HCAA clinical program within a two (2) year period from his/her original acceptance date.
- Continuing to demonstrate a lack of professional compatibility while on probation.
- Failing to declare criminal charges, arrests or convictions that occur while matriculating in the program.

EXCEPTIONS

Students have the right to request an exception to any of the above policies. Letters of Exception are to be submitted to the Program Director. After consideration, the Program Director will submit her recommendations to the Dean of Allied Health Sciences and Nursing for a final decision.

GRADING SCALE

93 – 100	A
85 - 92	B
77 - 84	C
69 - 76	D
68 and below	F

HEALTHCARE ACCESS ASSOCIATE
Certificate of Technical Studies

Fall Semester

HIMT	110S	Introduction to Healthcare Computer Applications	3
ALLH	210S	Medical Terminology	3
BUST	250S	Customer Service	3
HCAA	105S	Basic Health Care Access Procedures	<u>4</u>
			13

Spring Semester

BUST	261S	Business Communication & Professional Development	3
SCOM	215S	Public Speaking	3

HCAA	200S	Advanced Healthcare Access Procedures	3
HCAA	210S	Healthcare Access Associate Exam Review & Internship	<u>1</u>
			10

TOTAL CREDIT HOURS: **23**

   Advisors: Kim Newlen; LaChandra Wells; LaTanya Brittentine

MEDICAL CODING SPECIALIST

The Medical Coding Specialist serves as a valuable member of the health information team by ensuring accurate and valid codes are assigned to medical diagnoses and procedures for reimbursement purposes and for data collection and analysis; which is an integral component of quality patient care. If your interests are directed at a healthcare profession that combines business, medicine, and computer information technology, then medical coding is an excellent career choice.

The Medical Coding Specialists Program at Southern University at Shreveport prepares the student to perform medical coding for reimbursement, billing, and statistical analysis purposes, to participate in revenue cycle management, and to utilize the electronic health record.

The curriculum combines the classroom setting, web-enhanced/online coursework, work in a simulated laboratory, and hands-on experience in the clinical setting. A Certificate of Applied Science as a Medical Coding Specialist is awarded upon successful completion of all academic and clinical experiences.

The courses with the Medical Coding Specialist Certificate Program are transferable into the Associate of Applied Science in Health Information Technology for students who are interested in the progression program.

PROGRAM ADMISSION REQUIREMENTS

- Meet the general admissions criteria of the University.
- Complete an application for admission to the HIT / Medical Coding Specialist Program along with an application fee made payable to the Health Information Technology Program.
- Score on the ACT or University Placement Test sufficient to place in college level courses.
- Provide official transcripts (may also be e-scripted) from other colleges or universities attended.
- Achieve an overall cumulative GPA of 2.0 or higher in previous college course work and currently be in good academic standing without academic probation or suspension.
- Complete all required pre-requisite courses - SBIO 221S / S221L, BIOL 222S/ 222LS, and ALLH 210S and earn a "C" or better prior to admission to the HIT / Medical Coding

Specialist Program.

- Complete at least three (3) of the remaining five (5) prerequisite courses and earn a "C" or better prior to admission to the HIT Program or dual admission to the HIT and Medical Coding Specialist Programs. Please refer to the Degree Plan for all required prerequisite courses.
- Complete at least one (1) of the remaining three (3) prerequisite courses and earn a "C" or better prior to admission to ONLY the Medical Coding Specialist Program.
- Complete the Health Education Systems Incorporated (HESI) entrance exam which is comprised of several components: Anatomy/Physiology, grammar, math, and reading comprehension.
- Complete a criminal background check through a nation-wide investigative research company and a drug screen as mandated by the program's clinical affiliates.
- Complete a Letter of Intent which answers the following three (3) questions:
- What are the factors about Health Information Technology / Management that make it appealing to you as a career choice?
    1. How do you see a career in Health Information Technology / Management contributing to your life goals and objectives?
    2. How did you learn about the Health Information Technology / Management career field?
    3. Submit two (2) Student Recommendation forms, preferably from an employer and/or educator.

Fifteen (15) students will be accepted into the clinical program who meet all the admissions requirements. In the event that more than 15 applicants apply to the clinical program, a selection process will be implemented using the pre-established Criteria for Selection as noted below. In this case, all HIT / Medical Coding Specialist Program applicants will be "ranked" according to an Admission Point Scale in which a culmination of academic and non-academic points will be the determining factor for admission.

Applicants will be selected for acceptance into the clinical program in the Fall semester of each year.

Criteria for Selection

Criteria (academic and non-academic) utilized in the selection process include the following:
- Overall cumulative GPA.
- Grades in Anatomy & Physiology I and II lecture and lab courses, College Algebra course, and Medical Terminology course.
- Score on the HESI entrance examination
- Letter of Intent (the responses to the following three questions will be evaluated for content and written communication skills):
    1. What are the factors about Health Information Technology/Management that make it appealing to you as a career choice?
    2. How do you see a career in Health Information Technology/Management contributing to your life goals and objectives?
    3. How did you learn about the Health Information Technology/Management career

field?

- Two Student Recommendation Forms, preferably from employers and educators.
- Negative criminal background check and negative drug screen

Students who apply for admission to clinical programs within the Division of Allied Health Sciences and Nursing must adhere to the most current curriculum implemented at the time of his/her official acceptance into the respective clinical program.

PROGRAM PROGRESSION REQUIREMENTS

- Pre-advise with a HIT / MCS instructor/advisor each semester and update the Degree Plan.
- Maintain an overall cumulative grade point average of 2.0 or higher.
- Take professional courses in sequence and earn a grade of "C" or better in each required course in both the professional and non-professional components of the HIT/Medical Coding Specialist curriculum.
- Achieve a satisfactory evaluation in each of the professional practice experiences resulting in a "C" or better.
- Successful completion of the Advanced Coding Review Seminar (first summer of clinical program course work).
- Provide a negative criminal background check and a negative drug screen prior to clinical placement.

PROBATION

A student may be placed on probation when failing to comply with the academic and professional conduct standards of the HIT/Medical Coding Specialist Program. A violation has occurred when:

- A lack of professional compatibility is demonstrated when the standards described in the American Health Information Management Association Code of Ethics are not met.
- Earning a first grade of "D", "F", or "W" in any required course in the professional component.
- There is a criminal arrest or charge in any state or foreign country.

DISMISSAL

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the *HIT / Medical Coding Specialist Programs and may be subject to University sanctions*:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of Southern University documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons
- Theft

- Any other activity incompatible with professional behavior as delineated in the American Health Information Management Association Code of Ethics or Southern University.
- Earning two grades of "W", "D", or "F" in required professional courses. This also applies to HIMT, MCS, and HCAA majors who enroll in either or both of the two introductory pre-requisite HIMT courses (HIMT 110S and HIMT 208S) prior to acceptance in the professional clinical component of the HIT, MCS, or HCAA programs. Dismissal in this circumstance will be at the discretion of the Program Director.
- Withdrawing from a professional course after having previously withdrawn from two other professional courses.
- Only two (2) withdrawals are permitted in the professional component of the HIT / Medical Coding Specialist curriculum(s). A student withdrawing for a third will be dismissed from the program.
- Students are eligible to apply to the program in the next Spring semester in which applications are accepted. ***Students will be considered with all other applicants and must meet eligibility criteria.*** Students may ONLY re-apply to the HIT, MCS, or HCAA clinical programs within a two (2) year period from his/her original acceptance date.
- Continuing to demonstrate a lack of professional compatibility while on probation.
- Failing to declare criminal charges, arrests or ***convictions that occur while*** matriculating in the program.

EXCEPTIONS

Students have the right to request an exception to any of the above policies. Letters of Exception are to be submitted to the Program Director. After consideration, the Program Director will submit her recommendations to the Dean of Allied Health Sciences & Nursing for a final decision.

GRADING SCALE

93 – 100	A
85 - 92	B
77 - 84	C
69 - 76	D
68 and below	F

MEDICAL CODING SPECIALIST
Certificate of Applied Science
FRESHMAN YEAR

Fall Semester

SENG	101S	Freshman English I	3
SBIO	221S	Human Anatomy and Physiology Lecture I	3
BIOL	221LS	Human Anatomy and Physiology Lab I	1
		Social/Behavioral Science Elective	<u>3</u>
			10

Spring Semester

ALLH	210S	Medical Terminology	3
BIOL	222S	Human Anatomy & Physiology Lecture II	3
BIOL	222LS	Human Anatomy & Physiology Lab II	1
SMAT	121S	Pre-Calculus Algebra	<u>3</u>
			10

SOPHMORE YEAR

Fall Semester

HIMT	105S	Data Concepts and Principles of HIM	3
HIMT	109S	Healthcare Law and Ethics	3
HIMT	110S	Introduction to Healthcare Computer Applications	3
HIMT	208S	Introduction to Pathophysiology	3
HIMT	225S	International Classification of Diseases I	<u>3</u>
			15

Spring Semester

HIMT	202S	Health Care Delivery Systems	3
HIMT	222S	CPT/HCPCS and Outpatient Coding	3
HIMT	223S	Reimbursement Systems and Compliance	3
HIMT	226S	International Classification of Diseases II	<u>3</u>
			12

Summer Semester

HIMT	227S	Advanced Coding Review Seminar	3
HIMT	241S	Professional Practice Experience I	<u>3</u>
			6

TOTAL CREDIT HOURS: **53**

 Advisors: Kim Newlen; LaChandra Wells; LaTanya Brittentine

HEALTH INFORMATION TECHNOLOGY

Program Overview
Health Information Technology (HIT) professionals are vital to the daily operations management of health information and electronic health records (EHRs). HIT professionals serve the healthcare industry by managing health information essential in the delivery of quality healthcare through the practice of acquiring, analyzing, and protecting digital and traditional medical information. As a HIT professional, you will be responsible for ensuring a patient's health information and records are complete, accurate, and protected.

If your interests are directed at a healthcare profession that combines business, management, information technology, health law and HIPAA privacy standards, coding for reimbursement and healthcare research, then Health Information Technology is an excellent career choice. Health Information Technology professionals are employed in both traditional and non-traditional healthcare settings.

The HIT Program is a hybrid program which combines elements of online learning and traditional learning. The curriculum offers students a traditional classroom setting, web-enhanced / online coursework, work in a simulated laboratory, and hands-on experience in the clinical setting.

The Health Information Management accreditor of Southern University at Shreveport is the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The College's accreditation for the Associate of Applied Science degree in Health Information Technology has been reaffirmed through 2020.

All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL 60601; by phone at (312)235-3255 or by email at info@cahiim.org.

An Associate of Applied Science degree in Health Information Technology is awarded upon successful completion of all academic and clinical experiences. Graduates are eligible to take the national certification examination administered by the American Health Information Management Association (AHIMA). After successfully passing the examination, graduates obtain the credential RHIT (Registered Health Information Technician)

Program Admission Requirements

- Meet the general admissions criteria of the University.
- Complete an application for admission to the HIT / Medical Coding Specialist Program along with an application fee made payable to the Health Information Technology Program.
- Score on the ACT or University Placement Test sufficient to place in college level courses.
- Provide official transcripts (may also be e-scripted) from other colleges or universities attended.
- Achieve an overall cumulative GPA of 2.0 or higher in previous college course work and currently be in good academic standing without academic probation or suspension.
- Complete all required pre-requisite courses - SBIOL 221S / 221LS, SBIOL 222S / 222LS, and ALLH 210S and earn a "C" or better prior to admission to the HIT / Medical Coding Specialist Program.
- Complete at least three (3) of the remaining five (5) prerequisite courses and earn a "C" or better prior to admission to the HIT Program or dual admission to the HIT and Medical Coding Specialist Programs. Please refer to the Degree Plan for all required prerequisite courses.
  Complete at least one (1) of the remaining three (3) prerequisite courses and earn a "C" or better prior to admission to ONLY the Medical Coding Specialist Program.
- Complete the Health Education Systems Incorporated (HESI) entrance exam which is comprised of several components: Anatomy/Physiology, grammar, math, and reading comprehension.
- Complete a criminal background check through a nation-wide investigative research company and a drug screen as mandated by the program's clinical affiliates.
- Complete a Letter of Intent which answers the following three (3) questions:
  1. What are the factors about Health Information Technology/Management that make it appealing to you as a career choice?
  2. How do you see a career in Health Information Technology/Management contributing to your life goals and objectives?
  3. How did you learn about the Health Information Technology / Management career field?
- Submit two (2) Student Recommendation forms, preferably from an employer and/or educator.

Fifteen (15) students will be accepted into the clinical program who meet all the admissions requirements. In the event that more than 15 applicants apply to the clinical program, a selection process will be implemented using the pre-established Criteria for Selection as noted below. In this case, all HIT / Medical Coding Specialist Program applicants will be "ranked" according to an Admission Point Scale in which a culmination of academic and non-academic points will be the determining factor for admission.

Applicants will be selected for acceptance into the clinical program in the Fall semester of each year.

Criteria for Selection

Criteria (academic and non-academic) utilized in the selection process include the following:
- Overall cumulative GPA.
- Grades in Anatomy & Physiology I and II lecture and lab courses, College Algebra course, and Medical Terminology course.
- Score on the HESI entrance examination
- Letter of Intent (the responses to the following three questions will be evaluated for content and written communication skills):
    1. What are the factors about Health Information Technology / Management that make it appealing to you as a career choice?
    2. How do you see a career in Health Information Technology / Management contributing to your life goals and objectives?
    3. How did you learn about the Health Information Technology / Management career field?
- Two Student Recommendation Forms, preferably from employers and educators.
- Negative criminal background check and negative drug screen

Students who apply for admission to clinical programs within the Division of Allied Health Sciences & Nursing must adhere to the most current curriculum implemented at the time of his/her official acceptance into the respective clinical program.

Program Progression Requirements

- Pre-advise with a HIT / Medical Coding Specialist Program instructor/advisor each semester and update the degree plan.
- Maintain an overall cumulative grade point average of 2.0 or higher.
- Take professional courses in sequence and earn a grade of "C" or better in each required course in both the professional and nonprofessional components of the Health Information Technology curriculum.
- Achieve a satisfactory evaluation in each of the professional practice experiences resulting in a "C" or better.
- Successful completion of the Advanced Coding Review Seminar course (first summer of clinical program course work).
- Provide a negative criminal background check and a negative drug screen prior to clinical placement.

Probation
A student may be placed on probation when failing to comply with the academic and professional conduct standards of the HIT / Medical Coding Certificate Program. A violation has occurred when:

- A lack of professional compatibility is demonstrated when the standards described in the American Health Information Management Association Code of Ethics are not met.
- Earning a first grade of "D", "F", or "W" in any required course in the professional component.
- There is a criminal arrest or charge in any state or foreign country.

Dismissal

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the ***HIT/Medical Coding Specialist Program and may be subject to University sanctions:***

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of Southern University documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons
- Theft
- Any other activity incompatible with professional behavior as delineated in the American Health Information Management Association Code of Ethics or Southern University.
- Earning two grades of "W", "D", or "F" in required professional courses. This also applies to HIMT, MCS, and HCAA majors who enroll in either or both of the two introductory pre-requisite HIMT courses (HIMT 110S and HIMT 208S) prior to acceptance in the professional clinical component of the HIT, MCS, or HCAA programs. Dismissal in this circumstance will be at the discretion of the Program Director.
- Withdrawing from a professional course after having previously withdrawn from two other professional courses.
- Only two (2) withdrawals are permitted in the professional component of the HIT / Medical Coding Specialist curriculum(s). A student withdrawing for a third will be dismissed from the program.
- Students are eligible to apply to the program in the next Spring semester in which applications are accepted. Students will be considered with all other applicants and must meet eligibility criteria. Students may ONLY re-apply to the HIT, MCS, or HCAA clinical programs within a two (2) year period from his/her original acceptance date.
- Continuing to demonstrate a lack of professional compatibility while on probation.
- Failing to declare criminal charges, arrests or convictions that occur while matriculating in the program.

Exceptions
Students have the right to request an exception to any of the above policies. Letters of Exception are to be submitted to the Program Director. After consideration, the Program Director will submit her recommendations to the Dean of Allied Health Sciences and Nursing for a final decision.

GRADING SCALE

93 – 100	A	69 - 76	D
85 - 92	B	68 and below	F
77 - 84	C		

HEALTH INFORMATION TECHNOLOGY
Associate of Applied Science

FRESHMAN YEAR
Fall Semester

FROR	120S	College Success	1
SENL	101S	Freshman English I	3
SBIO	221S	Human Anatomy and Physiology Lecture I	3
SBIO	221LS	Human Anatomy and Physiology Lab I	1
		Social/Behavioral Science Elective	3
			11

Spring Semester

ALLH	210S	Medical Terminology	3
BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
SMAT	121S	Pre-Calculus Algebra	3
		Humanities Elective (HIST, COMM 210, ENGL 200 or above)	3
			13

SOPHMORE YEAR
Fall Semester

HIMT	105S	Data Concepts and Principles of HIM	3
HIMT	109S	Healthcare Law and Ethics	3
HIMT	110S	Introduction to Healthcare Computer Applications	3
HIMT	208S	Introduction to Pathophysiology	3
HIMT	225S	International Classification of Diseases I	3
			15

Spring Semester

HIMT	202S	Health Care Delivery Systems	3
HIMT	222S	CPT/HCPCS and Outpatient Coding	3
HIMT	223S	Reimbursement Systems and Compliance	3
HIMT	226S	International Classification of Diseases II	3
			12

Summer Semester

HIMT	227S	Advanced Coding Review Seminar	3
HIMT	241S	Professional Practice Experience I	<u>3</u>
			6

Fall Semester

HIMT	215S	Information Technology and Data Management	3
HIMT	231S	Healthcare Statistics and Quality Management	3
HIMT	233S	Organizational Management and Leadership	3
HIMT	248S	Professional Practice Experience II	3
HIMT	250S	RHIT Exam Review	<u>3</u>
			15

TOTAL CREDIT HOURS: **72**

 Advisors: Kim Newlen; LaChandra Wells; LaTanya Brittentine

PHLEBOTOMY

Phlebotomists are healthcare professionals skilled in the procurement of blood and in facilitating the specimen collection process. The main function involves obtaining patient's blood specimens by venipuncture and micro-sampling techniques. Other duties involve facilitating the collection and transportation of other clinical specimens and processing specimens for the laboratory analysis.

The program prepares students for employment in clinical laboratory facilities, generally under the supervision of the appropriate technologist. The curriculum includes courses concerned with instruction in general education and phlebotomy. Technical skills are acquired through a clinical practicum; which is a competency-based system designed to prepare students for the workforce. Upon successful completion of the coursework, Southern University at Shreveport will grant a certificate in phlebotomy education. The student is then eligible to sit for the National Phlebotomy Registry.

Admission into the clinical practicum is competitive and based upon the number of clinical spaces available at local affiliated hospitals and other types of clinical facilities. Students are selected based on set criteria which include approval from the program's admission committee.

The Phlebotomy Program is approved by the
National Accrediting Agency of Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018

Program application is available in the Program Director's Office (Metro Campus, Suite #307) and on the University website, in March for the fall semester clinical and September for the spring semester clinical. Deadline for completion of application packet – July 15th for the fall semester acceptance and November 30th for the spring semester acceptance.

Program Entrance Requirements

Admission into the program is competitive and based on selected entrance criteria:

- High school diploma or equivalent
- Program application are available:
- Program Director's Office- Metro Campus Suite #307
- Website: www.susla.edu/phlebotomy
- Due: July 15th for Fall and November 30th for Spring
- College transcript(s) if applicable
- Brief narrative of intent
- Three (3) letters of reference
- GPA of 2.0 or better
- Interview with Phlebotomy Interview Committee
- Applicants must be at least 18 years of age and be in sufficient mental and physical health to meet the minimum clinical performance standards.

The standards are:

Technical Standards or Essential Functions

Phlebotomy students must have abilities and skills as follows:

- **Observation** – The applicant/student should be able to characterize color, odor, clarity and viscosity of biological, reagents or chemical reaction products. Therefore, the student must possess functional use of **the senses of smell, vision and somatic sensation.**
- **Communication** The applicant/student must be able to communicate effectively and possess sensitivity orally and in writing with all members of the healthcare team. The student must have the ability to read and comprehend written material in order to correctly and independently perform laboratory test procedures.
- **Psychomotor Skills** The applicant/student must possess gross and fine manual dexterity sufficient to handle specimens or reagents and phlebotomy equipment and perform analytical procedures requiring the use of small, delicate tools, equipment and instruments. The applicant/student must possess vision and dexterity which allows him/her to focus and view specimens using a binocular microscope.
- **Intellectual/Conceptual and Cognitive Abilities** – The applicant/students must be able to measure, calculate, reason, analyze and synthesize, integrate and apply information. The

applicant/student should be able to use sufficient judgment to recognize and correct performance and problem solve unexpected observations or outcomes of laboratory procedures.

- **Behavior and Social Attributes** The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the performance of laboratory testing. Candidates must also be able to tolerate taxing workloads, function effectively under stress, adapt to a changing environment, display flexibility and function independently in the face of uncertainties or problems that might arise.
- **Ethical Standards**– The applicant/student must demonstrate professional demeanor or behavior and must perform in an ethical manner in dealing with peers, faculty, staff and patients.
- **Academic Performance** The applicant/student must be able to obtain relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicums and independent study assignments.

Reasonable accommodations for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. There will be no discrimination in the selection of program participants based on race, creed, color, gender, age, marital status, national origin, or physical or mental disability, providing mandatory standards can be met.

Upon Admissions

- Must be able to pass a Physician's Physical Examination, CPR certification, present evidence of current immunization, Hepatitis vaccination, and TB screening prior to clinical setting.
- Students are required to purchase uniforms and supplies.
- As mandated by the Program's Clinical Affiliate, all students are subject to criminal background check and drug screening.
- A mandatory $150.00 entrance fee is required upon admission into the Phlebotomy Program.
- An $90-$150 National Phlebotomy fee is required. Fee is subject to change.

Program Length

The Southern University at Shreveport Phlebotomy Technician Program is one (1) semester in length.

Program Progression

In order to successfully progress through the program, the student must:

1. Achieve a grade of "C" 70% or higher in Phlebotomy 101S to be eligible for the clinical practicum Phlebotomy Practicum PHLE 210S

2. Pass the Comprehensive Written Final and Practicum Final with a "C" 70% or higher for PHLE 101S.
3. Achieve a course overall average grade of "C" or higher in PHLE 101, PHLE 210, MLTC 105S, and ALLH 210S.
4. Student has to pass the PHLE 210S Comprehensive Final (EXIT EXAM) with a 70% or higher. Student will be given two (2) attempts to pass the Exit Exam. The first test score will be averaged in the overall course grade. The retake test grade will not be averaged in the overall course grade but the student must pass the retake with a 70% or higher. If the student does not pass the EXIT EXAM with a 70% or higher after two (2) attempts they WILL NOT be eligible for graduation or be eligible to take the National Exam. Student will receive a grade of "D" for the PHLE 210S.
5. Satisfactorily meet course objectives**.**
6. **Successful students will be awarded an institutional certificate of completion o*f the*** requirements for the Phlebotomy Technician Program.

Transfer of College Credit/Previous Students

Credit will be given for Phlebotomy courses from other institutions. Students that have taken and pass the Introduction to Phlebotomy with a "C" or higher will have to participate in regular class lectures, labs, exams, and do all assignments for a refresher. The student will take the Comprehensive Final exam for PHLE 101S (Introduction to Phlebotomy) and will need to score a 70% or higher "C" in order to continue on to the Clinical Phase (PHLE 210S: Clinical Practicum). The student will have two (2) attempts to pass the exam. If the student does not pass the exam, they will not be able to continue in the Program. The student will be required to withdrawal from the PHLE 210 (Clinical Practicum) course by the deadline for dropping courses with a "W". NO EXCEPTIONS! If the student does not drop the PHLE 210S they will receive a grade of "F".

Grading and Academic Requirements

This is a competency-based program. Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. The syllabus for each course is presented to the student physically or electronically on or before the first day of class and contains unit or course objectives and the specific criteria for grade calculations. The criteria outlined in each specific course syllabus are used in determining grades. Unless otherwise stated in the syllabi, Phlebotomy courses require a minimum of 70% to pass each course.

The Phlebotomy courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

Upon successful completion of the program and initial employment, the Phlebotomy technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. Demonstrate knowledge of the health care delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety monitoring quality control within predetermined limits;
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
6. Follow standard operating procedures to collect specimens.
7. Demonstrate understanding of requisitioning, specimen transport and specimen processing.
8. Demonstrate understanding of quality assurance and quality control in Phlebotomy.
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

Career Pathway

At career entry, the Phlebotomy Technician will be able to perform routine blood collection procedures making specimen-oriented decisions on predetermined criteria, including pre-analytical errors that can significantly alter results. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. Phlebotomists may perform waived and point of care testing and must be familiar with the processes and procedures to provide quality results. A Phlebotomist is prepared to work in a:

- Hospital Laboratory
- Clinic
- Physician Office Laboratory
- Reference Laboratory
- Blood Donor Laboratory
- Home health
- Insurance Health Fair

Certification Eligibility

Upon completion of the Program the graduate is eligible for the national examinations for Phlebotomy offered by ASPT or ASCP. Passing of a national certification exam is not contingent for awarding the certificate of completion in Phlebotomy.

PHLEBOTOMY
Certificate of Technical Studies

Fall or Spring Semester

ALLH	210S	Medical Terminology	3
MLTC	105S	Introduction to Clinical Lab Science	1
PHLE	101S	Introduction to Phlebotomy	3
PHLE	210S	Clinical Phlebotomy Practicum	9
			16

TOTAL CREDIT HOURS: **16**

Advisors: Patricia Brown; Stephanie Bell

MEDICAL LABORATORY TECHNOLOGY

Medical Laboratory Technicians (MLT) are health-care professionals skilled in the performance of laboratory procedures, which aid in the diagnosis, prognosis, treatment, and maintenance of the health of the patient. They perform a variety of procedures using intricate and sophisticated instrumentation. As a component of the profession of Medical Laboratory Technicians [also known as Clinical Laboratory Science (CLS)], MLTs are vital members of the health-care team and contribute significantly to the delivery of quality health care. With the influx of new laboratory procedures, knowledge, and instrumentation, there is an increasing need for MLTs. The student contemplating the profession should possess such personal attributes as interest in the sciences, self-motivation, dedication, discipline, a strong desire to help people, and must have high moral, academic and ethical standards. Technical standards include manual dexterity and visual acuity (normal color vision).

The Medical Laboratory Technician program is a two-year program fully accredited by:

National Accrediting Agency of CLS
5600 N. River Rd., Suite #720
Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8886

The program prepares students for employment as technicians in hospital laboratories,

physicians' offices, and other types of clinical laboratory facilities. The curriculum is designed to develop well-rounded individuals and is not limited to the technical skills of the profession. Courses are intended to develop the educational, cultural and social needs of the student. Courses are provided in the natural sciences, behavioral sciences, liberal arts and in the clinical laboratory sciences (which include a clinical practicum at area hospital laboratories). Faculty of Southern University at Shreveport work closely with the affiliated hospitals to ensure the quality and standards of education are maintained.

Program Entrance Requirements

Admission into the program is competitive and based on selected entrance criteria:

- Program applications are available in the Program Director's office in February.
- Medical Laboratory Technician has two admission dates. July 15th for Fall admission and April 30th for Summer admission.
- Have completed 12 credit hours at SUSLA prior to admission to the clinical program. Specified prerequisite courses
- College transcript(s)
- Brief narrative of letter intent
- Three (3) letters of reference
- GPA of 2.5 or better
- Interview with the MLT Interview Committee
- A $200.00 entrance fee is required upon admissions in the clinical phase of Medical Lab Technician
- Applicants must be 18 years of age and be in sufficient mental and physical health to meet the minimum clinical performance standards.

Technical Standards or Essential Functions

Medical Laboratory Technician students must have abilities and skills as follows:

1. **Observation** The applicant/student should be able to characterize color, odor, clarity and viscosity of biologicals, reagents or chemical reaction products. Therefore, the student must possess functional use of the senses of smell, vision and somatic sensation.

2. **Communications** The applicant/student must be able to communicate effectively and sensitively orally and in writing with all members of the healthcare team. The student must have the ability to read and comprehend written material in order to correctly and independently perform laboratory test procedures.

3. **Psychomotor Skills** The applicant/student must possess gross and fine manual dexterity sufficient to handle specimens or reagents and phlebotomy equipment and perform analytical procedures requiring the use of small, delicate tools, equipment and instruments. The applicant/student must possess vision and dexterity which allows him/her to focus and view

specimens using a binocular microscope.

4. **Intellectual/Conceptual and Cognitive Abilities** The applicant/student must be able to measure, calculate, reason, analyze and synthesize, integrate and apply information. The applicant/student should be able to use sufficient judgment to recognize and correct performance and problem solve unexpected observations or outcomes of laboratory procedures.

5. **Behavioral and Social Attributes** The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the performance of laboratory testing. Candidates must also be able to tolerate taxing workloads, function effectively under stress, adapt to a changing environment, display flexibility and function independently in the face of uncertainties or problems that might arise.

6. **Ethical Standards** The applicant/students must demonstrate professional demeanor or behavior and must perform in an ethical manner in dealing with peers, faculty, staff and patients.

7. **Academic Performance** The applicant/student must be able to obtain relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicums and independent study assignments.

Note: Reasonable accommodations for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. There will be no discrimination in the selection of program participants based on race, creed, color, gender, age, marital status, national origin, or physical or mental disability, providing mandatory standards can be met.

Program Length

Southern University at Shreveport Medical Laboratory Technology Program is a full time two-year (five semesters) degree program which culminates in an Associate of Applied Science (AAS) degree.

During the second year of the program students should prepare themselves as well as their family members to make the commitment for the length of the Program. Each student would be expected to be in class and/or clinical Monday through Friday for approximately 6-8 hours per day. Each student's level of preparedness will determine the amount of time required to complete the Program.

Program Progression

In order to successfully progress through Medical Laboratory Technician program, the student must at a minimum:

- Complete pre-requisite courses before progressing in the program with a 70% "C" or

higher

- Be enrolled in MLTC courses at the same time.
- Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other MLTC courses regardless of the current grade in the course.
- Students who fail a MLTC course are required to retake all MLTC courses upon readmission even if the student has passed the MLTC course with a 70% "C" or higher. Student may be granted permission to audit any MLTC course that they may have passed with a 70% "C" or higher with a written permission from the Program Director. The student will start the program over once readmitted. Student will be considered a first-year student and will be required to participate in the program as a first-year student.
- Achieve a minimum grade of 70% "C" in all health science courses.
- Satisfactorily meet course objectives.

Grading and Academic Requirements

This is a competency-based program. Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. The syllabus for each course is published on the course web page on or before the first day of class and contains course objectives, course guidelines and the specific criteria for grade calculations. Grading criteria for each course is outlined in the course syllabi. All MLTC courses require a minimum of 70% in both the lecture and the laboratory components, even though the average of the two components may be 70% or greater. The student will be given only one attempt on the Final Laboratory Exam in each MLT course due to limited availability of specimens.

The following MLTC courses except the MLTC practicum courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

***NOTE: All clinical practicum courses Final grades must be 75% or above to pass the course.

The following MLTC courses except the MLTC practicum courses **(MLTC 247S, 248S, 249S, 250S, 251S, 252S, 253S)** use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 75-79%

D = 60-74%

F = 59% and below

Students will have to pass the Comprehensive Exit Exam that is taken in MLTC 270S to be eligible for graduation and eligible to sit for the National Exam. The student will be given three opportunities to pass the 300-400 question exam. The student will enroll in MLTC 270S in their last semester of the program. A passing score for the comprehensive Exit Exam is 70% or higher. THERE WILL BE NO EXCEPTIONS!!! Failure to pass the Comprehensive Exit Exam after three attempts will result in a failing grade of "D" posted for MLTC 270S, Student will have an opportunity to come back to the program by following the readmission policy.

NOTE: Please consult with the MLT/Phlebotomy Program Director prior to making any decisions on withdrawal, assistance will be available to you in any way possible with problem areas.

It is expected that all prerequisite course work is completed prior to registering for the designated course. Program officials reserve the right to make exceptions.

The student must achieve a minimum grade of "C" in all academic course work of the degree plan (English, Math, etc.), and must meet all requirements established by the college for the Associate in Applied Science (AAS) degree.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. Collecting and processing biological specimens for analysis;
2. Performing analytical tests on body fluids, cells, and products;
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when correc-tions are indicated;
4. Monitoring quality control within predetermined limits;
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
6. Demonstrating professional conduct and interpersonal communi-ca-tion skills with patients, laboratory personnel, other health care professionals, and with the public;
7. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
8. Applying basic scientific principles in learning new techniques and procedures;
9. Relating laboratory findings to common disease processes; and recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Certification Eligibility

Upon completion of Program and College requirements for the Associate of Applied Science

Degree in Medical Laboratory Technology, the graduate is eligible for the national examinations for MLT and CLT offered by the ASCP and AMT. Cost for the National Exam is $250-$275. Passing of a national certification exam is not contingent on awarding the AAS degree in Medical Laboratory Technology

Career Pathway

At career entry, the Medical Laboratory Technician will be able to perform routine clinical laboratory tests such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The Medical Laboratory Technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The clinical Medical Laboratory Technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed. A Medical Lab Technician is prepared to work in a:

- Hospital Laboratory
- Clinic
- Physician Office Laboratory
- Reference Laboratory
- Blood Donor Laboratory
- Insurance Health Fair

MEDICAL LABORATORY TECHNICIAN
Associate of Applied Science Degree
PRE-REQUISITES

Fall Semester

FROR	120S	College Success	1
SENL	101S	Freshman English I	3
ALLH	210S	Medical Terminology	3
SBIOL	221S	Human Anatomy and Physiology Lecture I	3
SBIOL	221LS	Human Anatomy and Physiology Lab I	1
SMAT	121S	Pre-Calculus Algebra	3
			14

Spring Semester

SCOM	101S	Interpersonal Communication **or**	
SCOM	221S	Fundamental of Speech	3
SCHE	130S	General Chemistry Lecture	3
SCHE	130LS	General Chemistry Lab	1
SBIO	222S	Human Anatomy & Physiology Lecture II	3
SBIO	222LS	Human Anatomy & Physiology Lab II	1
		*Social/Psyc. Elective	3
			14

Summer Semester

SBIO	212S	Microbiology Lecture	3
SBIO	212LS	Microbiology Lab	1
SCMP	101S	Computer Concept	3
			7

FRESHMAN YEAR

Fall Semester

MLTC	105S	Introduction to MLT	1
MLTC	245S	Clinical Urinalysis	2
MLTC	241S	Clinical Hematology	3
MLTC	246S	Clinical Chemistry	3
			9

Spring Semester

PHLE	101S	Introduction to Phlebotomy	3
MLTC	247S	Clinical Hematology Practicum	1

MLTC	252S	Clinical Chemistry Practicum	1
MLTC	253S	Clinical Urinalysis Practicum	<u>1</u>
			6

Summer Semester

PHLE	210S	****Option One** Clinical Practicum	**9**
MLTC	239S	Parasitology/Mycology	3
MLTC	249S	Clinical Phlebotomy Practicum	1
MLTC	240S	Coagulation	<u>1</u>
			14

SOPHOMORE YEAR

Fall Semester

MLTC	242S	Clinical Immunology/Serology	2
MLTC	243S	Clinical Immunohematology	3
MLTC	244S	Clinical Microbiology	<u>3</u>
			8

Spring Semester

MLTC	248S	Clinical Immunology/Serology Practicum	1
MLTC	250S	Clinical Immunohematology Practicum	1
MLTC	251S	Clinical Microbiology Practicum	1
MLTC	270S	Clinical Review I	<u>4</u>
			7

TOTAL CREDIT HOURS: **70**
(without Phlebotomy certification)

**Option 1: MLTC majors who wishes to seek the CTS Phlebotomy certification: 78 credit hours.

* The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Humanities: (e.g., Literature, Foreign Languages, History, Classical Studies, Communications, Philosophy, Religious Studies, Interdisciplinary.)

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Social Science: (e.g., Anthropology, Criminal Justice, Economics, Geography, International Studies, Interdisciplinary, Political Science).

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Behavioral Science: (e.g., Psychology, Sociology).

Advisors: Patricia Brown; Stephanie Bell

NURSING CAREER PATHWAYS
Certified Nursing Assistant
LPN-to-RN
RN
CERTIFIED NURSING ASSISTANT PROGRAM POLICIES

The purpose of the Certified Nursing Assistant (CNA) Program is to educate/train individuals to meet the basic care needs of a patient/client base residing in a long-term care facility or setting. Students will acquire competencies in the provision of activities of daily living (ADLs), bedside care, and basic nursing procedures. Students successfully completing the classroom, skills laboratory, and clinical components will be eligible to earn a Certificate of Completion (as mandated by the Louisiana Department of Health – Health Standards) and will be eligible to take the competency evaluation required to hold the credential "Certified Nursing Assistant".

STUDENT LEARNING OUTCOMES

At completion of the program, successful students should be able to:

▪ Provide basic care under the supervision of a Registered Nurse and a Licensed Practical Nurse

▪ Communicate and interact competently on an individual basis with residents as part of the team implementing care

▪ Demonstrate sensitivity to the resident's emotional, social and mental health needs through skillful, directed interactions

▪ Assist residents in attaining and maintaining functional independence

▪ Exhibit behavior to support and promote the rights of residents

▪ Demonstrate proficiency in the skills needed to support the assessment of the health, physical condition and well-being of residents

A candidate for the Certified Nursing Assistant Program must possess abilities and skills in the following categories: observation, communication, motor, and behavioral modes. The examples cited below do not constitute an exhaustive list.

1. **Observation** A candidate must be able to observe a patient/client accurately. Examples of observation may include taking vital signs, measuring height and weight, and providing skin care.

2. **Communication** A candidate must be able to communicate effectively with patients/clients and other members of the health care team. The student must be able to interact with clients/patients and other members of the health care team in order to obtain information, describe patient status, and perceive verbal and non-verbal communication.

3. **Motor** A candidate must have adequate gross and fine motor function sufficient ***to***

effectively work with nursing problems and issues, and carry out related nursing care. Physical abilities should be such that an individual may enter, leave and move about a room without difficulty and maneuver in small spaces. Examples of nursing care include ambulating and positioning patients and the provision of client daily hygiene care.

4. **Behavioral** A candidate must possess the emotional health required for total utilization of his/her intellectual abilities. Candidates must be able to tolerate physically taxing workloads and to function effectively in stressful situations. They must be capable of adapting to ever-changing environments; displaying flexibility in appropriately interacting with others, and learning to function in uncertain situations that are inherent in clinical situations involving clients. The ability to follow directives is essential.

Criteria for Selection

The program is open to all interested persons. There are no pre-requisite course requirements. Twenty students will be selected for each admission cycle. This is to maintain a 1:10 faculty-student ratio as mandated by the LA Department of Health. Students with previous enrollment at Southern University at Shreveport will be given priority. If the number of applicants is greater than available positions, a wait list will be maintained.

Admission Cycle

Students will be admitted to the Certified Nursing Assistant Program in two admission cycles during the spring and fall semesters, and one admission cycle in the summer semester.

The course will be taught over a 7 ½ week session. Students seeking admission must submit an application to the School of Nursing no later than 30 days prior to the start of each session.

NURC 100: Certified Nursing Assistant (4 Total Credit Hours)

Lecture:	3 Credit Hours	Classroom:	45 Clock Hours
Clinical:	1 Credit Hour	Clinical:	45 Clock Hours
	(1:3 credit/clock ratio)		

Students **must** submit *current documentation* of the following:
- Negative TB Skin Test
- CPR card

Expectations

Students admitted to the CNA program will be expected to:

- Have access to a reliable vehicle or transportation to and from the clinical site,
- Assume the cost of travel to and from the clinical site,
- Assume any liability associated with travel to and from the clinical site.
- Attend class regularly. Absence from class for any reason, avoidable or unavoidable; excused or unexcused; results in a loss for the student.

Program (Course) Completion
- Students must earn an overall grade average of 70% or better (or a grade of "C") on all

unit exams, workbook assignments, course assignments; as well as achieve a grade of "pass" in the lab/clinical component to successfully complete the course.
- A student that is not successful in the course may repeat the course at its next offering.

Evaluation Methods
There are two components to the course NURC 100: Certified Nursing Assistant. Grading is based on a lecture component, and a lab/clinical component. Students must successfully complete the two components to earn a grade "C" or better
- A student passing the lecture and lab/clinical, will receive the letter grade earned in lecture.
- A student failing lecture and/or lab/clinical will earn a failing grade and will not be permitted to begin the certification process.

CERTIFIED NURSING ASSISTANT
Certificate

| NURC | 100S | Certified Nursing Assistant | <u>4</u> |

TOTAL CREDIT HOURS: **4**

ASSOCIATE DEGREE
NURSING PROGRAM POLICIES

The Nursing Program educates individuals to become registered nurses at the associate degree level. It is designed to provide the foundation for further preparation in nursing and lifelong learning. The program prepares a nurse generalist for beginning professional practice to function in the roles of provider of care and manager of care within the healthcare profession. It incorporates knowledge derived from the liberal arts, biological sciences, physical sciences and behavioral sciences. Individuals will be prepared to practice in a variety of settings, and encouraged to continue personal and professional growth. The program emphasizes excellent teaching with a commitment to student-faculty interaction. Individual talents, background experiences, perspectives and insights are recognized and appreciated by faculty. Graduates are eligible to apply to write the National Council Licensure Exam for Registered Nurses (NCLEX- RN) to receive licensure as a registered nurse

Program Objectives/Student Learning Outcomes

At the completion of the Associate of Science in Nursing Program at Southern University at Shreveport, students should be able to:

- Demonstrate safety and quality when implementing holistic care using nursing judgments that are based on respect for preferences, values and needs and that promote positive outcomes for diverse individuals, families and groups.
- Demonstrate therapeutic communication, caring, and professionalism that fosters collaboration with the interdisciplinary team and working relationships with individuals, families, groups, and peers.
- Demonstrate use of legal and ethical standards of the nursing profession when incorporating current evidence-based practices and facilitating education that empowers individuals, families, and groups to develop behaviors which foster positive patient outcomes.
- Demonstrate lifelong learning by expanding nursing knowledge through the examination of evidence and best practices and the use of current technology to improve the quality of care for individuals, families, and groups.

Criteria for Selection

If the number of eligible students applying to the nursing program exceeds the number of available positions in the course, students with the highest overall grade point average will be selected. If there is more than one student qualifying for the last position (identical GPA's) the student scoring higher on the NLN Pre-Admission Exam will be selected. If GPA's and NLN Pre-Admission Exam scores are identical, then the person having completed more hours at SUSLA will be selected. No wait list will be maintained.

Other Criteria

- Persons who have previously been enrolled in a nursing program at another school or university and were not successful, were dismissed from the program or were not in good standing at the last enrollment are not eligible to apply until three (3) years after the semester of the last enrollment in the program.
- Students who were dismissed for academic reasons from the School of Nursing of Southern University at Shreveport are not eligible to re-apply until two (2) years or 4 regular semesters (spring/fall) after the semester of the last enrollment in the nursing program.
- Persons applying to enter the nursing program who have been arrested, charged with, convicted of, pled guilty or nolo contendere to or been sentenced for any criminal offense in any state or foreign country, must contact the Director for guidance in obtaining Louisiana State Board of Nursing approval to enter the clinical practice area.
- Persons applying to the nursing program who currently have or have held licensure in any other discipline and were subject to disciplinary action must contact the Director in obtaining guidance and seeking approval from the Louisiana State Board of Nursing to enter the clinical practice area.

State Articulation

The School of Nursing is in compliance with a state mandate articulation model that recognizes the education and training of Licensed Practical/Vocational Nurses (LPN/LVN). LPN's/LVN's will be able to advance their education with minimal duplication of knowledge and skills while maintaining the integrity of the educational process and the autonomy of practical/vocational nursing programs.

The LPN/LVN articulating into the Associate of Science in nursing program will be awarded credit hours in the professional component of the nursing curriculum upon successful completion of the transition course. Transfer of non-nursing courses will be according to the policy of the University.

Applicants are required to submit an application to NURS 135S: Role Transition to Professional Nursing and complete the National League for Nursing Acceleration Challenge Exam (ACE) I – PN to RN (Foundations to Nursing). The exam "assesses fundamental skills needed to meet physiological and psychosocial needs of clients who are in stable condition."

Selection into the LPN- TO-RN Track

If the number of eligible students applying to the LPN to RN track of the nursing program exceeds the number of available positions in the course, students with the highest overall grade point average will be selected. If there is more than one student qualifying for the last position (identical GPA's), the student scoring higher on the NACE I PN to RN Exam will be selected. If GPA's and NACE I – PN to RN scores are identical, then the person having completed more hours at SUSLA will be selected. No wait list will be maintained.

Criteria for Selection in Subsequent Nursing Courses When an Interruption Occurs

The number of students in each nursing clinical course may vary according to the resources available to the nursing program. If progression in a clinical nursing course is interrupted for any reason, the student must apply to re-enroll in the course(s) where the interruption occurred. The following will apply:

- Course placement will be dependent upon resources available. If the number of students applying to re-enroll in a nursing clinical course exceeds the position available, overall grade point average will be used as the criteria for selection. Highest overall GPA's will be selected until all available positions are filled.
- If the interruption is for more than two consecutive regular semesters (spring/fall), the student will be responsible for meeting the requirements of the current curriculum.
- If the interruption is for more than 2 years (4 regular semesters: spring/fall), the student will be required to repeat all courses in the professional component of the nursing major. The student must re-apply to the nursing program and complete all admission/eligibility requirements. Students will be considered with all other applicants.

Progression in The Nursing Program
To progress in the nursing program, students must:

- Maintain a Southern University at Shreveport overall grade point average of 2.0 or higher
- Earn a grade of "C" or better in each required course in the professional component of the nursing curriculum
- Achieve a satisfactory evaluation in the clinical area of each required course in the professional component of the nursing curriculum. Unsatisfactory performance in the clinical area will result in a course grade of "D or F"; even though the student may have earned a grade of "C" or better in the didactic component of the course
- Earn a grade of "C" or higher in each course in the nursing curriculum. If a grade of "D" or below is earned in any non-nursing required course, the student may progress; provided that the course is not a prerequisite to a course in the professional component of the nursing curriculum. However, the course must be repeated.
- Completed annual health form
- Show evidence of current CPR certification before the start of class

Probation
A student may be placed on probation when failing to comply with the academic and professional conduct standards of the School of Nursing. A violation has occurred when:
- A lack of professional compatibility is demonstrated when the standards described in the Louisiana Nurse Practice Act and the American Nurses Association Code of Ethics are not met
- Earning a first grade of "D", "F", or "W" in any required clinical nursing course
- There is a criminal arrest or charge in any state or foreign country

Suspension
A student, who is arrested, charged with, convicted of, pled guilty or nolo contendere to a criminal offense in any state or foreign country will be immediately suspended from all clinical nursing courses. Suspension will remain in effect until the Louisiana State Board of Nursing grants approval to continue in clinical nursing courses.

Dismissal

A student may be dismissed from the School of Nursing (and subject to University sanctions) for reasonable suspicion of any of the following:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of patient or agency records
- Falsification of Southern University at Shreveport documents
- Illegal possession, sale, use or distribution of drugs
- Illegal possession of weapons
- Theft
- Any other activity that is incompatible with professional behavior as delineated by The Louisiana Nurse Practice Act, The American Nurses Association Code of Ethics, or Southern University at Shreveport
- Earning a grade of "W", "D", or "F" in a required clinical nursing course after enrolling for the second time
- Earning two grades of "D", or "F" in the nursing curriculum
- Withdrawing from a clinical nursing course after having previously withdrawn *from* two other clinical nursing courses. Only two withdrawals are permitted in the professional component of the nursing curriculum. A student withdrawing for a third time will be dismissed from the nursing program. This policy applies only to courses following the NURS 125S: Basic Principles of Nursing course and NURS 135S: Role Transition to Professional Nursing. Students earning a first "W", "D", or "F" in Basic Principles of Nursing or Role Transition to Professional Nursing will be dismissed from the nursing program. Students are eligible to apply to the nursing program at the next regular semester in which applications are accepted. Students will be considered with all other applicants and must meet eligibility criteria.
- Continuing to demonstrate a lack of professional compatibility while on probation
- Being denied approval by the Louisiana State Board of Nursing to continue
- Failing to declare criminal charges, arrests or convictions that occur while matriculating in the program
- Deemed ineligible to continue by the Louisiana State Board of Nursing

Exceptions

Students have the right to request an exception to any of the School of Nursing policies. Letters of exception are submitted to the School of Nursing's Committee on Academic and Professional Standards. After consideration, the Committee submits its recommendation to the Nursing Faculty Organization for a final decision.

NURSING
Associate of Science Degree
Generic Track

First

Semester
Pre-Nursing

SCHE	110S	General Chemistry	3
SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	212S	General Microbiology Lecture	3
SBIO	221S	Human Anatomy and Physiology I	3
NURS	104S	The Art of Nursing Practice	2
			17

Second Semester

NURS	125S	Basic Principles of Nursing	6
SMAT	131S	Finite Math	3
BIOL	222S	Human Anatomy & Physiology II	3
SENL	102S	Freshman English II	3
			15

Third Semester

NURS	140S*	Concepts and Processes of Nursing I	4
NURS	160S*	Psychiatric Mental Health Nursing	4
SPSY	211S	Development Psychology	3
NURS	200S*	Principles of Pharmacology	2
			13

Fourth Semester

NURS	225S*	Nursing Care of the Childbearing Family	4
NURS	220S*	Nursing Care of Child	4
		Speech Elective	3
NURS	230S	Trends and Issues in Nursing	2
			13

Fifth Semester

NURS	250S*	Concepts and Processes of Nursing II	9
		Fine Arts Elective	3
			12

TOTAL CREDIT HOURS: **70**

*Denotes clinical nursing courses. These courses must be taken in sequence and cannot be entered until you have been accepted into clinicals. Science courses may not be older than five (5) years.

Advisors: Cheryl Blackshire; Bonnie Godette; Rikki Murff; Angillar Noble; Newana Williams; Delores Robinson; Brenda Jarrett

NURSING
Associate of Science
LPN-RN Track

First Semester Pre-Nursing

SCHE	110S	General Chemistry	3
SENL	101S	Freshman English I	3
SENL	102S	Freshman English II	3
SMAT	121S	Pre-Calculus Algebra	3
SMAT	131S	Finite Math	3
SBIO	212S	General Microbiology Lecture	3
SBIOL	221S	Human Anatomy & Physiology Lecture I	3
BIOL	222S	Human Anatomy & Physiology Lecture II	3
SPSY	211S	Development Psychology	<u>3</u>
			27

First Semester

NURS	135S*	Role Transition to Professional Nursing	4
NURS	200S*	Principles of Pharmacology	<u>2</u>
			6

Second Semester

NURS	225S*	Nursing Care of the Childbearing Family	4
NURS	220S*	Nursing Care of Child	4
		Speech Elective	3
NURS	230S	Trends and Issues in Nursing	<u>2</u>
			13

Third Semester

NURS	250S*	Concepts and Processes of Nursing II	9
		Fine Arts Elective	<u>3</u>
			12

* Upon successful completion of NURS 135: Role Transition to Professional Nursing, students will be awarded credit for NURS 125S: Basic Principles of Nursing (6cr.); NURS 140S: Concepts and Processes of Nursing I (4cr.); and NURS 160S: Psychiatric Mental Health Nursing (4cr.) in compliance with the Louisiana Nursing Education Articulation Model (Rev 2014).
Science courses may not be older than five (5) years.

General Education hours 33

Nursing   <u>39</u> (25 by enrollment; 14 by award)
Total   **72**

Advisors: Cheryl Blackshire; Bonnie Godette; Rikki Murff; Angillar Noble; Newana Williams; Delores Robinson; Brenda Jarrett

POLYSOMNOGRAPHIC TECHNOLOGY
Associate of Applied Science Degree
PRE-REQUISITES

SENL	101S	Freshman English I	3
SBIOL	221S	Human Anatomy & Physiology Lecture I	3
BIOL	222S	Human Anatomy & Physiology Lecture II	3
ALLH	210S	Medical Terminology I	<u>3</u>
			12

FRESHMAN YEAR

Fall Semester

PSGT	120S	Polysomnography I	4
PSGT	125S	Sleep Disorders	3
PSGT	130S	Neuroanatomy & Physiology	3
PSGT	135S	Neurophysiology of Sleep	3
PSGT	140S	Respiratory Care Procedures	<u>3</u>
			16

Spring Semester

PSGT	145S	Polysomnography Clinical I	6
PSGT	150S	Sleep Scoring and Staging	4
		*Humanities Elective	<u>3</u>
			13

Summer Semester

PSGT	155S	Polysomnography Clinical II	6
PSGT	160S	Polysomnography II	<u>3</u>
			9

SOPHOMORE YEAR

Fall Semester

PSGT	200S	Special Topics	3
PSGT	205S	Infant & Pediatric Polysomnography	3
PSGT	210S	Polysomnography Clinical III	<u>6</u>
			12

* The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following

definition and examples for the area of Humanities: (e.g., *Literature, Foreign Languages, History, Classical Studies, Communications, Philosophy, Religious Studies, Interdisciplinary*.)

Note: This program is currently pending SACSCOC approval.

Advisor: Joann Brown

RADIOLOGIC TECHNOLOGY

PROGRAM OVERVIEW

The radiography curriculum consists of general and clinical education. General education is concerned with instruction in the humanities, basic sciences, mathematics, and computer technology. The clinical course work in radiography utilizes a competency-based system and provides students with instruction in professional radiography to prepare them for an active role in the profession.

Progression in The Radiologic Technology Program

A student is allowed to progress in the Radiologic Technology Program provided competency is demonstrated in required didactic and clinical courses at the end of each semester. In order to achieve progress status and remain in good academic standing, the student must:
- Achieve a minimum grade of C (77%) in all professional courses.
- Complete physical exam and drug test.
- Maintain continuous enrollment in the Radiologic Technology curriculum sequence.
- Maintain current certification in CPR for health professionals.
- Maintain current TB screening.
-

Non-Progression in The Radiologic Technology Program

A student who does not achieve a C or better in any RADT course may not continue in the program sequence. In order to achieve progression status after failure to earn a grade of C or better in a RADT course, the student must repeat the course. A student may repeat only one course in the RADT curriculum. The students must achieve a grade of C or better in all remaining courses throughout the RADT curriculum in order to continue progression.

Readmission/Re-Entry Following Placement in Non-Progression Status

- A student who has not achieved a satisfactory grade of C or better is placed on non-progression status and must apply for re-admission to the Radiologic Technology Program.
- Complete and return an application for readmission to the Division of Allied Health Sciences with the Application Fee.
- Required to submit a letter with the application to the Program Director requesting readmission, explaining the circumstances under which one left the program, and specify actions taken to increase the potential for success in the program
- Students will be permitted to repeat only one course in the Radiologic Technology Program. Students will be allowed one readmission/re-entry.

Readmission/re-entry is not guaranteed. The Radiologic Technology Admissions Committee will evaluate all applications for readmission and make recommendations to the division chair dean of Allied Health.

Dismissal Radiologic Technology Program for Academic Reasons
A readmitted student who fails to achieve a grade of "C" or better for a repeated course will be dismissed from the program. The student may not apply for readmission nor re-enroll in the program. A student that withdraws from the program after re-entry may not apply for readmission nor re-enroll in the program.

RADIOLOGIC TECHNOLOGY
Associate of Applied Science Degree
PRE-REQUISITES

Fall Semester

SENL	101S	Freshman English I	3
CMP	101S	Introduction to Computer Concepts	3
SBIO	221S	Human Anatomy and Physiology Lecture I	3
SBIO	221LS	Human Anatomy and Physiology Lab I	1
SMAT	121S	Pre-Calculus Algebra	3
		*Behavioral Science Elective	3
FROR	120S	College Success	<u>1</u>
			17

Spring Semester

SPHY	102S	Physical Science	3
RADT	103S	Introduction to Radiology Tech I	2
SBIO	222S	Human Anatomy & Physiology Lecture II	3
SBIO	222LS	Human Anatomy & Physiology Lab II	1
		Humanities Elective	<u>3</u>
			12

FRESHMAN YEAR
Fall Semester

RADT	107S	Clinical Radiology I	3
RADT	112S	Radiology Procedures and Positioning Lecture, I	2
RADT	113S	Radiographic Procedures and Positioning Lab I	<u>1</u>
			6

Spring Semester

RADT	117S	Clinical Radiography II	3
RADT	118S	Radiography Exposure I Lecture	2
RADT	119S	Radiography Exposure I Lab	1
RADT	122S	Radiography Procedures and Positioning Lecture II	2
RADT	123S	Radiographic Procedures and Positioning Lab II	<u>1</u>
			9

Summer Semester

RADT	265S	Level I Review	1

RADT	135S	Clinical Radiography III	2
MLTC	100S	Phlebotomy Workshop	<u>1</u>
			4

SOPHOMORE YEAR

Fall Semester

RADT	200S	Radiologic Physics	2
RADT	215S	Exposure II	2
RADT	232S	Radiographic Procedures and Positioning III	2
RADT	233S	Radiography Procedures and Positioning Lab III	1
RADT	207S	Clinical Radiography IV	<u>3</u>
			10

Spring Semester

RADT	220S	Radiation Biology and Protection	2
RADT	235S	Equipment Operations and Maintenance	2
RADT	237S	Clinical Radiographic V	3
RADT	244S	Radiographic Pathology Image Critique	2
RADT	255S	Radiography Seminar I	<u>2</u>
			11

Summer Semester

RADT	260S	Radiography Seminar II	2
RADT	257S	Clinical Radiography VI	<u>1</u>
			3

TOTAL CREDIT HOURS: **72**

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Humanities: (e.g., Literature, Foreign Languages, History, Classical Studies, Communications, Philosophy, Religious Studies, and Interdisciplinary.)

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Social Science: (e.g., Anthropology, Criminal Justice, Economics, Geography, International Studies, Interdisciplinary, Political Science).

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Behavioral Science: (e.g., Psychology, Sociology).

 Advisors: Shelia Swift; Daphne Thibeaux; Yvonne Williams; Benita Lawrence

RESPIRATORY THERAPY

The Respiratory Therapy Program at Southern University at Shreveport is designed so students can complete the professional courses within a 2-year period. Students gains hands on experience at hospitals, specialty areas in addition to classroom and laboratory training. Professional courses will focus on preparing students to provide respiratory care services in general, critical care, and long-term care. Graduates of the program can become Registered Respiratory Therapists (RRT) by passing the Therapist Multiple Choice (TMC) Examination and the Clinical Simulation Examination (CSE).

Program Admission Requirements
- Meet the general admissions criteria of the University
- Complete an application for admission along with an application fee.
- Official transcripts from other colleges or universities attended.
- Achieve an overall cumulative GPA of 2.5 or higher in previous college course work and currently be in good academic standing without academic probation or suspension.
- Pass a criminal background check submitted through the Respiratory Therapy Program.
- Must have receive an official acceptance letter into the clinical program.

Program Progression
- Maintain continuous enrollment in the Respiratory Therapy curriculum sequence
- Achieve a minimum grade of "C" in all professional courses
- Maintain current certification in CPR for health professionals
- Provide a negative background check
- Successfully complete the Respiratory Therapy Exit Examination at the end of first year course work. Students with less than successful completion will be remediated and allowed one (1) retake.

Non-Progression in the Respiratory Therapy Program
A student who does not achieve a C or better in any Respiratory Therapy course may not continue in the program sequence. In order to achieve progression status after failure to earn a grade of C or better in a Respiratory Therapy course, the course can be repeated. The students must achieve a grade of C or better in all remaining courses throughout the program's curriculum in order to continue progression.

RESPIRATORY THERAPY
Associate of Applied Science Degree
PRE-REQUISITES

Fall Semester

SBIO	221S	Human Anatomy & Physiology Lecture I	3
SBIO	221LS	Human Anatomy & Physiology Lab I	3
SENL	110S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	212S	General Microbiology Lecture	3
SBIO	212LS	General Microbiology Lab I	<u>1</u>
			14

Spring Semester

BIOL	222S	Human Anatomy & Physiology Lecture II	3
BIOL	222LS	Human Anatomy & Physiology Lab II	1
SPHY	102S	Physical Science	3
SCHE	110S	General Chemistry Lecture	3
SCHE	110LS	General Chemistry Lab	3
		*Social/Behavioral Science Elective	<u>3</u>
			14

FRESHMAN YEAR

Fall Semester

RESP	103S	Cardiopulmonary Physiology	2
RESP	104S	Fundamental of Respiratory	4
RESP	109S	Clinical Application and Procedures I	3
RESP	119S	Pharmacology	<u>2</u>
			11

Spring Semester

RESP	121S	Critical Care Concept I	3
RESP	123S	Clinical Application and Procedures II	3
RESP	129S	Pulmonary Disease I	<u>2</u>
			8

Summer Semester

RESP	130S	Entry Level Review	1
RESP	240S	Diagnostic Procedure	2
RESP	139S	Pulmonary Disease II	1
		*Humanities Elective	<u>3</u>
			7

Fall Semester

RESP	218S	Advance Pharmacology	1
RESP	226S	Clinical Application and Procedures III	3
RESP	231S	Critical Care Concept II	3
RESP	235S	Neonatology and Pediatrics	3
RESP	256S	Advanced Cardiopulmonary Physiology	2
			12

Spring Semester

RESP	230S	Respiratory Care Topics	1
RESP	262S	Clinical Application and Procedures IV	3
RESP	276S	Advanced Review	2
			6

TOTAL CREDIT HOURS: **72**

Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Social Science: (e.g., Anthropology, Criminal Justice, Economics, Geography, International Studies, Interdisciplinary, Political Science).

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Behavioral Science: (e.g., Psychology, Sociology).

Advisors: Claudine Matthews; Jonathan Holt; Contika Davis

STERILE PROCESSING TECHNICIAN

The Sterile Processing Technician Program of Southern University at Shreveport offers a Certificate of Technical Studies (CTS) which prepares students for careers in sterile processing as well as Materials Management and Distribution in health care industries. Dedicated to excellence in sterile processing and distribution education, the program promotes an environment which fosters the development of a sterile conscience required to safely care for surgical patients, critical thinking, cooperation, teamwork and professionalism; along with technical skills necessary to provide vital support to all patient care areas served by the Central Sterile Processing Management and Distribution Department. The Sterile Processing Technician graduate will have received classroom instructions as well as hands- on training in the university lab, hospital operating room suites, instrument rooms, and central service departments. The program prepares the student to take the National Certification Exam and become a Certified Registered Sterile Processing Technician (CRST).

Program Objectives
Upon completion of this program, the sterile processing technician will be able to:
- Decontaminate, inspect, assemble, process, and sterilize surgical instruments and trays
- Maintain documentation required by the accrediting agencies for quality control.
- Inspect, maintain, deliver and retrieve equipment and instruments for the surgery suite
- Function in the emergency room, intensive care units, and other departments
- Perform elementary computer procedures as they apply to equipment, supply tracking, ordering and preference/pick list generation.
- Discuss basic inventory control concepts.
- Demonstrate knowledge of medical and surgical instrumentation, supplies, and equipment in various specialties
- Use good communication skills utilizing appropriate medical terminology.
- Maintain a professional deportment in responding quickly and accurately to urgent hospital departmental requests.
- Log a minimum of 400 hours of Central Service Technician clinical hands-on experience.

Prepare to take the National Certification exam from IACSHM and be a *Certified Registered Central Service Technician (CRCST)*.

STERILE PROCESSING TECHNICIAN
Certificate of Technical Studies

Fall Semester

SPDT	100S	Introduction to Central Services	4
SPDT	104S	Surgical Instruments	4
SPDT	110S	Introduction to Sterile Processing and Distribution	<u>4</u>
			12

Spring Semester

SPDT	200S	Sterile Processing, Distribution and Material Management	2
SPDT	210S	Sterile Processing Practicum	10
SPDT	221S	Central Sterile Processing Review	<u>3</u>
			15

TOTAL CREDIT HOURS: **27**

SURGICAL TECHNOLOGY

Surgical Technology is a Department in the Allied Health Sciences and Nursing Division of Southern University at Shreveport. The program offers an Associate of Applied Science Degree in Surgical Technology. It is accredited by the Commission on Accreditation of Allied Health Education (CAAHEP) Through the recommendation of the Accreditation Review Council on Surgical Technology and Surgical Assisting (ARC/STSA).
Accreditation Contact:

Commission on Accreditation of Allied Health Education Programs, (CAAHEP)
25400 US Highway 19 N Ste 158, Clearwater, FL 33763 · (727) 210-2350
Accreditation Review Council on Surgical Technology and Surgical Assisting. (ARC/STSA)
6 W. Dry Creek Circle, Suite #110
Littleton, CO 80120 - Phone: 303-694-9262

Surgical Technologists are an integral part of the surgical team which include the surgeon, the anesthesiologist, physician and non-physician surgical assistant(s), and the circulator who is usually a nurse. Although surgical technologists operate primarily in surgical settings, they also function in a variety of areas where aseptic/sterile techniques are of vital importance; as well as environments where expert knowledge of surgical and biomedical instruments, supplies and equipment is essential. Areas of employment include but are not limited to: surgery departments, central supply management, trauma centers, labor and delivery, teaching, as well as surgical instruments, supplies and equipment sales reps. Certified Surgical Technologists with further experience may become Certified Surgical First Assistants by pursuing advanced training and meeting the eligibility requirements to sit for the National Certification by the National Board on Surgical Technology and Surgical Assistants (NBSTSA).

Candidates for Surgical Technology may register for Pre-Surgical Technology courses each fall and spring. Students who complete these courses with a minimum of a "C" grade may apply for admission in the Surgical Technology Program and start clinical January and June of each year with projected completion in August of the following year. Candidates are advised to complete a minimum of three credit hours in English, Medical Technology, and one course of Human Anatomy and Physiology lecture and lab. Admission in clinical may be limited by clinical space availability. All clinical sites have health requirements including immunizations, and criminal background search. The University provides Risk Management Insurance for all clinical students while performing their training duties in clinical. This insurance does not cover students' personal injuries or infection exposure during clinical practice. All clinical students are expected to have their own health insurance in case of injury or exposure.

Program completion
The students must successfully pass a comprehensive Exit *Exam* prior to sitting for the National Certification Exam. Although it is not required that students pass the National Certification Exam to graduate, all students must take the National Exam given by The National Board on Surgical Technology and Surgical Assisting (NBSTSA) in accordance with the Accreditation Committee on Surgical Technology and Surgical Assisting requirements. Students who are successful on the National Certification Exam for Surgical Technology obtain

the credential of Certified Surgical Technologist (CST).

Tutoring is available at any level to help students succeed. It is the responsibility of students to schedule individual or group tutoring timely as needed by contacting the Department Chair. To progress, students must complete and pass courses in each level of the program. Students must successfully complete all program course requirements, including General Education (evidence required) courses prior to sitting for the Surgical Technology Program exit exam. Students will be given the exit exam at the end of the second Summer term.

- Students must pass the exit exam with a 70% average or better. Students must take the exam within thirty (30) days of program completion.
- Students who re unsuccessful in passing the exit exam on the first attempt will be given an "I" grade and required to attend remediation sessions provided by program faculty
- In the interim period between the end of the summer semester and final date of remove the "I" grade, the student will be given opportunities to retake the Exit Exam a total of three (3) times in 30 (thirty) day increments. Failure to remove an "I" letter grade by the required academic calendar date, will result in failure of the course. The student must register and repeat the course.

The Surgical Technology curriculum courses are designed to meet the guidelines of the Core Curriculum for Surgical Technology; 6th Edition established by the Association of Surgical Technology (AST).

Clinical Case Requirements
   I.   The Surgical Technology Program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency. To meet this requirement, the Program will rotate the student in general surgery and various surgical specialty cases.
  II.   **Students must complete a minimum of 120 cases as delineated below.**
      A. General Surgery Cases
         Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
      B. **Specialty Cases**
         1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
         a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
            (1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
            (2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

C. **Optional Surgical Specialties**

1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10   diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases

a. Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.

b. Vaginal delivery cases must be documented in the category of "Labor & Delivery''   rather than in the OB/GYN specialty.

D. Case experience in the Second Scrub Role is not mandatory.

E. Observation cases must be documented, but do not count towards the 120 required cases.

F. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.I.A. above).

Note: Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure - one case.

Admission Policy

All students who successfully complete pre-surgical technology courses and required general education courses are eligible for admission. Each spring and summer semesters, program admission is provided to students who successfully complete pre-requisite surgical technology courses with a minimum of a "C" grade, and meet affiliate clinical background and health requirements. Admission in pre-requisite surgical technology courses are closely monitored to ensure availability of enough clinical slots to provide students with quality hands-on experience.

Transfer Students

In accordance with university policy, students who have been enrolled at another institution must report official transcripts from each college or university previously attended. The Registrar of Southern University at Shreveport will evaluate all previous work done by the student at other institutions. Transfer credit may be given for those courses taken at accredited institutions provided that the courses fall within the scope of approved curriculums. Acceptability of non- equivalent surgical technology courses is subject to the approval of the department chair and the Dean of the Allied Health Division.

Transfer students with a national certificate credential in Surgical Technology (CST) may apply for acceptance into the Surgical Technology program. Applicants must provide official transcripts from all university(s) attended, verification of CST credentials, actively involved in the profession, and meet all university admission requirements and meet residency requirements.

Progression in The Surgical Technology Program

A student is allowed to progress in the Surgical Technology Program provided competency is demonstrated in required didactic and clinical courses at the end of each semester. In order

to achieve progress status and remain in good academic standing, the student must:

- Achieve a minimum grade of "C" in all professional courses
- Maintain the attendance and professional conduct requirements of the program and the clinical sites
- Maintain continuous enrollment in the Surgical Technology curriculum sequence
- Maintain current certification in CPR for health professionals when in clinical
- Maintain current TB screening

Non-Progression

A student who does not achieve a "C" or better in any Surgical Technology courses may not continue in the program sequence. In order to achieve progression status after failure to earn a grade of "C" or better in a SURG course, the student must repeat the course.

Readmission/Re-Entry Following Placement in Non-Progression Status

A student who has not achieved a satisfactory grade of "C" or better is placed on non-progression status and must apply for re-admission to the Surgical Technology Program. A student re-admitted to the Program will be required to comply with the current curriculum. Readmission/re-entry will be subject to space availability. A re-entry student must meet with the Program Director to determine the student's status and clinical placement. A student may have to provide documented proof of clinical hands-on practicum within two regular semesters (fall & spring) prior to program completion.

Dismissal from Surgical Technology Program for Academic Reasons

A readmitted student who fails to achieve a grade of "C" or better for a repeated course will be dismissed from the program. The student may not apply for readmission nor re-enroll in the program. A student that withdraws from the program after re-entry may not apply for readmission nor re-enroll in the program.

Surgical Technology Program Dismissal for Clinical Reasons

A student who engages in behavior in the clinical area which negatively affects a patient's safety, violates a patient's confidentiality, or fails to adhere to program and hospital policies may be recommended for dismissal.

SURGICAL TECHNOLOGY
Associate of Applied Science Degree
FRESHMAN YEAR

Fall Semester

SENL	110S	Freshman English I	3
ALLH	210S	Medical Terminology	3
SBIO	221S	Human Anatomy & Physiology Lecture I	3
SBIO	221LS	Human Anatomy & Physiology Lab I	1
MATH	133S	Algebra for College Students	3
		Social/Behavioral Science Elective	<u>3</u>
			16

Spring Semester

BIOL	222S	Human Anatomy & Physiology Lecture II	3
BIOL	222LS	Human Anatomy & Physiology Lab II	1
SURG	101S	Introduction to Surgical Technology	2
SURG	103S	Introduction to Surgical Tech Practice	3
ALLH	112S	Pathology	3
ALLH	124S	Perioperative Pharmacology &Anesthesia	3
			15

Summer Semester

SURG	119S	Procedures I	3
SURG	105S	Surgical Tech Practicum	4
SURG	116S	Surgical Techniques	3
			10

SOPHOMORE YEAR

Fall Semester

SURG	221S	Surgical Procedures II	3
SURG	222S	Surgical Tech Practicum II	6
SURG	223S	Personal and Professional Development	3
			12

Spring Semester

SURG	114S	Biomedical Sciences	1
SURG	225S	Surgical Procedures III	3
SURG	226S	Surgical Tech Practicum III	6
ALLH	120S	Fundamental Science Review	3
			13

Summer Semester

SURG	234S	National Exam Review	3
		*Humanities Elective	3
			6

TOTAL CREDIT HOURS: **72**

Advisors: Didaciane Keys; Debra Ross; Phillip Swift

THE DIVISION OF BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

In accordance with SUSLA's mission statement, the Division of Business, Science, Technology, Engineering and Mathematics prepares students through rigorous and relevant content, to be productive and successful citizens by developing a strong work ethic and high-level critical thinking skills needed to solve challenges in whatever career pathway chosen.

BSTEM's vision is to provide a challenging learning environment in Business, Science, Technology, Engineering and Mathematics, which maximizes individual potential and ensures students are well-equipped to meet the challenges in the world we live in today and tomorrow.

Associate Degrees
Accounting
Business Management
Computer Science (Scientific Option)
Computer Science (Business Option)

General Studies
Business Administration Concentration
Biology Concentration
Chemistry Concentration
Science/Pre-Allied Health Concentration
Pre-Engineering/Pre-Physics Concentration

Louisiana Transfer
Biological Sciences
General Business
Physical Science Concentration

Certificates
Accounting Technology Clerk
Administration Technology Specialist
Computer Information Systems
Computer Networking Technology
Web Development

Technical Diploma
Airframe and Power plant Maintenance Technology

ACCOUNTING
Associate of Science Degree

FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
BIO	103S	General Biology Lecture I **or**	
SCHE	110S	General Chemistry Lecture I	3
SBIO	103LS	General Biology Lab I **or**	
SCHE	110LS	General Chemistry Lab I	1
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
ACCT	160S	Introduction to Accounting	3
FROR	120S	College Success	<u>1</u>
			17

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Finite Math	3
CMPS	101S	Introduction to Computer Concepts **or**	
CMPS	215S	Business Applications	3
MGMT	200S	Introduction to Business	3
ACCT	200S	Financial Accounting	<u>3</u>
			15

SOPHOMORE YEAR

Fall Semester

SECO	222S	Microeconomics	3
SPHY	102S	Physical Science I	3
ACCT	203S	Managerial Accounting	3
ACCT	220S	Computerized Accounting	3
SSPN	101S	Elementary Spanish I	<u>3</u>
			15

Spring Semester

SACC	261S	Tax Accounting	3
SACC	271S	Intermediate Accounting	3
BUST	299S	Business Internship	3
MGMT	201S	Principles of Management	3
MGMT	243S	Legal Environment of Business	<u>3</u>
			15

TOTAL CREDIT HOURS: **62**

Advisors: Regina Webb, Aylwin Holmon; George Lewis, III

BUSINESS MANAGEMENT
Associate of Science Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	103S	General Biology Lecture I	3
SBIO	103LS	General Biology Lab I	1
ACCT	202S	Financial Accounting	3
CMPS	101S	Computer Concepts	3
FROR	120S	College Success	1
			17

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Plane Trigonometry **or**	
SMAT	131S	Finite Math	3
ACCT	203S	Managerial Accounting	3
MGMT	200S	Introduction to Business **or**	
MGMT	240S	Fundamentals of Entrepreneurship	3
MGMT	201S	Principles of Management	3
			15

SOPHOMORE YEAR

Fall Semester

SPHY	120S	Physical Science I	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
MGMT	243S	Legal Environment for Business	3
SSPN	101S	Foreign Language	3
SECO	221S	Macroeconomics	3
			15

Spring Semester

BUST	261S	Business Communication and Professional Development	3
MGMT	283S	Business Statistics	3
SECO	222S	Microeconomics	3
MGMT	273S	Business Finance	3
BUST	299S	Business Internship	3
			15

TOTAL CREDIT HOURS: **62**

Advisors: Regina Webb, Aylwin Holmon; George Lewis, III

COMPUTER SCIENCE
Associate of Science Degree
(Scientific Concentration)
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
CMPS		Approved Elective	3
CMPS	140S	Structured Programming	3
FROR	120S	College Success	1
			13

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Trigonometry	3
CMPS	150S	Python	3
SBIO	103S	General Biology Lecture	3
SBIO	103LS	General Biology Lab	1
CMPS	293S	Intro to C ++ Programming	3
			16

SOPHOMORE YEAR

Fall Semester

SMAT	211S	Analytic Geometry and Calculus II	4
CMPS		Approved Elective	3
SCOM	201S	Public Speaking	3
		Fine Arts Elective	3
CMPS/CNET		Elective	3
			16

Spring Semester

CMPS	240S	Data Structures	3
CMPS/CNET		Elective	3
SSOC	201S	Intro to Sociology **or**	
SPSY	201S	General Psychology	3
CMPS	250S	Discrete Structures	3
		Natural Sciences Elective	3
			15

TOTAL CREDIT HOURS: **60**

Advisor: Breunka Moon; Dr. Iris Champion

COMPUTER SCIENCE
Associate of Science Degree
(Business Option)
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
CMPS		Approved Elective	3
CMPS	140S	Structured Programming	3
FROR	120S	College Success	1
			13

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Trigonometry	3
CMPS	215S	Business Application	3
CMPS	293S	Intro to C ++ Programming	3
SBIO	103S	General Biology Lecture	3
SBIO	103LS	General Biology Lab	1
			16

SOPHOMORE YEAR

Fall Semester

SMAT	211S	Analytic Geometry and Calculus II	4
CMPS		Approved Elective	3
SPCH	200S	Public Speaking	3
		Fine Arts Elective	3
CMPS/CWEB /CISC		Approved Elective	3
			16

Spring Semester

CMPS	240S	Data Structures	3
CMPS	296S	Programming Using JAVA	3
SSOC	201S	Intro to Sociology **or**	
SPSY	201S	General Psychology	3
CMPS/CWEB /CISC		Approved Elective	3
		Natural Sciences Elective	3

TOTAL CREDIT HOURS: **60**

Advisor: Breunka Moon; Dr. Iris Champion

BUSINESS ADMINISTRATION CONCENTRATION

Associate of General Studies Degree

FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	103S	General Biology Lecture I **or**	
SPHY	102S	Physical Science I	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
MGMT	200S	Introduction to Business	3
FROR	120S	College Success	<u>1</u>
			16

Spring Semester

SENL	102S	Freshman English II	3
SBIO	104S	General Biology Lecture II **or**	
SPHY	103S	Physical Science II	3
SPSY	201S	General Psychology	3
MGMT	201S	Principles of Management	3
SCOM	201S	Public Speaking	<u>3</u>
			15

SOPHOMORE YEAR

Fall Semester

MGMT	250S	Principles of Marketing	
SENL	216S	American Literature **or**	3
SHIS	201S	American History **or**	
SHIS	216S	History of Western Civilization	3
ACCT	202S	Financial Accounting	3
BUST	261S	Business Comm. & Professional Dev.	3
MCPS	101S	Introduction to Computer Concepts **or**	
CMPS	215S	Business Application	<u>3</u>
			15

Spring Semester

SSOC	201S	Introduction to Sociology	3
MGMT	243S	Legal Environment of Business	3
MGMT	283S	Business Statistics	3
ACCT	203S	Managerial Accounting	3
BUST	299S	Business Internship	<u>3</u>
			15

TOTAL CREDIT HOURS: **61**

Advisors: Regina Webb, Aylwin Holmon; George Lewis, II

ASSOCIATE OF GENERAL STUDIES
Biology Concentration
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	103S	General Biology Lecture I	3
SBIO	103LS	General Biology Lab I	1
SHIS	201S	American History	3
FROR	120S	College Success	<u>1</u>
			14

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Plane Trigonometry	3
SBIO	104S	General Biology Lecture II	3
SBIO	104SL	General Biology Lab II	1
CMPS	101S	Intro to Computer Concepts	3
SHIS	202S	American History	<u>3</u>
			16

SOPHOMORE YEAR

Fall Semester

SCHEM	110S	General Chemistry Lecture I	3
SCHE	130L	General Chemistry Lab I	1
SBIO	221S	Human Anatomy and Physiology Lecture I	3
SBIO	221LS	Human Anatomy and Physiology Lab I	1
SBIO	212S	Microbiology	3
SBIO	212LS	Microbiology Lab	1
ENGL	210S	English Literature	<u>3</u>
			15

Spring Semester

BIOL	222S	Human Anatomy & Physiology Lecture II	3
BIOL	222LS	Human Anatomy & Physiology Lab II	1
BIOL	215S	Nutrition	3
SSOC	201S	Intro to Sociology	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
SPSY	201S	General Psychology	<u>3</u>

TOTAL CREDIT HOURS: **61**
Advisor: John Alak; Barry Hester; Joseph Orban; Ilko Iliev; and Ken Anyanechi

ASSOCIATE OF GENERAL STUDIES
SCIENCE/PRE-ALLIED HEALTH CONCENTRATION
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	103S	General Biology Lecture I	3
SBIO	103LS	General Biology Lab I	1
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
SHIS	201S	American History	3
FROR	120S	College Success	<u>1</u>
			17

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Plane Trigonometry	3
SBIO	104S	General Biology Lecture II	3
SBIO	104LS	General Biology Lab II	1
SPSY	201S	General Psychology	<u>3</u>
			13

SOPHOMORE YEAR

Fall Semester

SPHY	102S	Physical Science I	3
ENGL	201S	English Literature	3
SCHE	110S	General Chemistry	3
SCHE	110LS	General Chemistry Lab	1
SBIO	221S	Human Anatomy & Physiology Lecture	3
SBIO	221S	Human Anatomy & Physiology Lab	1
CMPS	101S	Intro to Computer Concepts	<u>3</u>
			17

Spring Semester

SPHY	103S	Physical Science Lecture	3
SCHE	113S	General Chemistry II	3
SCHE	113LS	General Chemistry Lab II	1
BIOL	222S	Human Anatomy & Physiology Lecture	3
BIOL	222LS	Human Anatomy & Physiology Lab	1
SSOC	201S	Intro to Sociology	<u>3</u>

14

TOTAL CREDIT HOURS: **61**

Advisor: John Alak; Barry Hester; Joseph Orban; Ilko Iliev; and Ken Anyanechi

CHEMISTRY CONCENTRATION
Associate of General Studies Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	103S	General Biology Lecture I	3
SBIO	103LS	General Biology Lab I	1
SCHE	132S	General Chemistry Lecture I	3
SCHE	132LS	General Chemistry Lab I	1
FROR	120S	College Success	<u>1</u>
			15

Spring Semester

SENL	102S	Freshman English II	3
SBIO	104S	General Biology Lecture II	3
SBIO	104SL	General Biology Lab II	1
CMPS	212S	Introduction to Computer Concepts	3
SCHE	133S	Inorganic & Equilibrium Chemistry Lect. I	3
SCHE	133LS	Inorganic and Equilibrium Chemistry Lab I	<u>1</u>
			14

SOPHOMORE YEAR

Fall Semester

SENL	216S	American Literature	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
SCHE	221S	Organic Chemistry Lecture I	3
SCHE	221LS	Organic Chemistry Lab I	1
SCOM	201S	Public Speaking	3
SPSY	201S	General Psychology	<u>3</u>
			16

Spring Semester

SCHE	222S	Organic Chemistry Lecture II	3
SCHE	222LS	Organic Chemistry Lab II	1
SSOC	201S	Introduction to Sociology	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3

		Chemistry Elective	3
		Free Elective	<u>3</u>
			16

TOTAL CREDIT HOURS: **61**

Advisor: Barry Hester and Shirley E. Vides

SCIENCE/PRE-ALLIED HEALTH CONCENTRATION

Associate of General Studies Degree

FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	103S	General Biology Lecture I	3
SBIO	103LS	General Biology Lab I	1
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
SHIS	201S	American History	3
FROR	120S	College Success	<u>1</u>
			17

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Plane Trigonometry	3
SBIO	104S	General Biology Lecture II	3
SBIO	104LS	General Biology Lab II	1
SPSY	201S	General Psychology	3
SSOC	201S	Introduction to Sociology	<u>3</u>
			16

SOPHOMORE YEAR

Fall Semester

ENGL	201S	English Literature	3
SPHY	102S	Physical Science I	3
SCHE	110S	General Chemistry Lecture I	3
SCHE	110LS	General Chemistry Lab	1
SBIO	221S	Human Anatomy & Physiology Lecture	3
SBIO	221S	Human Anatomy & Physiology Lab	1
CMPS	101S	Intro to Computer Concepts	<u>3</u>
			17

Spring Semester

SCHE	113S	General Chemistry II	3
SCHE	113LS	General Chemistry Lab II	1
BIOL	222S	Human Anatomy & Physiology II	3
BIOL	222LS	Human Anatomy & Physiology Lab II	1

| | | Free Elective | 3 |
| | | | **11** |

TOTAL CREDIT HOURS: **61**

PRE-ENGINEERING/PRE-PHYSICS CONCENTRATION
Associate of General Studies Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SCHE	132S	General Chemistry Lecture I	3
SCHE	132LS	General Chemistry Lab I	1
CMPS	101S	Introduction to Computer Concepts	3
ENGR	101S	Engineering Orientation	1
FROR	120S	College Success	1
			15

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Plane Trigonometry	3
SCHE	133S	Inorganic & Equilibrium Chemistry Lecture I	3
SCHE	133LS	Inorganic and Equilibrium Chemistry Lab I	1
ENGR	112S	Engineering Drawing	3
SCOM	201S	Public Speaking	3
			16

SOPHOMORE YEAR

Fall Semester

SHIS	202S	American History **or**	
SHIS	102S	History of Western Civilization	3
SMAT	221S	Analytic Geometry and Calculus I	4
SPHY	102S	General Physics Lecture & Lab I	5
MUSC	200S	Enjoyment of Music	3
ENGR	120S	Engineering Graphics	3
			18

Spring Semester

SMAT	212S	Analytic Geometry and Calculus II	4
SPHY	103S	General Physics Lecture and Lab II	5
SPSY	201S	General Psychology	3
ENGR	224S	Engineering Mechanics I	3

			15

TOTAL CREDIT HOURS: **64**

Advisor: Tracie Reed

BIOLOGICAL SCIENCES CONCENTRATION
Louisiana Transfer Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	103S	General Biology Lecture I	3
SBIO	103LS	General Biology Lab I	1
SFIA	101S	Understanding the Arts **or**	
MUSC	201S	Enjoyment of Music	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	<u>3</u>
			16

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Plane Trigonometry	3
SBIO	104S	General Biology Lecture II	3
SBIO	104SL	General Biology Lab II	1
SBIO	212S	General Microbiology Lecture	3
SBIO	212LS	General Microbiology Lecture Lab	<u>1</u>
			14

SOPHOMORE YEAR

Fall Semester

SCHE	110S	General Chemistry Lecture I	3
SCHE	130L	General Chemistry Lab I	1
SENL	216S	American Literature	3
SMAT	131S	Finite Mathematics	3
SBIO	221S	Human Anatomy and Physiology Lecture I	3
SBIO	221LS	Human Anatomy and Physiology Lab I	1
SPOL	201S	American Government	<u>3</u>
			17

Spring Semester

BIOL	222S	Human Anatomy & Physiology Lecture II	3
BIOL	222LS	Human Anatomy & Physiology Lab II	1
SMAT	130S	Introduction to Probability and Statistics	3
SPOL	211S	State and Local Government	3

SHIS	202S	American History **or**	
SHIS	102S	History of Western Civilization	<u>3</u>
			13

TOTAL CREDIT HOURS: **60**

Advisor: John Alak; Barbara Hollis; Joseph Orban; Georgia Brown; Ilko Ilie

GENERAL BUSINESS
Louisiana Transfer Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	101S	Biology for Non-Science Majors	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
SCOM	201S	Public Speaking **or**	
SCOM	221S	Interpersonal Communication	<u>3</u>
			15

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Finite Math	3
SBIO	102S	Physical Science I	3
SHIS	202S	American History **or**	
SHIS	102S	History of Western Civilization	3
SPSY	201S	General Psychology **or**	
SSOC	201S	Introduction to Sociology	<u>3</u>
			15

SOPHOMORE YEAR

Fall Semester

SECO	222S	Microeconomics	3
SPHYS	102S	Physical Science I	3
ACCT	203S	Managerial Accounting	3
ACCT	220S	Computerized Accounting	3
SPN	101S	Elementary Spanish I	<u>3</u>
			15

Spring Semester

SECO	222S	Microeconomics	3
CMPS	215S	Business Applications	3
ACCT	203S	Managerial Accounting	3
MGMT	250S	Principles of Marketing	3
SFIA	101S	Understanding the Arts **or**	

MUSC	200S	Enjoyment of Music	3
			15

TOTAL CREDIT HOURS: **60**

Advisors: Regina Webb, Aylwin Holmon; George Lewis, III

PHYSICAL SCIENCES CONCENTRATION

Louisiana Transfer Degree

FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SBIO	103S	General Biology Lecture I	3
SBIO	103LS	General Biology Lab I	1
SMAT	211S	Analytical Geometry and Calculus I	4
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
			14

Spring Semester

SENL	102S	Freshman English II	3
SBIO	104S	General Biology Lecture II	3
SBIO	104LS	General Biology Lab II	1
SMAT	212S	Analytical Geometry and Calculus II	4
SHIS	202S	American History **or**	
SHIS	101S	History of Western Civilization	3
			14

SOPHOMORE YEAR

Fall Semester

SBIO	212S	General Microbiology Lecture	3
SCHE	132S	General Chemistry Lecture I	3
SCHE	132LS	General Chemistry Lab I	1
SPHY	213S	General Physics Lecture & Lab I	5
SENL	216S	American Literature	3
SPOL	211S	American Government	3
			18

Spring Semester

SCHE	133S	Inorganic and Equilibrium Chemistry Lecture	3
SCHE	133LS	Inorganic and Equilibrium Chemistry Lab	1
SPHY	214S	General Physics Lecture & Lab II	5
SSOC	201S	Introduction to Sociology	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
			15

TOTAL CREDIT HOURS: **61**

  Advisor: Tracie Reed

ACCOUNTING TECHNOLOGY CLERK
Certificate of Technical Studies

Fall Semester

ACCT	202S	Financial Accounting	3
BUST	261S	Business Communications and Professional Development	3
CMPS	215S	Business Applications	3
BUST	250S	Customer Service	3
			12

Spring Semester

ACCT	203S	Managerial Accounting	3
ACCT	220S	Computerized Accounting	3
OSBT	140S	Business Mathematics	3
BUST	299S	Business Internship	3
			12

TOTAL CREDIT HOURS: **24**

  Advisors: Regina Webb, Aylwin Holmon; George Lewis, III

ADMINISTRATIVE TECHNOLOGY SPECIALIST
Certificate of Technical Studies

Fall Semester

OSBT	115S	Document Formatting and Production	3
PSBT	120S	Keyboard Skill Building	3
CMPS	215S	Business Applications	3
OSBT	125S	Personal and Professional Development	1
OSBT	130S	Records and Data Base Management	3
OSBT	135S	Mechanics of Communications	3
			16

Spring Semester

OSBT	140S	Business Mathematics	3
OSBT	145S	Machine Transcription	3
OSBT	150S	Desktop Publishing	3
ACCT	220S	Computerized Accounting	3
OSBT	155S	Administrative Office Procedures	3

| OSBT | 160S | Supervised Work Experience | 2 |
| | | | **17** |

TOTAL CREDIT HOURS   **33**

Advisors: Regina Webb, Aylwin Holmon; George Lewis, III

COMPUTER INFORMATION SYSTEMS
Certificate of Applied Science

Fall Semester

SENL	101S	Freshman English I	3
SPHY	102S	Physical Science I	3
CICS	210S	Information Systems **or**	
CMPS	290S	Systems Analysis and Design	3
MGMT	200S	Introduction to Business	3
CIS/CWEB/ CMPS		Elective	3
			15

Spring Semester

CISC	240S	Database Applications	3
SMAT	121S	Pre-Calculus Algebra	3
CISC	199S	TOPICS	3
CIS/CWEB/ CMPS		Elective	3
			12

TOTAL CREDIT HOURS: **27**

COMPUTER NETWORKING TECHNOLOGY
Certificate of Technical Studies

Program Highlights

- Though some of the material is vendor specific, the underlying concepts and theory are based on common industry standards.
- Security courses have been added covering the concepts, theories and skills needed for today's networking professional.
- Courses are aligned with industry certification exams that are in current demand. Gaining an industry certification is beneficial for students seeking entry level jobs and for working professionals seeking career advancements.

Industry Certification Exam	Aligned Courses
CompTIA A+	CNET 145S and CNET 156S
Cisco CCENT and CompTIA Network+	CNET 180S and CNET 185S
CompTIA Security+	CNET 110S and CNET 130S

Fall Semester

CNET	110S	Introduction to Cyber Security	3
CNET	145S	Computer System Maintenance (TERM A)	3
CNET	156S	Support Client Operating System (TERM B)	3
CNET	191S	CNET Practicum/Cooperative Education I	<u>3</u>
			12

Spring Semester

CNET	130S	Cybersecurity Essentials	3
CNET	180S	Introduction of Networking (TERM A)	4
CNET	185S	Routing and Switching Essentials (TERM B)	4
CNET	220S	Certification Review	<u>3</u>
			14

TOTAL CREDIT HOURS: **26**

WEB DEVELOPMENT PROGRAM
Certificate of Applied Science

Fall Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
CWEB	110S	Introduction to Web Page Design-HTML	3
CWEB/CMPS		Elective	3
CWEB/CMPS		Elective	<u>3</u>
			15

Spring Semester

CWEB	130S	Multi Media Literacy	3
CWEB	210S	Advanced Web Page Design-HTML II	3
CWEB/CMPS		Elective	3

SBIO	103S	General Biology Lecture I **or**	
SPHY	102S	Physical Science I	<u>3</u>
			12

TOTAL CREDIT HOURS: **27**

AIRFRAME AND POWERPLANT MAINTENANCE TECHNOLOGY
Technical Diploma
FRESHMAN YEAR

Fall Semester

AMTG	101S	Basic Electricity	3
AMTG	102S	Aviation Regulations	1
AMTG	104S	Fluids, Lines and Fittings	1
AMTG	105S	Material and Processes	3
AMTG	106S	Ground Operations and Servicing	3
AMTG	108S	Aircraft Drawings	1
PHYS	103S	Technical Physics	<u>3</u>
			15

Spring Semester

AMTA	201S	Wood, Coverings, and Finishes	2
AMTA	202S	Sheet Metal and Non-Metallic	4
AMTA	203S	Aircraft Welding	1
AMTA	205S	Airframe Inspections	1
AMTA	206S	Assembly and Rigging	3
AMTA	207S	Aircraft Fuel Systems	1
MATH	126S	Technical Mathematics	<u>3</u>
			15

Summer Semester

AMTA	208S	Hydraulic and Pneumatic Systems	3
AMTA	209S	Aircraft Landing Gear	2
AMTA	213S	Communications, Navigation, and Instrument Systems	<u>2</u>
			7

SOPOHMORE YEAR

Fall Semester

AMTA	210S	Cabin Atmosphere Control Systems	1
AMTA	211S	Aircraft Electrical Systems	3
AMTA	212S	Position and Warning Systems	2
AMTP	222S	Turbine Engines	3

AMTP	226S	Ignition and Starting Systems	3
			12

Spring Semester

AMTP	223S	Engine Inspection	1
AMTP	225S	Engine Lubrication Systems	
AMTP	227S	Engine Fuel and Metering Systems	3
AMTP	228S	Induction, Cooling, and Exhaust Systems	2
AMTP	229S	Propellers and Components	3
AMTP	231S	Engine Electrical Systems	2
			12

Summer Semester

AMTP	224S	Engine Instruments and Fire Protections Systems	1
AMTP	250S	Reciprocal Engine Overhaul and Installation	4
			5

TOTAL CREDIT HOURS: **66**

THE DIVISION OF ARTS, HUMANITIES, SOCIAL SCIENCES, AND EDUCATION

In alignment with SUSLA's mission statement, the Division of Arts, Humanities, Social Sciences, and Education (AHSSE) provides a comprehensive education in the fine arts, humanities, social sciences, and education, which lead to opportunities for teaching, service, workforce development and life-long learning. AHSSE provides an essential component to a liberal arts education by promoting analytic, interpretative, interpersonal, and communication skills that facilitate self-discovery, collaboration, civic engagement, and excellence. Nearly every student at SUSLA takes courses in the division of AHSSE; therefore, we provide instruction and experience in skills that are critical to every career and educational pathway.

Vision Statement:

The Division of Arts, Humanities, Social Sciences, and Education will become the premier division in the Shreveport-Bossier region, providing the core values of excellence, integrity, accountability, service, and diversity.

PROGRAMS

ASSOCIATE DEGREES

Criminal Justice
Human Services
GENERAL STUDIES
General Education
Health and Physical Education
Psychology
Sociology
LOUISIANA TRANSFER

Criminal Justice
Fine Arts
Humanities
Mass Communications
Social Sciences
CERTIFICATES

Child Development

CRIMINAL JUSTICE ADMINISTARION
Associate of Applied Science Degree
FRESHMAN YEAR

Fall Semester

FROR	120	College Success	1
SENL	101S	Freshman English I	3
SCJU	101S	Introduction to Criminal Justice Administration	3
		Natural Science Elective	3
MATH	133S	Algebra for College Students	3
SHIS	201S	American History	3
			16

Spring Semester

SENL	102S	Freshman English II	3
MATH	136S	Contemporary Math	3
CMPS	101	Computer Concepts	3
SCJU	200S	Police Administration	3
CJUS	201S	Rules of Criminal Evidence	3
			15

SOPHOMORE YEAR

Fall Semester

SCOM	201S	Public Speaking	3
SPOL	201S	American Government	3
CJUS	221S	Judicial Process	3
		Behavioral/Social Science Elective	3
		Natural Science Elective	3
			15

Spring Semester

SCJU	221S	Criminal Law and Procedures	3
CJUS	261S	Principles of Supervision	3
CJUS	298S	Criminal Justice Practicum	3
CJUS	230S	Special Problems	3
		Fine Arts Elective	3
			15

TOTAL CREDIT HOURS: **61**

Advisor: Frederick Jackson

HUMAN SERVICES
Associate of Science Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
MATH	133S	Algebra for College Students	3
SBIO	101S	General Biology for Non-Science Major	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
FROR	120S	College Success	<u>1</u>
			16

Spring Semester

SENL	102S	Freshman English II	3
MATH	136S	Contemporary Math	3
SPHY	102S	Physical Science I	3
		*Social/Behavioral Science Elective (Psyc, Socl, SPSY, or SSOC)	6
CMPS	101S	Introduction to Computer Concepts	<u>3</u>
			18

SOPHOMORE YEAR

Fall Semester

HUSR	108S	Introduction to Human Services	3
HUSR	210S	Introduction to Drugs and Alcohol Abuse	3
HUSR	215S	Biopsychosocial Aspects of Alcoholism	3
HUSR	221S	Issues of Domestic Violence	3
		Selected Option (Health and Human Services or Substance Abuse)	<u>3</u>
			15

Spring Semester

HUSR	109S	Communication Skills in Helping Profession	3
HUSR	222S	Counseling Therapies	3
HUSR	289S	Human Services Internship	3
HUSR	113S	Group Dynamics	3
		Selected Option (Health and Human Services or Substance Abuse)	<u>3</u>
			15

TOTAL CREDIT HOURS: **64**

HEALTH AND HUMAN SERVICE TRACK

Fall Semester

HUSR   220S   Health, Aging, Death and Bereavement   3

Spring Semester

HUSR   250S   Child Welfare   3

SUBSTANCE ABUSE TRACK

Fall Semester

HUSR   110S   Clinical Writing   3

Spring Semester

HUSR   239S   Community Drug and Alcohol Program   3

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Social Science: (e.g., Anthropology, Criminal Justice, Economics, Geography, International Studies, Interdisciplinary, Political Science).

The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Behavioral Science: (e.g., Psychology, Sociology).

Advisor: Jerushka Ellis

GENERAL EDUCATION CONCENTRATION

Associate of General Studies Degree

FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
MATH	136S	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
MUSC	200S	Enjoyment of Music **or**	
SFIA	101S	Understanding the Arts	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
FROR	120S	College Success	<u>1</u>
			16

Spring Semester

SENL	102S	Freshman English II	3
SPHY	102S	Physical Science I	3
SCOM	201S	Public Speaking	3
SPSY	201S	General Psychology	3
		Free Elective	<u>3</u>
			15

SOPHOMORE YEAR

Fall Semester

CMPS	101S	Introduction to Computer Concepts	3
ENGL	216S	American Literature **or**	
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American Literature	3
HPRE	110S	Principles of Health	3
		Free Elective	<u>6</u>
			15

Spring Semester

SSOC	201S	Introduction to Sociology	3
SHIS	202S	American History **or**	
SHIS	102S	History of Western Civilization	3
		Free Elective	<u>9</u>
			15

TOTAL CREDIT HOURS: **61**

HEALTH AND PHYSICAL EDUCATION
Associate of General Studies Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
MATH	136S	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
MUSC	200S	Enjoyment of Music **or**	
SFIA	101S	Understanding the Arts	3
HPRE	200S	Introduction to Physical Education	3
FROR	120S	College Success	1
			16

Spring Semester

SENL	102S	Freshman English II	3
SPHY	102S	Physical Science I	3
HPRE	130S	Standard First Aid	2
BIOL	215S	Introduction to Nutrition	3
HPRE	299S	Drug Education	3
		Health and Physical Education Elective	3
			17

SOPHOMORE YEAR

Fall Semester

CMPS	101S	Introduction to Computer Concepts	3
SPSY	201S	General Psychology	3
SPOL	201S	American Government	3
ENGL	216S	American Literature **or**	
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	
SHIS	201S	General Psychology	
SHIS	101S	History of Western Civilization	3
HPRE	110S	Principles of Health	3
			15

Spring Semester

SPOL	211S	State and Local Government	3
SSOC	201S	Introduction to Sociology	3
SCOM	201S	Public Speaking	3
HPRE	260S	School and Community Health	3
HPRE	216S	Team Sports	2
			14

TOTAL CREDIT HOURS: **61**

Advisor: Florese Hunt

PSYCHOLOGY CONCENTRATION
Associate of General Studies Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
MATH	136S	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
MUSC	200S	Enjoyment of Music **or**	
SFIA	101S	Understanding the Arts	3
SPSY	201S	General Psychology	3
FROR	120S	College Success	<u>1</u>
			16

Spring Semester

SENL	102S	Freshman English II	3
SPHY	102S	Physical Science I	3
SPSY	261S	Educational Psychology	3
PSYC	230S	Child Psychology	3
		Free Elective	<u>3</u>
			15

SOPHOMORE YEAR

Fall Semester

CMPS	101S	Introduction to Computer Concepts	3
SPOL	201S	American Government	3
ENGL	216S	American Literature **or**	3
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	
SHIS	201S	General Psychology	
SHIS	101S	History of Western Civilization	3
SPSY	221S	Adolescent Psychology	<u>3</u>
			15

Spring Semester

SPOL	211S	State and Local Government	3
SSOC	201S	Introduction to Sociology	3
SPSY	241S	Social Psychology	3
SPSY	211S	Developmental Psychology	3
SCOM	201S	Public Speaking	<u>3</u>
			15

TOTAL CREDIT HOURS: **61**

Advisors: Belinda Dixon; Lonnie Hamilton

SOCIOLOGY CONCENTRATION
Associate of General Studies Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
MATH	136S	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
MUSC	200S	Enjoyment of Music **or**	
SFIA	101S	Understanding the Arts	3
SPSY	201S	General Psychology	3
FROR	120S	College Success	<u>1</u>
			16

Spring Semester

SENL	102S	Freshman English II	3
SPHY	102S	Physical Science I	3
SSOC	235S	Marriage and Family	3
SSOC	241S	Minorities in America	<u>3</u>
			12

SOPHOMORE YEAR

Fall Semester

CMPS	101S	Introduction to Computer Concepts	3
SPSY	201S	General Psychology	3
SPOL	201S	American Government	3
ENGL	216S	American Literature **or**	
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	3
SHIS	201S	General Psychology	
SHIS	101S	History of Western Civilization	3
SSOC	211S	Modern Social Problems	<u>3</u>
			18

Spring Semester

SPOL	211S	State and Local Government	3
SCOM	201S	Public Speaking	3
SOCL	241S	Urban Sociology	3
SOCL	251S	Cultural Anthropology	3
		Free Elective	<u>3</u>
			15

TOTAL CREDIT HOURS: **61**

Advisor: Lonnie Hamilton

CRIMINAL JUSTICE CONCENTRATION
Louisiana Transfer Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
MATH	136S	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
SSPN	101S	Elementary Spanish I	3
SCJU	101S	Introduction to Criminal Justice	<u>3</u>
			18

Spring Semester

SENL	102S	Freshman English II	3
SMAT	130S	Introduction to Probability and Statistics	3
SPHY	102S	Physical Science I	3
SSPN	102S	Elementary Spanish II	3
SCJU	101S	Introduction to Criminal Justice	<u>3</u>
			15

SOPHOMORE YEAR

Fall Semester

SPOL	201S	American Government	3
SPHY	103S	Physical Science II	3
ENGL	216S	American Literature **or**	3
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	
SCOM	221S	General Psychology	3
SCJU	200S	Police Administration	<u>3</u>
			15

Spring Semester

SPOL	211S	State and Local Government	3
SCJU	201S	Correctional Systems	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
SPSY	201S	General Psychology	<u>3</u>
			12

TOTAL CREDIT HOURS: **60**

Advisor: Frederick Jackson

FINE ARTS CONCENTRATION
Louisiana Transfer Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
MATH	136	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
SFIA	220S	Drawing I	3
			15

Spring Semester

SENL	102S	Freshman English II	3
SHIS	202S	American History **or**	
SHIS	102S	History of Western Civilization	3
SMAT	130S	Intro Probability and Statistics	3
SPHY	102S	Physical Science I	3
SFIA	221S	Drawing II	3
			15

SOPHOMORE YEAR

Fall Semester

SPOL	201S	American Government	3
SPHY	103S	Physical Science II	3
ENGL	216S,	American Literature **or**	3
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	
SPSY	201S	General Psychology	3
SFIA	111S	Design I	3
			15

Spring Semester

SPOL	211S	State and Local Government	3
SFIA	101S	Understanding the Arts	3
MUSC	200	Enjoyment of Music	3
SSOC	201S	Introduction to Sociology	3
FIAR	201S	Design II	3
			15

TOTAL CREDIT HOURS: **60**

Advisor: Dr. Wanda Waller

HUMANITIES CONCENTRATION
Louisiana Transfer Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
MATH	136	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
SPOL	201S	American Government	<u>3</u>
			15

Spring Semester

SENL	102S	Freshman English II	3
SMAT	130S	Intro Probability and Statistics	3
SPHY	102S	Physical Science I	3
SHIS	202S	American History **or**	
SHIS	102S	History of Western Civilization	3
SPOL	211S	State and Local Government	<u>3</u>
			15

SOPHOMORE YEAR

Fall Semester

SENL	216S	American Literature **or**	3
	262	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	
SPSY	201S	General Psychology	3
PHYS	100	Physical Science I	3
		*Humanities Elective	<u>6</u>
			15

Spring Semester

		*Humanities Elective	9
SSOC	201S	Introduction to Sociology	3
MUSC	200	Enjoyment of Music or	
SFIA	101S	Understanding the Arts	<u>3</u>
			15

TOTAL CREDIT HOURS: **60**

* The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Humanities: (e.g., Literature, Foreign Languages, History, Classical Studies, Communications, Philosophy, Religious Studies, Interdisciplinary.)

Advisor: Dr. Wanda Waller

MASS COMMUNICATION CONCENTRATION
Louisiana Transfer Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
MATH	136S	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
MUSC	200S	Enjoyment of Music **or**	
SFIA	101S	Understanding the Arts	3
MCOM	100S	Introduction to Mass Communication	3
			15

Spring Semester

SENL	102S	Freshman English II	3
SMAT	130S	Intro Probability and Statistics	3
SPHY	102S	Physical Science I	3
SCOM	221S	Interpersonal Communication	3
MCOM	200S	Introduction to Journalism	3
			15

SOPHOMORE YEAR

Fall Semester

SPHY	103S	Physical Science II	3
SPSY	201S	General Psychology	3
SPOL	201S	American Government	3
ENGL	216S	American Literature **or**	3
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	
MCOM	210S	Media Writing and Editing	3
			15

Spring Semester

SSOC	201S	Introduction to Sociology	3
SCOM	201S	Public Speaking	3
MCOM	220S	Communication and Culture	3
MCOM	205S	Introduction to Broadcasting **or**	
MCOM	252S	Television Production	3
		Communication Elective	3
			15

TOTAL CREDIT HOURS: **60**

Advisors: Dr. Joslin Pickens, Jennifer Green; Fred Moss

SOCIAL SCIENCE CONCENTRATION
Louisiana Transfer Degree
FRESHMAN YEAR

Fall Semester

SENL	101S	Freshman English I	3
SHIS	201S	American History **or**	
SHIS	101S	History of Western Civilization	3
MATH	136S	Contemporary Math	3
SBIO	101S	General Biology for Non-Science Majors	3
SSPN	101S	Elementary Spanish I	3
			15

Spring Semester

SENL	102S	Freshman English II	3
SHIS	202S	American History **or**	
SHIS	102S	History of Western Civilization	3
SMAT	130S	Introduction to Probability and Statistics	3
SPHY	102S	Physical Science I	3
SSPN	102S	Elementary Spanish II	3
SCJU	101S	Introduction to Criminal Justice	3
			18

SOPHOMORE YEAR

Fall Semester

SPOL	201S	American Government	3
SPHY	103S	Physical Science II	3
ENGL	216S	American Literature **or**	3
	232S	Introduction to Literature **or**	
	220S	World Literature **or**	
	240S	African American **or**	
SPSY	201S	General Psychology	3
SCOM	221S	Interpersonal Communication	3
			15

Spring Semester

SPOL	211S	State and Local Government	3
SFIA	101S	Understanding the Arts **or**	
MUSC	200S	Enjoyment of Music	3
SSOC	201S	Introduction to Sociology	3
SSOC	211S	Modern Social Problems	3
			12

TOTAL CREDIT HOURS: **60**

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following definition and examples for the area of Social Science: (e.g., Anthropology, Criminal Justice, Economics, Geography, International Studies, Interdisciplinary, Political Science).

*The Louisiana Board of Regents Academic Affairs Policy 2.16 provides the following

definition and examples for the area of Behavioral Science: (e.g., Psychology, Sociology).

Advisor: Lonnie Hamilton

CHILD DEVELOPMENT
Certificate of Technical Studies

Fall Semester

EDUC	201S	Introduction to Early Childhood Education	3
EDUC	229S	Play Activities for Children	3
EDUC	235S	Child Development	3
EUDC	247S	Curriculum and Planning in Early Childhood Education	3
			12

Spring Semester

EDUC	239S	Parenting	3
EDUC	249S	Practicum in Early Childhood	6
EDUC	265S	Early Diagnosis of Childhood Diseases	3
			12

TOTAL CREDIT HOURS: **24**

Advisor: Dr. Terence Vinson

COURSE PREFIXES

The following is a list of all courses of instruction offered by the various departments at SUSLA at the time of this catalog's publication. Every effort is made to be as accurate and complete as possible. Courses are listed alphabetically by subject.

The first figure in parentheses following each course title indicates the lecture hours per week, the second figure indicates the number of laboratory hours the class meets per week in a regular semester, and the third indicates the semester credit hours for the course.

Course Prefix	Field Corresponding to Course Prefix	Course Prefix	Field Corresponding to Course Prefix
ACCT	Accounting	HOPR	Hospitality Operations
ALLH	Allied Health	HPRE	Health and Physical Education
AMTA	Aviation Maintenance Technology – Airframe	HUSR	Human Services
AMTG	Aviation Maintenance Technology – General	JOUR	Journalism
AMTP	Aviation Maintenance Technology – Powerplant	MASS	Mass Communication
BIOL	Biology	MATH	Mathematics
BUST	Business	MGMT	Business Management
CHEM	Chemistry	MILS	Military Science
CISC	Computer Information System	MLTC	Medical Laboratory
CJUS	Criminal Justice Administration	MUSC	Music
CMPS	Computer Science	MUTG	Music Technology
CNET	Computer Networking Technology	NURC	Nursing
COMM	Communication	NURS	Nursing
CWEB	Web Development	OSBT	Administrative Technology Specialist
		PHLE	Phlebotomy

DHYG	Dental Hygiene		PHYS	Physics	
DYLT	Dialysis Technician		POLI	Political Science	
ECON	Economics		PSGT	Polysomnographic Technology	
EDUC	Education		PSYC	Psychology	
EMTB	Emergency Medical Technician – Basic		RADT	Radiologic Technology	
ENGL	English		READ	Reading	
ENGR	Engineering Technology		RESP	Respiratory Therapy	
FIAR	Fine Arts		SLGE	Service Learning	
FREN	French		SOCL	Sociology	
FROR	Freshman Studies		SPAN	Spanish	
FSMC	Fire Service Management		SPCH	Speech	
HCAA	Healthcare Access Associate		SPLP	Speech Language Pathology	
HIST	History		SPDT	Sterile Processing Technician	
HITG	Health Information Technology		SURG	Surgical Technology	

The following is a list of all courses of instruction offered by the various departments at SUSLA and the corresponding course for other system campuses at the time of this catalog's publication. Every effort is made to be as accurate and complete as possible. Courses are listed alphabetically by subject.

CAMPUS	PRIOR SUBJECT	PRIOR NUMBER	TITLE	NEW SUBJECT	NEW NUMBER
SUSLA	ACCT	250	Intermediate Accounting	SACC	271S
SUSLA	ACCT	262	Tax Accounting	SACC	261S
SUSLA	BIOL	104	General Biology	SBIO	103S
SUSLA	BIOL	105	General Biology	SBIO	104S
SUSLA	BIOL	200	Microbiology	SBIO	212S
SUSLA	BIOL	220	Anatomy & Physiology	SBIO	221S
SUSLA	BIOL	104L	General Biology Lab	SBIO	103LS
SUSLA	BIOL	105L	General Biology Lab	SBIO	104LS

SUSLA	BIOL	200L	Microbiology Lab	SBIO	212LS
SUSLA	BIOL	220L	Anatomy & Physiology Lab	SBIO	221LS
SUSLA	CHEM	130	General Chemistry Lec	SCHE	110S
SUSLA	CHEM	131	General Chemistry Lec II	SCHE	113S
SUSLA	CHEM	132	General Chemistry Lec I	SCHE	132S
SUSLA	CHEM	133	Inorg & Equilib.Chem Lec II	SCHE	133S
SUSLA	CHEM	230	Organic Chemistry Lec	SCHE	221S
SUSLA	CHEM	231	Organic Chemistry Lec II	SCHE	222S
SUSLA	CHEM	250	Organic Chemistry	SCHE	250S
SUSLA	CHEM	251	Inorganic	SCHE	100S
SUSLA	CHEM	130LS	General Chemistry Lab	SCHE	110LS
SUSLA	CHEM	131L	General Chemistry Lab II	SCHE	113LS
SUSLA	CHEM	132LS	General Chemistry Lab I	SCHE	132LS
SUSLA	CHEM	133LS	Inorganic Equil Chem Lab II	SCHE	133LS
SUSLA	CHEM	230LS	Organic Chemistry Lab	SCHE	221LS
SUSLA	CHEM	231LS	Organic Chemistry Lec II	SCHE	222LS
SUSLA	CHEM	251LS	Inorganic	SCHE	100LS
SUSLA	CJUS	101	Intro to Criminal Justice	SCJU	101S
SUSLA	CJUS	102	Introduction to Corrections	SCJU	231S
SUSLA	CJUS	200	Police Administration	SCJU	200S
SUSLA	CJUS	204	Criminology	SCJU	211S
SUSLA	CJUS	205	Louisiana Criminal Law	SCJU	221S
SUSLA	CJUS	221	Judicial Process	SCJU	261S
SUSLA	CJUS	222	Juvenile Justice & Delinquency	SCJU	241S
SUSLA	CJUS	231	Correctional System	SCJU	201S
SUSLA	COMM	200	Interpersonal Communication	SCOM	221S
SUSLA	COMM	210	Fundamentals of Speech	SCOM	101S
SUSLA	COMM	215	Public Speaking	SCOM	201S

SUSLA	ECON	202	Prin. Of Macro-Economics	SECO	221S
SUSLA	ECON	203	Prin. Of Micro-Economics	SECO	222S
SUSLA	ENGL	110	Freshman English I	SENL	101S
SUSLA	ENGL	111	Freshman English II	SENL	102S
SUSLA	ENGL	112	Freshman English I - Honors	ENGL	112H
SUSLA	ENGL	113	Freshman English II - Honors	ENGL	113H
SUSLA	ENGL	200	Introduction to Literature	SENL	232S
SUSLA	ENGL	201	World Literature	SENL	220S
SUSLA	ENGL	213	African American Literature	SENL	240S
SUSLA	ENGL	214	American Literature	SENL	216S
SUSLA	ENGL	225	Creative Writing	SENL	252S
SUSLA	FIAR	110S	Design I	SFIA	111S
SUSLA	FIAR	130S	Drawing I	SFIA	220S
SUSLA	FIAR	131S	Drawing II	SFIA	221S
SUSLA	FIAR	200S	Understanding the Arts	SFIA	101S
SUSLA	FIAR	222S	Ceramics	SFIA	112S
SUSLA	HIST	104	American History	SHIS	201S
SUSLA	HIST	105	American History	SHIS	202S
SUSLA	HIST	114	History - Western Civilization	SHIS	101S
SUSLA	HIST	115	History - Western Civilization	SHIS	102S
SUSLA	HIST	230	Louisiana History	SHIS	230S
SUSLA	MATH	130	Advanced College Algebra	SMAT	120S
SUSLA	MATH	135	Pre-Calculus Algebra	SMAT	121S + 121LS
SUSLA	MATH	140	Plane Trigonometry	SMAT	122S
SUSLA	MATH	162	Pre-Calculus Mathematics	SMAT	123S
SUSLA	MATH	200	Finite Mathematics	SMAT	131S
SUSLA	MATH	210	Intro to Probability & Statistics	SMAT	130S
SUSLA	MATH	264	Analytic Geometry/Calc I	SMAT	211S

SUSLA	MATH	265	Analytic Geometry/Calc II	SMAT	212S
SUSLA	PHYS	100	Physical Science I	SPHY	102S
SUSLA	PHYS	101	Physical Science II	SPHY	103S
SUSLA	PHYS	221	General Physics Lec & Lab I	SPHY	213S
SUSLA	PHYS	222	General Physics Lec & Lab II	SPHY	214S
SUSLA	POLI	200	American Government	SPOL	201S
SUSLA	POLI	210	State/Local Govt. & Admin.	SPOL	211S
SUSLA	PSYC	210	General Psychology	SPSY	201S
SUSLA	PSYC	220	Educational Psychology	SPSY	261S
SUSLA	PSYC	231	Social Psychology	SPSY	241S
SUSLA	PSYC	240	Adolescent Psychology	SPSY	221S
SUSLA	PSYC	250	Developmental Psychology	SPSY	211S
SUSLA	SOCL	210	Introduction to Sociology	SSOC	201S
SUSLA	SOCL	220	Modern Social Problems	SSOC	211S
SUSLA	SOCL	235	Marriage and the Family	SSOC	235S
SUSLA	SOCL	256	Minorities in America	SSOC	241S
SUSLA	SPAN	100	Elementary Spanish I	SSPN	101S
SUSLA	SPAN	101	Elementary Spanish II	SSPN	102S
SUSLA	SPAN	200	Intermediate Spanish I	SSPN	201S
SUSLA	SPAN	201	Intermediate Spanish II	SSPN	201S

COURSE DESCRIPTIONS

ACCOUNTING (ACCT)

ACCT 160S INTRODUCTION TO ACCOUNTING - A survey course of the bookkeeping and accounting process. This course places emphasis on gathering, analyzing, classifying and reporting financial data. **(3-0-3)**

ACCT 202S FINANCIAL ACCOUNTING - The principles of accounting, theory of debits and credits, financial statement analysis, and financial statement preparation will be studied. *Prerequisite*: ACCT 160S (3-0-3)

ACCT 203S MANAGERIAL ACCOUNTING - The preparation of financial statements and their analysis using external and internal financial data with a focus on partnerships and

corporations will be studied in this course. This course also covers the use of financial data in managerial decision- making. *Prerequisite*: ACCT 202S (3-0-3)

ACCT 220S COMPUTERIZED ACCOUNTING - This course applies the elements of accounting principles and methods in a computerized environment. This course emphasizes the use of professional accounting software packages such as: Peachtree and Quick Books. The students will apply the complete accounting cycle in a computer environment. Students are required to complete projects in: Merchandising, Job Costing, Payroll, and Service Accounting. *Prerequisite*: ACCT 160S or ACCT 202S (3-0-3)

SACC 261S TAX ACCOUNTING (ACCT 262 was replaced by this course)- This is a survey course that includes the elements of the federal and state tax structure, existing tax laws and preparation of tax returns for individuals, partnerships and corporations. *Prerequisites*: ACCT 202S and ACCT 203S (3-0-3)

SACC 271S INTERMEDIATE ACCOUNTING (ACCT 250 was replaced by this course) - This course includes advanced training in the preparation and interpretation of financial statements with individual analysis of their various components. *Prerequisite*: ACCT 203S (3-0-3)

ALLIED HEALTH (ALLH)

ALLH 112S PATHOLOGY I - The course introduces the student to the study of disease, tumors, fluid and hemodynamic disorders, pathology of the body systems with emphasis on surgically treatable diseases, and disorders of all body systems. **(2-1-3)**

ALLH 120S FUNDAMENTAL SCIENCE REVIEW The student begins to prepare for the National Certification exam through a systematic review of a series of science topics required in the surgical technology curriculum. The student works both independently and in a supervised setting. **(2-1-3)**

ALLH 124S PERIOPERATIVE PHARMACOLOGY AND ANESTHESIA - This course is designed to introduce the learner to the principles of anesthesia, and anesthesia preparation of the patient, methods, agents and techniques of anesthesia administration and preparation, anesthesia monitoring devices and patient hemostasis, anesthesia complications, medication calculation, conversions and dosages, application of general terminology to medication use, preparation and management of medications and solutions including the use of medication in the care of the surgical patient, emergency patient situations in the perioperative area. The student learns basic patient monitoring and becomes CPR certified **(2-1-3)**

ALLH 210S MEDICAL TERMINOLOGY - A study of the terminology used in all areas of the health sciences. Emphasis is placed on basic medical word construction and understanding of the various word parts as they relate to the human body. **(3-0-3)**

ALLH 230S NUTRITION IN HEALTH AND DISEASE - This course introduces the student to the scope of the science of nutrition and its application in promoting good nutrition through the proper use of food. The principles of nutrition, as they apply to the needs of normal persons of all ages and to those individuals suffering from certain pathological conditions, will be covered. **(3-0-3)**

AVIATION MAINTENANCE TECHNOLOGY - AIRFRAME (AMTA)

AMTA 201S WOOD, COVERINGS, AND FINISHES - A study of classic airframe structures will provide the theory and application of the older airframe construction and repair techniques. Wood structures, fabric coverings and painting are the main topics covered in this course. **(1.5-1.5-2)**

AMTA 202S AIRCRAFT SHEETMETAL, NON-METALLIC STRUCTURES - A study of aircraft structural characteristics and methods of fabrication and repairs as it applies to aircraft aluminum structures. Repairing of aluminum skin is emphasized. **(1-2-4)**

AMTA 203S AIRCRAFT WELDING - This course provides the theory and application of the different welding processes used for repairing of aircraft. Emphasis is placed on the welding of structural members of the aircraft. **(1.5-1.5-1)**

AMTA 205S AIRFRAME INSPECTION - Airframe inspection will provide the theory and practical application of the inspections required for both general and commercial aviation type aircraft. **(1.5- 1.5-1)**

AMTA 206S ASSEMBLY AND RIGGING - A course of study on the methods and procedures used in the assembly and rigging of aircraft for the most efficient flight. **(1.5-1.5-3)**

AMTA 207S AIRCRAFT FUEL SYSTEMS - This course of study is directed toward various fuel storage and distribution systems used in small and large aircraft and the standard practices for the maintenance of these systems. **(1.5-1.5-1)**

AMTA 208S HYDRAULIC AND PNEUMATIC POWER SYSTEMS - The study of the operation and maintenance of aircraft hydraulic and pneumatic systems in both small and large aircraft. The method of troubleshooting and repair of components are covered as well as servicing and ground testing. The course also includes the study of powered flight control systems. **(1-2-3)**

AMTA 209S AIRCRAFT LANDING GEAR SYSTEMS - The study of aircraft landing gear structures and operational systems include the repair and maintenance procedures for the retraction systems, brakes, shock struts, steering systems, wheel, tires, and anti-skid systems. **(2-1-2)**

AMTA 210S CABIN ATMOSPHERE CONTROL SYSTEMS - A study of the various types of systems used for cabin atmospheric control in corporate and airline type aircraft. Heating, cooling, and pressurization as well as oxygen systems are included in the study. **(2-1-1)**

AMTA 211S AIRCRAFT ELECTRICAL SYSTEMS - A course of study of the theory of operation and maintenance of the DC and AC power generating and distribution systems. **(1.5-1.5-3)**

AMTA 212S AIRCRAFT POSITION AND WARNING SYSTEMS - A study of the theory of operation and the maintenance of various position and warning systems used on small and large aircraft. Fire protection systems are included. **(1.5-1.5-2)**

AMTA 213S AIRCRAFT COMMUNICATION, NAVIGATION SYSTEMS AND INSTRUMENTS - This course familiarizes the student with the communication, navigation, and instrument systems and their function. Emphasis is placed on the proper removal and installation procedures. **(2-1-2)**

AVIATION MAINTENANCE TECHNOLOGY - GENERAL (AMTG)

AMTG 101S BASIC ELECTRICITY - A study of basic electrical theory for both AC and DC current and its application to aircraft systems. Understanding voltage, current, and resistance relationships, reading and interpreting electrical schematics, and developing a methodical approach to electrical problem solving are included. Introduction to solid state and digital devices in aircraft systems and projects to give the aircraft technician hands-on experience will also be included. **(2-1-3)**

AMTG 102S AVIATION REGULATIONS, RECORDS, AND DOCUMENTS - A presentation of Federal Aviation Regulations pertinent to aircraft maintenance and the associated documents, publications and records applicable to aircraft maintenance and the technician. **(3-0-1)**

AMTG 104S FLUID, LINES, AND FITTINGS - A study that will include the identification of aircraft plumbing, its repairs, and the methods and processes used for fabricating rigid and flexible lines. **(1.5-1.5-1)**

AMTG 105S MATERIALS AND PROCESSES - An introduction to the materials and processes used in aircraft maintenance and repair. Various methods of non-destructive testing and control of corrosion are studied and performed. **(1.5-1.5-3)**

AMTG 106S GROUND OPERATIONS AND SERVICING - A course of standards for aircraft ground movement and operations and associated safety practices. A study of aircraft weight and balance as it applies to the maintenance technician is included. **(1.5-1.5-3)**

AMTG 108S AIRCRAFT DRAWINGS - A study of aircraft working drawings, schematics, diagrams, and the meaning of lines and symbols; as well as blueprint reading. **(2-1-1)**

AVIATION MAINTENANCE TECHNOLOGY - POWERPLANT (AMTP)

AMTP 222S TURBINE ENGINES - A study of the theory of operation of the turbine engine and the function of engine components. Overhaul and testing procedures are covered including disassembly, inspection, repair, reassembly and operational tests of the engines and accessories. **(1.5-1.5-3)**

AMTP 223S ENGINE INSPECTION - Engine inspection will provide the theory and application of the inspections required for both general and commercial aviation engines. **(1.5-1.5-1)**

AMTP 224S ENGINE INSTRUMENTS AND FIRE PROTECTION SYSTEMS - A study of the theory of operation, installation and troubleshooting of the engine instruments and fire protection systems. **(1.5-1.5-1)**

AMTP 225S ENGINE LUBRICATION SYSTEMS - This course covers the different types of lubrication systems used in the reciprocating and turbine engines. The study also provides the procedures to use in repairing and servicing of these systems. **(1.5-1.5-1)**

AMTP 226S IGNITION AND STARTING SYSTEMS - This course of study includes the theory of operation, inspection and repairing of ignition and starting systems for both large and small aircraft. **(1.5-1.5-3)**

AMTP 227S ENGINE FUEL AND METERING SYSTEMS - This course covers all the related components of the fuel distribution from the airframe to the fuel metering units which includes the filters, pumps, fuel heating systems and controls. This course places emphasis on theory of operation and application for carburetors and fuel controls. In inspection, troubleshooting and

repair procedures of these fuel metering units are covered. **(1.5-1.5-3)**

AMTP 228S INDUCTION, COOLING AND EXHAUST SYSTEMS - The types and characteristics of induction, cooling and exhaust systems are compared and evaluated. Standard maintenance practices are covered. **(1.5-1.5-2)**

AMTP 229S PROPELLERS AND COMPONENTS - This course covers the theory, installation, inspection, servicing, maintenance, repair, and the principles of operation of fixed and controllable pitch propellers and related systems. This course also includes the study of propeller de-icing, synchronization, and the selection and use of propeller lubricants for reciprocating and turbo propeller engines. **(1.5-1.5-3)**

AMTP 231S Engine Electrical Systems - This course offers a study of various electrical systems used in support of aircraft engines. The inspection, repair and maintenance procedures are also covered. **(1.5-1.5-2)**

AMTP 250S RECIPROCATING ENGINE OVERHAUL & INSTALLATION - This course contains a detailed study supported by the actual disassembly, inspection and repairing of an operational engine; followed by the reassembly and the operational testing of the engine. This course also includes the methods and procedures for engine removal and installation. **(1.5-1.5-4)**

BIOLOGY (BIOL)

SBIO 101S GENERAL BIOLOGY LECTURE - This course involves broad biological principals for **non-science majors**. It is designed to provide exposure to the scientific method, with emphasis on the cell structure and functions, biological molecules, genetics and evolution. **(3-0-3)**

SBIO 103S GENERAL BIOLOGY LECTURE - *[LCCN: CBIO 1013, General Biology I]* Broad biological principles for science majors: scientific method, biological molecules, cell structure and function, genetics and evolution. **(3-0-3)**

SBIO 103LS GENERAL BIOLOGY LABORATORY - *[LCCN: CBIO 1011, General Biology I Lab]* Laboratory designed to supplement General Biology I for science majors. **(0-2-1)**

SBIO 104S GENERAL BIOLOGY LECTURE - *[LCCN: CBIO 1043, General Biology II]* General concepts and principles of ecology, evolution, and biological diversity, including anatomy and physiology. *Prerequisite*: BIOL 103S. **(3-0-3)**

SBIO 104LS GENERAL BIOLOGY LABORATORY - *[LCCN: CBIO 1021, General Biology II Lab]* Laboratory designed to supplement General Biology II for science majors. *Prerequisite*: **Biology 103LS. (0-2-1)**

SBIO 212S MICROBIOLOGY LECTURE - *[LCCN: CBIO 2123, General Microbiology]* Microbial diversity; structure and function; interaction with hosts and environments. **(3-0-3)**

SBIO 212LS MICROBIOLOGY LABORATORY - *[LCCN: CBIO 2121, General Microbiology]* Laboratory designed to supplement General Microbiology for science majors. **(0-2- 1)**

BIOL 215S INTRODUCTION TO NUTRITION – Principles of human nutrition in relation to health and physical and mental fitness, dieting requirements and longevity are studied. **(3-0-3)**

SBIO 221S HUMAN ANATOMY AND PHYSIOLOGY LECTURE I - *[LCCN: CBIO 2213, Human Anatomy and Physiology I]* Cells, tissues, integumentary, skeletal, muscular, and the nervous systems. **(3-0-3)**

SBIO 221LS HUMAN ANATOMY AND PHYSIOLOGY LABORATORY I - *[LCCN: CBIO 2211, Human Anatomy and Physiology I Lab]* Laboratory is designed to supplement Human Anatomy and Physiology I lecture. **(0-2-1)**

BIOL 222S HUMAN ANATOMY & PHYSIOLOGY LECTURE II - *[LCCN: CBIO 2223, Human Anatomy and Physiology II]* Endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems. *Prerequisite***: SBIO 221S. (3-0-3)**

BIOL 222LS ANATOMY & PHYSIOLOGY LABORATORY II - *[LCCN: CBIO 2221, Human Anatomy and Physiology II Lab]* Laboratory designed to supplement Human Anatomy and Physiology II lecture. *Prerequisite***: SBIO 221LS. (3-0-3)**

BIOL 235S PARASITOLOGY - A course involving the collection, staining techniques, basic morphology, live histories, classification, distribution, and identification of common parasites of man and other vertebrates. *Prerequisite***: SBIO 103S. (3-2-4)**

BIOL 235LS PARASITOLOGY LABORATORY - The laboratory study is designed to teach students the basic identification of common parasites and consideration of the biology, morphology, pathogenesis, and treatment of parasite diseases. **(0-2-1)**

BIOL 260S CELL AND MOLECULAR BIOLOGY - *[LCCN: CBIO 2134, CELL BIOLOGY LECTURE + LAB]* Structure and function of cells, and molecules essential for cellular processes are covered. The course material is presented in a combined lecture and laboratory format. *Prerequisites***: SBIO 103S and SCHE 110S. (3-0-3)**

BIOL 260L CELL AND MOLECULAR BIOLOGY LABORATORY - This laboratory course provides students an opportunity to apply technical skills in the laboratory with an emphasis on cell biological techniques (cell and tissue, staining, cell biology quantitation, basic microscopy) which will reinforce the principles (introduced in lecture) that can be utilized for multidimensional approach to investigate cellular and molecular biological processes. This course is taken concurrently with BIOL 264 Cellular and Molecular Biology lecture course. **Prerequisites: SBIO 103S and SBIO 103LS; SCHE 110S and SCHE 110LS. (0-2-1)**

BUSINESS (BUST)

BUST 250S CUSTOMER SERVICE - Systematic process for building service skills that all business people need. Students will learn how to interact with customers (communicating in person) resolve conflicts, maintain records, understand the importance of customer satisfaction/retention, actively participate as a member of a team, and develop time management skills. **(3-0-3)**

BUST 261S BUSINESS COMMUNICATION & PROFESSIONAL DEVELOPMENT - This course focuses on two significant areas, which are Business Communication and Professional Development. The first area focuses on Business Communication, which is the study of written and oral communication – the application, preparations, presentation, and analysis of

messages appropriate in the business or organizational setting. Organizational theory, behavior, and communication channels form the basis for particular emphasis on using written communication to solve typical business problems. Special consideration is given to speaker confidence and working with teams in the communication process. Virtual communication, active listening behaviors, ethical communication, leveraging technology to enhance business messages, body language, and the application of communication theories and frameworks to the audience. The second area focuses on Professional Development, which includes specific topics such as utilizing soft skills that are included and not limited to mock interviews, public speaking, dress for success, time management, etiquette training, resume writing, crisis and conflict communications, generational communications, and intercultural communications. Module One provides information that reviews the functional areas of business (Accounting, Finance, Management, and Marketing), Entrepreneurship, and Economics. Module Two covers Business Communications and Professional Development from a business perspective. **MGMT 260 was replaced by this course. *Prerequisites:* SENL 101S, SENL 102S, and sophomore standing. (3-0-3)**

BUST 299S BUSINESS INTERNSHIP - This course is designed to provide students with opportunities to enhance their undergraduate learning experience in a work environment, apply knowledge gained in the classroom to an actual worksite and investigate and prepare for career opportunities and professional networking. ACCT 299 and MGMT 299 were replaced by this course. *Prerequisites*: **This course can only be taken during the student's sophomore year and with consent from the internship coordinator or recommendation from the department head. (1-9-3) and BUST 261S (MGMT 260 was replaced by this course)**

CHEMISTRY (CHEM)

SCHE 110S GENERAL CHEMISTRY LECTURE - *[LCCN: CCEM 1103, CHEMISTRY I (NON-SCIENCE MAJORS)]* An introduction to nomenclature; atomic structure; chemical equations and stoichiometry; gas laws; bonding; quantitative problem solving; energy relationships, and solutions. **(3-0-3)**

SCHE 110LS GENERAL CHEMISTRY LABORATORY - *[LCCN: CCEM 1101, CHEMISTRY I LAB (Non-Science Majors)]* Safety; basic laboratory techniques (to include data collection and interpretation; introduction to laboratory reporting/record keeping) related to the topics in Chemistry I. **(0-2-1)**

SCHE 113S GENERAL CHEMISTRY LECTURE II - *[LCCN: CCEM 1113, CHEMISTRY II (Non-Science Majors)]* An introduction to special topics in chemistry, which may include basic organic and biochemistry, acid/base, and others. Topics may vary. *Prerequisites*: **Chemistry 110S, Chemistry 110LS. (3-0-3)**

SCHE 113LS GENERAL CHEMISTRY LABORATORY II - [*LCCN: CCEM 1111, CHEMISTRY II LAB (Non-Science Majors)]* Safety; basic laboratory techniques related to the topics in Chemistry II. *Prerequisite*: **Chemistry 110LS. (0-2-1)**

SCHE 132S GENERAL CHEMISTRY LECTURE I - *[LCCN: CCEM 1123, CHEMISTRY I (Science*

Majors)] Nomenclature, atomic and molecular structure, chemical equations and stoichiometry, gas laws, bonding, quantitative problem solving, introduction to periodicity, energy relationships and solutions. **(3-0-3)**

SCHE 132LS GENERAL CHEMISTRY LABORATORY I - [*LCCN: CCEM 1121, CHEMISTRY I LAB (Science Majors)]* -** Safety, basic laboratory techniques (to include data collection and interpretation, introduction to laboratory reporting/record keeping) related to the topics in Chemistry I for science majors. **(0-2-1)**

SCHE 133S INORGANIC AND EQUILIBRIUM CHEMISTRY LECTURE II - *[LCCN: CCEM 1133, CHEMISTRY II (Science Majors)]* - Intermolecular forces; thermodynamics; general and heterogeneous equilibrium; kinetics; solutions; acid/base equilibrium and properties and electrochemistry. **(3-0-3)**

SCHE 133LS INORGANIC AND EQUILIBRIUM CHEMISTRY LABORATORY – Focuses on the synthesis and physical characterization of inorganic compounds; spectroscopy and other synthetic procedures are emphasized in this laboratory. This course is taken concurrently with CHEM 133 Inorganic and Equilibrium Chemistry lecture course. **Prerequisites: SCHE 132S and SCHE 132LS (0-2-1)**

SCHE 221S ORGANIC CHEMISTRY I LECTURE - *[LCCN: CCEM 2213, ORGANIC CHEMISTRY I]* **-** Nomenclature, chemical reactions, synthesis, functional groups, structure/property relationships, stereochemistry, spectroscopy, and mechanistic theory are covered. (Pre-professional; Science Majors) *Prerequisites***: Chemistry 110S, 113S, Lab., 113LS. (3-0-3)**

SCHE 221SL ORGANIC CHEMISTRY I LABORATORY - *[LCCN: CCEM 2211, ORGANIC CHEMISTRY I] - Safety*, basic laboratory techniques, related to the topics in Organic Chemistry I. *Prerequisites***: Chemistry 110LS and 113LS. (0-2-1)**

SCHE 222S ORGANIC CHEMISTRY II LECTURE - *[LCCN: CCEM 2223, Organic Chemistry II]* **-** This course is a continuation of topics in Organic Chemistry I. *Prerequisite***: Chemistry 221S. (3-0-3)**

SCHE 222LS ORGANIC CHEMISTRY II LABORATORY - [*LCCN: CCEM 2221, ORGANIC CHEMISTRY II] -* Safety; basic laboratory techniques related to the topics in Organic Chemistry II. *Prerequisite***: Chemistry 221LS. (0-2-1)**

SCHE 100S INORGANIC, ORGANIC AND BIOCHEMISTRY - *[LCCN: CCEM 1003, General, Organic & Biochemistry]* **-** A survey of general, organic, and bio-chemistry; primarily for Nursing and Allied Health. *Prerequisite***: SCHE 110S. (3-0-3)**

SCHE 100LS INORGANIC, ORGANIC AND BIOCHEMISTRY LAB - This course covers inorganic, organic and biochemistry experiments. Topics include solubility, extraction, reactivity and electrophoresis. *Prerequisite***: CHEM 110LS. (0-2-1)**

COMPUTER INFORMATION SYSTEM (CISC) CISC 140S COMPUTER BASED INFORMATION SYSTEMS APPLICATIONS - Experience hands-on applications of advanced levels of productivity software, this course focuses on multimedia peripherals for micro-computers, along with other computer components. Advanced micro-computer application software problems and exercises are discussed. **(3-0-3)**

CISC 150S SPREADSHEET APPLICATIONS - This course is designed to provide a comprehensive presentation of Microsoft Excel. In this course, the student will experience advanced techniques off spreadsheet design. Hands-on learning is emphasized. Some course topics include: using formulas data manipulation, formatting worksheet, charting techniques, understanding functions, what-if-analysis, internet data utilization, and database functions. **(3-0-3)**

CISC 160S WORD PROCESSING APPLICATIONS - The focus of this course is on Microsoft Word. The student will experience advanced techniques of document development. Hands-on learning is emphasized. Some course topics include creating and saving a document in multiple folders, document editing and formatting, saving documents as web pages, inserting charts and graphs, document merging, and basic desktop publishing techniques. **(3-0-3)**

CISC 170S PRESENTATION APPLICATIONS - Experience hands-on applications of advanced levels of Microsoft PowerPoint. Some course topics included creating a presentation using a design template, creating a presentation on the web, using customized sounds in a presentation: such as voice and downloading internet clipart galleries. Additionally, students will learn how to ungroup and group a clip, automated slide transitions and animation. **(3-0-3)**

CISC 199S TOPICS IN COMPUTER INFORMATION SYSTEMS - The topics that may be included tend to focus on new developments in business computing areas. Topics may include but are not limited to Windows 98 vs. Windows XP, PC Maintenance, PC File Management, Windows Explore and Suring the Net, Web Page building. Not more than three (3) credits may be applied for computer information systems majors. **(3-0-3)**

CISC 210S INFORMATION SYSTEMS - In this course, the theoretical foundation and evolution of information systems are discussed. Computer-based information systems are analyzed along with developing a business model using the systems approach (Systems Development Life Cycle). Ethical implications of information technologies are discussed. **(3-0-3)**

CISC 240S DATABASE APPLICATIONS - The focus of this course is Microsoft access. Course topics include creating, querying, and maintaining a database, creating a data access page, reports, forms, sub forms, creating a report using design view, importing and exporting data, working with charts and table-objects, SQL and access data in other applications. **(3-0-3)**

CRIMINAL JUSTICE ADMINISTRATION (CJUS)

SCJU 101S INTRODUCTION TO CRIMINAL JUSTICE - Basic introduction to crime, law, and justice; a discussion of the criminal law and its relationship to criminal justice, an overview of the law- enforcement field, adjudication process, the correctional system, and juvenile justice system will be studied. **(3-0-3)**

SCJU 200S POLICE ADMINISTRATION - An introductory course in the role of police administration of criminal justice and crime control. The course will provide an overview of police administration, line and auxiliary functions. **(3-0-3)**

CJUS 211 RULES OF CRIMINAL EVIDENCE AND PROCEDURES - An examination of the Federal and Louisiana criminal procedural laws affecting arrest, search and seizure, trial and

post- conviction remedies. **(3-0-3)**

SCJU 211S CRIMINOLOGY - A course that provides students with an understanding of how theory and application relate to one another, examinations and explanations of crime and criminal behavior; present various new sociological perspectives on crime causation. **(3-0-3)**

SCJU 221S LOUISIANA CRIMINAL LAW - The criminal statutory provisions in the State of Louisiana will be studied. The study also includes interpretation of the statutory criminal law as set forth by the State and U.S. Supreme Court. **(3-0-3)**

SCJU 261S JUDICIAL PROCESS - A study of the structure, organization and administration of federal and state court systems; with special attention to the criminal courts. The basic functions of the courts will be examined. **(3-0-3)**

CJUS 230 SPECIAL PROBLEMS IN LAW ENFORCEMENT - In-depth individual study of a current problem or topic in law enforcement which is not addressed in other courses will be done. Under faculty supervision, the students select appropriate topics, study and prepare extensive written reports for submission to the supervising faculty member. **(3-0-3)**

SCJU 201S CORRECTIONAL SYSTEMS - Changes in America correctional philosophy, administration and techniques, including the shift from institutional incarceration to community- based correctional programs. **(3-0-3)**

CJUS 261 PRINCIPLES OF SUPERVISION - The art of working with people is studied. The course illustrates how supervision relates to basic managerial functions, and contributes to the attainment of business objectives. **(3-0-3)**

CJUS 298 CRIMINAL JUSTICE PRACTICUM - Research and field work, under staff supervision, at selected sites. Students must complete one hundred thirty-four (134) hours for completion of the class. **(3-0-3)**

COMPUTER SCIENCE (CMPS)

CMPS 101S INTRODUCTION TO COMPUTER CONCEPTS - This course is an introduction to computer concepts and their applications. Topics include organization of a computer system, computer terminology, input/output devices and media, software development, future trends, and the impacts of the changes. Some hands-on laboratory experience is provided using software packages such as word processing, spreadsheets, presentation, and database. **(3-0-3)**

CMPS 140S STRUCTURED PROGRAMMING - This course is designed to introduce students to problem solving, structured design of algorithms, implementation of algorithms in a programming language, testing and debugging programs, and documenting programs using techniques of good programming style. Data types, control structures, and subroutines will also be covered. **(3-0-3)**

CMPS 150S INTRODUCTION TO PROGRAMMING USING PYTHON - This course is designed to introduce basic programming concepts using Python. Python is a language with a simple syntax, and a powerful set of libraries. It is an interpreted language with a rich programming environment. It is a language which very easy for beginners to learn. Topics include procedures and functions, iteration, arrays, strings, an operational model of procedure and

function calls, algorithms, exceptions, and object-oriented programming. Students will engage in practical hands-on exercises interlaced with the discussion material. ***Prerequisite:* CMPS 140S. (3-0-3)**

CMPS 160S FORTRAN - This course is an introduction to FORTRAN language. Programming assignments involve applications appropriate for students in the sciences, mathematics, and engineering. ***Prerequisite*: CMPS 140. (3-0-3)**

CMPS 190S COBOL - This programming course is designed for students interested in applications of computer techniques in solving simple business data processing problems using structures program design. Programs will emphasize nested IF statements, control break, tables, and sequential files, which will be written, compiled, and executed by each student. ***Prerequisite*: CMPS 140. (3-0-3**

CMPS 199S TOPICS IN COMPUTER SCIENCE - This course is taken at the consent of the department. Topics to be announced by the computer science department will vary from semester to semester. Topic focus in this course will change as topic feasibility, student demand and instructor availability allow. Topics that may be included tend to focus on new developments in applied computing areas. Topics may include but are not limited to networking, upgrading and maintaining PCs, operating systems, troubleshooting techniques (hardware/software), diagnosis and repair problems, and guide to the Internet. Not more than three (3) credits may be applied for computer science majors. **(3-0-3)**

CMPS 215S BUSINESS APPLICATIONS - This course provides an in-depth knowledge base for Microsoft Word, Excel, PowerPoint, and Access. Microsoft Word topics include creating, saving, and printing documents, and saving documents as Web pages. Microsoft PowerPoint would entail using various galleries that are part of the software, downloaded via Internet, or customized. PowerPoint topics include creating, saving, adding, printing the presentation slides, creating graphical announcements, developing an Internet presentation, and inserting charts and tables. Excel topics include formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, using Excel to create static and dynamic web pages. Some access topics to be discussed will include database definitions, files, records, fields, storage, and retrieval. Projects may vary according to instructor choice and student needs. **(3-0-3)**

CMPS 225S BUSINESS APPLICATION - This course is designed to help students prepare to receive a Microsoft Certification in Microsoft Word, Power Point, and Excel. Projects may vary according to instructor choice and student needs. This course is a hands-on application course designed to expose students to how to use these Microsoft applications while introducing how these applications are used in the business arena. Additionally, upon completion of the course, the student will be prepared to be tested and obtain a Microsoft Specialist Certification, through Microsoft CertiPort, in one or all of the Microsoft applications taught. **(3-0-3)**

CMPS 240S DATA STRUCTURES - This course is an introduction to the fundamental data structures and their applications. These structures include arrays, stacks, queues, linked lists,

and trees. Also studied are techniques for sorting and searching. **Prerequisite: CMPS 293. (3-0-3)**

CMPS 250S DISCRETE STRUCTURES - This course introduces the concepts of finite systems and mathematical logic. Topics include set theory, relations and functions, counting techniques, graph theory, and Boolean algebra. **Prerequisite: MATH 135 (3-0-3)**

CMPS 290S SYSTEM ANALYSIS AND DESIGN - This course is an introduction to analysis, design documentation, implementation, and evaluation of computer systems. Techniques of data gathering, systems flowcharting, file organization, and accessing methods are studied and case studies are presented. *Prerequisites***: CMPS 215. (3-0-3)**

CMPS 293S INTRODUCTION TO PROGRAMMING IN C++ - A survey of the problem-solving techniques, strategies and mechanisms available in the C++ language. Topics include arithmetic operations, basic input and output, functions, control flow mechanisms, arrays, pointers, strings, and structures. *Prerequisite***: CMPS 140. (3-0-3)**

CMPS 294S INTRODUCTION TO C LANGUAGE - This course will focus upon scientific and commercial applications programming in C language. Topics include: pre and post fix logical and arithmetic operation, primitive data types, arrays, pointers, linked lists, unions, procedures, and standard I/O functions and libraries. *Prerequisite***: CMPS 140. (3-0-3)**

CMPS 295S SEMINAR IN COMPUTER SCIENCE - This course is to be used in lieu of CMPS 299. It is designed for students desiring to complete a term project of significance. This course will be a synthesis course, integrating many concepts taught in the curriculum. Students will be graded on the basis of oral and written presentation dealing with analysis and design as well as the quality of the project. **(3-0-3)**

CMPS 296S OBJECT-ORIENTED PROGRAMMING USING JAVA - The study of object-oriented programming principles and their implementation in the JAVA programming language. Topics may include: classes, methods, packages, class hierarchies, sequence, selection, iteration, arrays, records, and files. *Prerequisite:* **CMPS 140. (3-0-3)**

CMPS 299S INTERNSHIP - An opportunity for students majoring in computer science to apply knowledge and techniques learned in the classroom to an actual job experience. Classroom instruction must precede the job experience. *Prerequisites***: Sophomore classification and approval of advisor. (0-12-3)**

COMPUTER NETWORKING TECHNOLOGY (CNET)

CNET 110S INTRODUCTION TO CYBERSECURITY - Explores the broad topic of cybersecurity in a way that matters to individuals. Learn how to protect your personal data and privacy online and in social media, and why more and more IT jobs require cybersecurity awareness and understanding. Upon completion of the course, students will learn what cybersecurity is and what it means for you personally and professionally, learn how to be safe online by understanding the most common threats, attacks and vulnerabilities and find out how businesses protect their operations from cyber-attacks and why jobs are growing. **(3-0-3)**

CNET 130S CYBERSECURITY ESSENTIALS - The course focuses on security principles and technologies. Students learn to understand common security concepts, and deploy basic

security techniques utilizing a variety of popular security appliances within a "real-life" network infrastructure. Upon completion of the course, students will have the knowledge and skills to describe common network security concepts, secure routing and switching infrastructure, deploy basic authentication, authorization and accounting services and deploy basic. **(2-1-3**)

CNET 145S COMPUTER SYSTEMS MAINTENANCE - An introduction to the installation, configuration, and maintenance of microcomputer systems. Examination of the functions of the components within a computer system with emphasis on the evolution of microprocessors and microprocessor bus structures. development of skills in the use of test equipment and maintenance aids. This course and CNET 156 align with the requirements of the Computing Technology Industry Association (CompTIA) A+ certification exam. Lab required. **(2-1-3)**

CNET 156S SUPPORTING CLIENT OPERATING SYSTEMS - This course introduces the fundamentals of personal computer and mobile device operating systems. Topics include software configuration, file and data management, synchronization, and troubleshooting. Cloud concepts and the integration of cloud services in the work environment are introduced. This course and CNET 145 align with the requirements of the Computing Technology Industry Association (CompTIA) A+ certification exam. Lab required. **(2-1-3)**

CNET 180S INTRODUCTION TO NETWORKING - This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Lab required. **(2-2-4)**

CNET 185S ROUTING AND SWITCHING ESSENTIALS - This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and interVLAN routing in both IPv4 and IPv6 networks. Lab required. **(2-2-4)**

CNET 191S CNET PRACTICUM/COOPERATIVE EDUCATION I - A work-based instruction that provides basic or intermediate career exploration, which helps students gain practical experience in the discipline, enhance skills, and integrate knowledge under the supervision of the college and the employer. A practicum may be a paid or unpaid learning experience, and includes a lecture component. Requires departmental approval. **(0-8-3)**

CNET 220S CERTIFICATION REVIEW - Review of subjects commonly found on entry level industry network certification exams such as the Cisco and CompTIA ratings**. (3-0-3)**

COMMUNICATION (COMM)

SCOM 221S INTERPERSONAL COMMUNICATION - This course focuses on the practical application of communication concepts and skills. Emphasis is on self-concept, language, perception, listening, non-verbal communication, gender and culture. **(3-0-3)**

SCOM 101S FUNDAMENTALS OF SPEECH - Students will be given an orientation to the functions, principles and types of effective speech with emphasis on the use of speech arts in business, social and professional situations. **(3-0-3)**

SCOM 201S PUBLIC SPEAKING - This is a basic course in the theory and practice of public speaking. It stresses organization of speech content, personality, components of effective delivery, and use of voice, body and language. **(3-0-3)**

WEB DEVELOPMENT (CWEB)

CWEB 110S INTRODUCTION TO WEB PAGE DESIGN-HTML - This course is designed to introduce some web design fundamentals and the language used for the internet. Students will learn and understand the hypertext markup language (HTML); which is the programming language used to develop web pages. As part of the learning experiences, students will be required to develop some online documents with multiple links, will learn to implement basic colors, graphics, and sound into web pages, and will learn document and image formatting. **(3-0-3)**

CWEB 120S INTERNET TECHNOLOGY- With the internet being a technology trend that cannot be escaped, it is important that students acquire the skills and confidence needed to navigate on the internet. This course will provide a foundation for students to learn how to access the internet along with the World Wide Web (www). Students will learn how to use the www to find information (surf the net), do research using the internet, communicate with others electronically, take part in e- commerce, understand internet design, software, services, access providers, and more. **(3-0-3)**

CWEB 130S MULTIMEDIA LITERACY - The primary focus of this course is to provide both a conceptual and a practical introduction to multimedia. Multimedia is a fairly new trend that is very appealing in education and business. Southern University at Shreveport, Louisiana's 160 Students will learn what impact multimedia is having in our daily lives, why multimedia became a multibillion-dollar industry, how to use multimedia effectively, and how to create their own multimedia application and publish them on the web. **(3-0-3)**

CWEB 140S INTRODUCTION TO E-COMMERCE - This course examines the practical considerations of developing and maintaining an e-commerce business. Students will be introduced to fundamental business concepts as they apply to e-commerce. Basic discussion will include security, privacy, order processing, and payment systems. Additionally, personal applications such as online banking, retail purchasing, internet marketing, and advertising will be discussed. **(3-0-3)**

CWEB 160S WEB SITE CONSTRUCTION - Delivery of this course will be through the internet. When planning to develop a web site in the business arena, there are several considerations to be made. Some concerns would be as follows: What are the considerations when choosing a web server? What database should be used? There are many considerations in web site construction, and through this course, students will learn to ask the right questions about the information technology infrastructure. There will be emphasis on planning a web site, policy issues, and security concerns. Additionally, students will gain understanding on hosting

environments and operations budgeting. **(3- 0-3)**

CWEB 201S CYBER SECURITY - This course introduces students to the field of cyber-security and includes the evolution of information security, cyber-security theory, and the importance of cyber-security to nations, businesses, society, and people. Students will be exposed to cyber-security technologies to help guard against information and application threats, learn how to analyze the threats, vulnerabilities and risks present in cyber space environments, and develop appropriate strategies to reduce, if not alleviate, potential cyber-security problems. Various processes and practices designed to protect networks, computers, programs, and data will be discussed. **(3-0-3)**

CWEB 210S ADVANCED WEB PAGE DESIGN – HTML - This course is designed to provide advanced technical skills to designing a web site (collection of web pages). As part of the interactive learning activity, students will learn how to incorporate functionally and animation into their web pages. Some related topics include integrating advanced multimedia techniques, implementing user authentication, database queries, understanding online ordering, tallying counts (hits), etc. **(3-0-3)**

CWEB 220S MANAGING A WEB SITE - The focus of this course is on understanding how to maintain a web site and how to optimize the server in which the web site is stored. This course will look at the concept of building a web site and take it through the process of actually implementing that web site. The process entails building a support team, maintaining and optimizing the server, addressing legal issues associated with web site operation, and dealing with contracting issues such as performance, availability and cost. Students will become knowledgeable of various requirements to implement a web site and what to be aware of in taking on support for an existing site. **(3-0-3)**

CWEB 230S WEB PRODUCTION - Delivery of this course is through the internet. This course is ideal for the non-technical manager. Web production provides students with an understanding of the design, organization, marketing and budgetary considerations of a small business web site. The focus of this course is more on how to design the website to meet the business needs or objectives and to select the appropriate tools for web production. Other topics will include understanding the basics of doing business on the internet (e-commerce) and understanding how to use search engines to promote a web site. **(3-0-3)**

DANCE(DNCE)

DNCE 101S BEGINNING MODERN DANCE – The development of a movement vocabulary using the stretch, strengthening and body alignment techniques (exercises) developed by Martha Graham and Lester Horton. **(3-0-3)**

DENTAL HYGIENE (DHYG)

DHYG 101S INTRODUCTION TO DENTAL HYGIENE - An introduction to dental hygiene including an overview of the normal oral cavity, common pathological conditions, preventive measures, dental hygiene education and community dentistry. This course will familiarize the student with the history and purpose of the school, administrative systems, regulations, the use of the library, study problems and vocational and educational information. **(1-0-1)**

DHYG 120S CLINICAL DENTAL HYGIENE ORIENTATION - Designed to provide dental hygiene students with basic didactic background for clinical skills required for dental hygiene practice. This course will introduce the student to basic computer concepts and integration of computer technology in patient assessment and dental hygiene treatment planning. Some hands-on laboratory experience is provided using software packages such as: word processing, spreadsheets, and MS PowerPoint for presentations. *Prerequisite*: DHYG 101S. *Co-requisite:* DHYG 121S. (6-0-1)

DHYG 121S CLINICAL DENTAL HYGIENE TECHNIQUE - This course is an introduction to basic clinical techniques required for entry into the first clinical level of basic patient care. **Co-requisite: DHYG 120S**. (0-8-2)

DHYG 122S DENTAL ANATOMY - Study of the morphological characteristics of the teeth. A laboratory course in identifying and drawing teeth is included. *Prerequisites*: SBIOL 221S, BIOL 222S. *Co-requisites*: DHYG 120S, DHYG 123S. (2-2-1)

DHYG 123S HEAD AND NECK ANATOMY - This course is designed to give the student a basic knowledge and understanding of head and neck anatomy, including terminology, osteology, and basic physiology of the oral cavity. *Prerequisites*: SBIOL 212S, SBIOL 221S, BIOL 222S. *Co-requisites*: DHYG 120S, DHYG 121S, DHYG 122S. (3-1-2)

DHYG 125S FUNDAMENTALS OF DENTAL RADIOLOGY - This is an introductory course in conventional and digital dental radiology; including didactic instruction in radiation physics, radiation biology, radiation hygiene and radiographic processing techniques. It also includes an introduction to the radiological interpretation of normal anatomy, caries, periodontal disease and periodical disease. The student receives supervision in taking and processing intra- and extra oral radiographs on manikins as well as patients. *Prerequisites*: SMAT 121S, SBIOL 221S, BIOL 222S, DHYG 101S. *Co-requisites*: DHYG 120S, DHYG 122S, DHYG 123S. (3-4-2)

DHYG 126S CLINICAL DENTAL HYGIENE LECTURE - A continuation of **DHYG 120S**. Special emphasis is placed on the dental hygiene process of care and treatment of patients that are medically compromised. *Prerequisites*: DHYG 120S, DHYG 121S, DHYG 123S, DHYG 124S, DHYG 125S. *Co-requisite*: DHYG 127S (6-0-2)

DHYG 127S CLINICAL DENTAL HYGIENE I - A continuation of DHYG 121S. Concentration on the application of the dental hygiene process of care. Students provide dental hygiene services to clinic patients during this course. Clinic requirements are expanded to reflect provision of care for more challenging case types. *Prerequisites*: DHYG l20S, DHYG 121S, DHYG 122S, DHYG 123S, DHYG 124S, DHYG 125S. *Co-requisite*: DHYG 126S. (0-8-2)

DHYG 128S GENERAL AND ORAL PATHOLOGY - This course is designed to introduce the student to current concepts relative to the pathophysiologic mechanisms of human disease. The student will acquire a fundamental knowledge of diagnostic principles regarding systemic disease in general and oral diseases. *Prerequisites*: SBIOL 212S, DHYG 123S, DHYG 124S. *Co-requisites:* DHYG 126S, DHYG 127S. (3-0-2)

DHYG 129S PREVENTIVE DENTISTRY - This course provides the concepts of preventive

dentistry. The history of disease prevention is also discussed during this course. *Prerequisites*: **DHYG 120S, DHYG 12S1. (4-0-1)**

DHYG 130S PUBLIC AND COMMUNITY DENTAL HYGIENE - The administration of public health programs and issues regarding health promotion in the community. The primary focus is on implementing dental health programs in the community. The students are afforded the opportunity for a wide variety of extramural experiences, both observation and participation. This course also introduces the student to scientific methodology and the use of its attendant statistics. *Prerequisites*: **SMAT 121S, DHYG 120S, DHYG 121S. (4-0-1)**

DHYG 131S PHARMACOLOGY FOR DENTAL HYGIENISTS - The emphasis of this course is the pharmacodynamics of drug action. This includes modes of administration, mechanisms of action, biotransformation, excretion, drug interactions and side effects. Special considerations are given to those drugs relevant to the practice of dentistry. *Prerequisites*: **DHYG 120S, DHYG 121S, DHYG 123S.** *Co-requisites*: **DHYG 126S, DHYG 127S. (3-0-2)**

DHYG 134S ORAL HISTOLOGY AND EMBRYOLOGY - An introductory course designed to provide the student with an understanding of the microscopic anatomy of oral structures. Embryological development is integrated with histology in the lectures. *Prerequisites: S*BIOL **212S, SBIOL 221S, BIOL 222S.** *Co-requisites*: **DHYG 122S, DHYG 123S. (2-1-1)**

DHYG 214S PERIODONTICS - A fundamental lecture and clinical course in periodontics with emphasis on basic understanding of the normal and diseased states of the periodontium. An orientation to the concepts of periodontal examination, nomenclature, charting, diagnosis, and treatment planning. *Prerequisites*: **SBIOL 212S, DHYG 126S, DHYG 127S, DHYG 128S, DHYG 129S, DHYG 131S.** *Co-requisites*: **DHYG 216S, DHYG 217S. (6-0-2)**

DHYG 216S CLINICAL DENTAL HYGIENE II - Continuation of DHYG 127. Students apply dental hygiene preventive and therapeutic services while providing patient education in a clinical environment. Students will provide dental hygiene services to the child, adolescent, adult, elderly, and medically compromised patient. **Prerequisites: DHYG126S, DHYG127S, DHYG129S, DHYG131S** *Co-requisites DHYG 214S.* **(0-16-1)**

DHYG 217S CLINICAL DENTAL HYGIENE LECTURE II - A didactic course to accompany DHYG 216S. Continues on the study of dental hygiene theory and practices to include the dental hygiene process of care; on all types of patients listed above. Prerequisites: Successful completion of all first-year dental hygiene courses. **Co-requisites DHYG 216S. (4-0-1)**

DHYG 230S DENTAL MATERIALS - This course provides a working knowledge of metallurgy, ceramics and polymer science. Specific restorative and dental laboratory products are presented and their proper manipulation is described. Lab sessions involving some of the products provide experience in materials handling and emphasize technique. *Prerequisites*: **SCHE 110S, SMAT 121S, Successful completion of all first-year dental hygiene courses. (3-3-2)**

DHYG 232S PERIODONTICS II - This course is a continuation of DHYG 214. Special emphasis is placed on the discussion of surgical procedures, supportive care and maintenance therapies. *Prerequisites*: **DHYG 214S, Successful completion of all first-year dental hygiene**

courses. *Co-requisites*: DHYG 234S, DHYG 236S (4-0-1)

DHYG 234S CLINICAL DENTAL HYGIENE III - A second year clinical course. Students provide services with increased difficulty in the type and number of patients' clinical activities to include treating moderate periodontal disease and patients with moderate/heavy deposits; activities will correlate to theory lecture course DHYG 236S. *Prerequisites:* **DHYG 214S, DHYG 216S, DHYG 217S. Co-requisites DHYG 232S, DHYG 23S6, DHYG 238S**. (0-16-3)

DHYG 236S CLINICAL DENTAL HYGIENE LECTURE III - This course is a didactic course designed to accompany DHYG 234S. It expands the concepts of dental hygiene theory to include more complex case types utilizing critical thinking to analyze case studies and real-life clinical patients. **Prerequisites: DHYG 214S, DHYG 216S, DHYG 217S**. *Co-requisite: DHYG 234S*. **(4-0-1)**

DHYG 238S LOCAL ANESTHESIA AND PAIN CONTROL - This course is designed to instruct students in the art and science of local anesthesia. The course encompasses pre-anesthetic evaluation of the patient, the dental assessment and management of the medically compromised patient, physiology and pharmacology of local anesthetics and the management of medical emergencies. *Prerequisites*: **SBIOL 212S, BIOL 222S, DHYG 214S and successful completion of all first year Dental Hygiene courses**. Course requirement: Approval by Dental Hygiene Program Director. **(4-4-1)**

DHYG 240S CLINICAL DENTAL HYGIENE IV - Advanced dental hygiene clinic activities to include all aspects of previous training at increased skill levels. This course accompanies DHYG 242. **Prerequisites: DHYG 234S, DHYG 236S**. *Co-requisite: DHYG 242S*. **(0-16-4)**

DHYG 242S CLINICAL DENTAL HYGIENE LECTURE IV - Clinical lecture course to accompany DHYG 240. Special emphasis is placed on techniques and equipment used in the treatment of advanced types of periodontal disease. Students are required to present comprehensive case study at the end of this course. *Prerequisites*: **DHYG 232S, DHYG 236S, DHYG 238S.** Successful completion of all first-year dental hygiene courses. C*o-requisite: DHYG 240S. (4-0-2)*

DHYG 250S SURVEY OF DENTAL SPECIALTIES - Students learn the techniques used in the various specialties of dentistry such as periodontics, orthodontics, endodontics, oral surgery, prosthodontics, and oral medicine. *Prerequisites*: **DHYG 234S, DHYG 236S.** Successful completion of all first-year dental hygiene courses. **(2-0-1)**

DHYG 252S ETHICS, JURISPRUDENCE AND PRACTICE MANAGEMENT - The laws and ethics relating to the practice of dental hygiene are covered in this course. Dental office policies and procedures are also covered. Student will become familiar with laws regarding dental hygiene practice and the Louisiana Dental Practice Act. *Prerequisites*: **DHYG 236S, DHYG 238S. Successful completion of all first-year dental hygiene courses** *co-requisites*: **DHYG 240S, DHYG 242S. (2- 0-1)**

DHYG 254S SEMINAR/DIRECTED STUDY - This course provides instruction in current trends relating to dental and dental hygiene education. Individual and Instructor assisted study and/or research in selected dental hygiene topics. Emphasis will be placed on review of

current literature and research publications. *Prerequisites*: **Successful completion of all prior dental hygiene courses and approval of program director.** *Co-requisites*: **DHYG 240S, DHYG 242S. (4-0-2)**

DIALYSIS TECHNICIAN (DYLT)

DYLT 101S INTRODUCTION TO HEMODIALYSIS - An overview of contemporary dialysis environment in relation to history of dialysis, treatment for kidney failure, expected treatment outcomes, nutritional and adjustment considerations, quality assurance and current dialysis issues. **(2-0-2)**

DYLT 103S RENAL ANATOMY & PHYSIOLOGY - A detailed discussion of the normal structure and function of the kidney and other organs of the urinary system. **(3-0-3)**

DYLT 105S HEMODIALYSIS PRINCIPLES, DEVICES, & PROCEDURES - A discussion of the principles of dialysis, hemodialysis devices and hemodialysis procedures. **(3-0-3)**

DYLT 106S HEMODIALYSIS PATIENT CARE - This course is designed to introduce direct patient care assessment of vital signs, weight, and access sites, as well as to monitor the dialysis patient during treatment, and recognize abnormalities that are reported to the registered nurse. **(2-1-2)**

DYLT 109S WATER TREATMENT - A discussion of the purpose of water treatment, types of contaminants and effects on patients, components of a water treatment system and monitoring a water treatment system. **(2-0-2)**

DYLT 110S HEMODIALYSIS PRACTICUM I - Hands-on training of students at the dialysis center in the care of the hemodialysis patient. **(2-2-4)**

DYLT 112S HEMODIALYSIS PRACTICUM II - Hands-on training of students at the dialysis center in the care of the hemodialysis patient. **(0-8-8)**

ECONOMICS (ECON)

ECON 202S PRINCIPLES OF MACRO-ECONOMICS - This course gives a detailed analysis and interpretation of the national economy and global economic issue. Topics include: aggregate price- equilibrium theory, unemployment, inflation, national income accounting, Keynesian economic theory, fiscal policy, and monetary policy. Students will be required to utilize the Internet, financial and economic journals to keep abreast of current economic events. *Prerequisite*: **Students must be currently enrolled in or have completed SMAT 121S, 122S or 131S. (3-0-3)**

ECON 203S PRINCIPLES OF MICRO-ECONOMICS - This course emphasizes the scope and methodology of microeconomics. Economic principles to describe consumer and business, behavior and the processes of price determination and resource allocation will be discussed. The course focuses upon the understanding and application of economic tools to problems in competition, international trade and taxation. *Prerequisite*: **SMAT 121S, 122S or 131S. (3-0-3)**

EDUCATION (EDUC)

EDUC 209S INTRODUCTION TO EARLY CHILDHOOD EDUCATION - This is a survey course that will give the student a historical background of early childhood education and provide in-depth information needed to make meaningful the total study of child care including Special

Education for ages, birth through six years. **(3-0-3)**

EDUC 210S INTRODUCTION TO EDUCATION - This course provides a general overview of education. The course presents a survey of underlying principles in educational philosophies and theories as each shape the role of the school in America. Emphasis is placed on the historical development of education and its impact on teacher education and the ethics of teaching. Students will do an additional thirty-six hours of work in a classroom setting. **(3-0-3)**

EDUC 212S CURRENT TRENDS AND ISSUES IN MODERN SCHOOLS - Contemporary trends and issues in schools will be studied to determine their origin, status, and significance. Students will gain experiences in arriving at logical, practical, and personal positions. **(3-0-3)**

EDUC 229S PLAY ACTIVITIES FOR CHILDREN - This course is designed to provide planning, implementation and evaluation of play activities, and theories of play that will help 2-5-year old develop motor skills. Class experiences that will help children with problems are an integral part of this course. Participants are required to work 24 hours in area Early Childhood classes under master teachers. **(3-0-3)**

EDUC 235S CHILD DEVELOPMENT - The course focuses are scientific study of children, the way they grow and develop, the way their personalities are formed, the way they think and learn, and the special ways they respond to the special demands of their culture. **(3-0-3)**

EDUC 239S PARENTING - The course is aimed at introducing students to recommended parenting techniques; and psychological, social, and economic aspects of parenting; and ways that parents can contribute meaningfully to the day care center. *Prerequisite:* **EDUC 209. (3-0-3)**

EDUC 247S CURRICULUM AND PLANNING FOR EARLY CHILDHOOD EDUCATION - The planning and development of meaningful curricula for pre-elementary school children will be done. Primary focus is on the study of principles, methods and materials for curriculum development that influence and direct the intellectual, emotional, physical and social growth of children 2-5 years of age. *Prerequisites:* **EDUC 209 and HPRE 229. (3-0-3)**

EDUC 249S PRACTICUM IN EARLY CHILDHOOD EDUCATION PROGRAMS – Students will get work experience in area day care, nursery and kindergarten schools. Seminars will be held weekly. Students who take Day Care Administration will work in a licensed center and will engage in practical activities of planning, financing, organizing, marketing and managing day care facilities. Students will also be exposed to experiences in innovative day care practices with all ages through adult day care. *Prerequisite:* **Students must have completed all course requirements before enrollment or have special permission from the advisor and department chairman to take courses along with practicum. (3-0-3)**

EDUC 250S INSTRUCTIONAL TECHNOLOGY – This is a comprehensive course designed to help undergraduates become better acquainted with preparation, selection, and utilization of technology in the classroom. (3-0-3)

EDUC 265S EARLY DIAGNOSIS OF CHILDREN'S DISEASES - This course provides instruction on recognizing early symptoms of childhood diseases such as measles, chicken pox and

mumps. Students will learn appropriate classroom precautions. *Prerequisites*: **EDUC 211 and EDUC 209. (3-0-3)**

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMTB)

EMTB 200S EMERGENCY MEDICAL TECHNICIAN LECTURE - A didactic course designed to educate the student on all aspects of the Emergency Medical Technician Basic. *Co-requisite*: **EMBT 201S. (9-0-9)**

EMTB 201 EMERGENCY MEDICAL TECHNICIAN PRACTICUM - A course designed to provide hands-on practicum for students in the Emergency Medical Technician course. *Co-requisite*: **EMBT 200S. (0-12-12)**

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC (EMTP)

EMTP 201S FOUNDATION OF PARAMEDICINE - This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMTP 206S APPLICATIONS OF PATHOPHYSIOLOGY FOR PARAMEDICS - This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology

EMTP 212S PHARMACOLOGY FOR PARAMEDICS/LAB - Students are introduced to pharmacological principles and how medications are used to treat disease processes and emergent illnesses. Topics include: Drug Classifications; Administration; Intravenous Therapy; Drug Calculations; Documentation; and others.

EMTP 216S ADVANCED SKILLS FOR PARAMEDICS - The course will equip the paramedic student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications Airway Management; Respiration; and Artificial Ventilation.

EMTP 226S THERAPEUTIC MODALITIES OF MEDICAL CARE - This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experienced a medical emergency. Topics include: Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric and Behavioral Disorders; Nontraumatic Musculoskeletal Disorders of the Eyes, Ears, Nose,

and Throat.

EMTP 227S CARDIOVASCULAR CARE FOR PARAMEDICS/LAB - This course equips the paramedic student with an expanded knowledge of anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, integrate advanced assessment skills (including ECG interpretation) and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular Disease; Assessment of the Cardiac Patient; and Pharmacological Interventions.

EMTP 230S THERAPEUTIC MODALITIES OF TRAUMA CARE - This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic injury and shock. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate field impressions to implement a comprehensive treatment/disposition plan for an acutely injured patient. Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding: Chest Trauma: Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

EMTP 236S THERAPEUTIC MODALITIES FOR SPECIAL PATIENT POPULATIONS - This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. Topics include: Obstetrics; Gynecology; National Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMTP 241S CLINICAL APPLICATIONS FOR THE PARAMEDIC I - This is the student's first exposure to patient care in the hospital setting under the supervision of a preceptor approved by the program. Students will observe and participate with patient care as indicated by the successful completion of expected lab requirements and clearance from program officials. Clinical Experience

EMTP 246S CLINICAL APPLICATIONS FOR THE PARAMEDIC II - This is the student's second rotation for clinical observation and participation with patient care at an approved hospital with an approved preceptor. Students will observe and participate with patient care as indicated by the successful completion of expected lab requirements and clearance from program officials. Clinical Experience

EMTP 250S CLINICAL APPLICATIONS FOR THE PARAMEDIC III - This is the student's third rotation for clinical observation and participation with patient care at an approved hospital with an approved preceptor. Students will observe and participate with patient care to achieve all program required objectives for clinical training. Clinical Experience

EMTP 251S EMS OPERATIONS: This course expands the knowledge of advanced emergency

scene operations for paramedics. Students will learn how to mitigate emergency scenes as a paramedic with an emphasis on safety and efficient application of paramedic care. Topics include: Incident Management; Safe Ambulance Operations; Mass Casualty Incidents; Air Medical Transport; Vehicle Extrication; Hazardous Materials Awareness; and Mass Casualty Incidents involving terrorism and disaster.

EMTP 256S APPLICATIONS FOR PARAMEDIC CARE/LAB - This course will provide opportunities for the student to demonstrate critical thinking ability based on findings from their field and clinical experiences. This will be done by reviewing cases as observed by the student with input from their preceptors. Students will prove efficiency with becoming the lead provider with scenario-based lab exercises. Advanced Cardiac Life Support (ACLS) will be completed and further student evaluations will be conducted to map all clinical/field objectives in preparation for the NREMTP exam. Interactive Lecture/Lab

EMTP 276S PARAMEDIC FIELD INTERNSHIP I - This course will provide supervised field internship experience in the pre-hospital advanced life support setting. When approved by program officials, students will be assigned a preceptor and will begin their field internship in the observatory role. Students are expected to assist with patient care as indicated by class progression. Topics include: Field Internship.

EMTP 281S PARAMEDIC FIELD INTERNSHIP II - This course will provide supervised field internship experiences for the student on advanced life support ambulances. Under preceptor supervision, students will take active roles with patient assessment, treatment plans, successful demonstration of skills, and documentation. Field Internship.

EMTP 285S PARAMEDIC FIELD INTERNSHIP III (Capstone) - When all classroom and clinical criteria are met, at the discretion of program officials, students will complete their capstone field internship under the supervision of their assigned preceptor. Students are expected to act as the lead provider in the pre-hospital setting. This includes successfully managing scenes for safety, directing executing total patient care, hospital transfer, and proper documentation. This class is started after all core program objectives are successfully completed. Field Internship Capstone.

ENGLISH (ENGL)

ENGL 089 ENGLISH GRAMMAR - Students who need a review of grammar, sentence structure and principles of writing are recommended for English 089. *(This course may not be counted toward fulfillment of degree requirements.)* **(3-2-3)**

ENGL 090 ENGLISH FUNDAMENTALS - This course is taught in a sequence with ENGL 089 English Grammar. Focus is on the writing process. Technical aspects of grammar taught in ENGL 089 English Grammar are reviewed. Emphasis is placed on sentence construction, punctuation, paragraph development, theme writing and summary skills. *(This course may not be counted toward fulfillment of degree requirements.)* **(3-0-3)**

SENL 101S FRESHMAN ENGLISH I - *[LCCN: CENL 1013, Freshman English I]* Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process,

audience, awareness; and writing effective essays. **Prerequisite: ACT of 18 or appropriate placement score or ENGL 090 or INRW 099. (3-0-3)**

SENL 102S FRESHMAN ENGLISH II - *[LCCN: CENL 1023, Freshman English II]* Continuation and further development of material and strategies introduced in ENGL COMPOSITION I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. *Prerequisite*: **SENL 101S (3-0-3)**

SENL 232S INTRODUCTION TO LITERATURE [*LCCN: CENL 2323, INTRODUCTION TO LITERATURE] -*** Introduction to various literary genres; includes critical analysis and writing about literature. *Prerequisites*: **SENL 102S. (3-0-3)**

SENL 220S WORLD LITERATURE *[LCCN: CENL 2223, MAJOR WORLD WRITERS; CENL 220, WORLD LITERATURE I; OR CENL 2213, WORLD LITERATURE II]* – A survey of significant world writers; includes literary analysis and writing about literature. *Prerequisite*: **SENL 102S or permission of the instructor. (3-0-3)**

ENGL 210 ENGLISH LITERATURE *[LCCN: CENL 2123 MAJOR BRITISH WRITERS; CENL 2103, BRITISH LITERATURE I; CENL 2113, BRITISH LITERATURE II; OR CENL 2303, INTRODUCTION TO FICTION] -* A survey of significant British writers; includes literary analysis and writing about literature. *Prerequisite*: **SENL 102S or permission of the instructor. (3-0-3)**

SENL 240S AFRICAN-AMERICAN LITERATURE *[LCCN: CENL 2403, INTRODUCTION TO AFRICAN AMERICAN LITERATURE] -* Introduction to African American literature; includes critical analysis and writing about literature. *Prerequisite*: **SENL 102S or permission of instructor. (3-0-3)**

SENL 216S AMERICAN LITERATURE *[LCCN: CENL 2173, MAJOR AMERICAN WRITERS; CENL 2153, AMERICAN LITERATURE I; OR CENL 216, AMERICAN LITERATURE II] -* A survey of significant American writers; includes literary analysis and writing about literature. *Prerequisite*: **SENL 102S or permission of the instructor. (3-0-3)**

SENL 252S CREATIVE WRITING - Creative style and techniques in traditional and contemporary forms of poetry and short fiction are stressed in this course. *Prerequisite*: **SENL 102S or permission of instructor. (3-0-3)**

ENGL 230 ADVANCED COMPOSITION - This writing course develops proficiency in advanced writing techniques especially persuasive writing. Emphasis is placed on the mechanics of writing and the effectiveness of style in the development of various themes. *Prerequisite*: **SENL 102S or permission of instructor. (3-0-3)**

ENGL 240 FILM AND LITERATURE - This course surveys literary examples of the short story, novel and drama as depicted on film. *Prerequisite*: **SENL 102S or permission of instructor. (3-0-3)**

PRE-ENGINEERING (ENGR)

ENGR 110S ENGINEERING ORIENTATION - Introduction to the engineering profession: engineering problem solving, use of scientific calculation and introduction to the design process. **(1-0-1)**

ENGR 112S ENGINEERING DRAWING - Development of proficiency in basic drafting techniques, free-hand sketching and lettering, view analysis and multi-view projection, auxiliary view, detail dimensions, pictorial representation, and working drawings. **(3-0-3)**

ENGR 120S ENGINEERING GRAPHICS - Orthographic projection, isometric drawing, freehand sketching, sections and auxiliary view, detail and assembly working drawing, dimensions and standards, graphic representation, revolutions, and vector analysis. *Engineering majors only.* **(3-0-3)**

ENGR 224S ENGINEERING MECHANICS I (STATICS) - Introduction to vector algebra, equivalent force systems, equations of equilibrium, structural mechanics, trusses, frames, chains and cables, friction, properties of surfaces, center of gravity, moment of inertia, variational mechanics, methods of virtual work, and method of minimum potential energy. *Prerequisites***: SPHY 213S and SMAT 122S. (3-0-3)**

ENGR 225S ENGINEERING MECHANICS II (DYNAMICS) - Introduction to particle kinematics, relative motion, particle dynamics, D'Alembert's principle, motion of a system of particles, energy methods, work energy equations, momentum methods, impact, angular impulse, and Enler's equation of motion. *Prerequisite***: SMAT 122S. (3-0-3)**

FINE ARTS (FIAR)

SFIA 111S DESIGN I - This course is a study of the elements and principles of two-dimensional art including color, composition and visual perception. Primarily for art majors. There are no prerequisites. **(0-6-3)**

FIAR 111 Design II - This is an advanced course that is a continuation of the study of elements and principles with the addition of the exploration of new materials. **Prerequisite: SFIA 111S. (3-0- 3).**

SFIA 220S DRAWING I - Drawing 130 consists of a basic approach to linear representation with attention to space, gesture, value, texture, and shape. **(0-6-3)**

SFIA 221S DRAWING II - This course is a continuation of linear representation with added problems in space, gesture, value, texture, and shape. *Prerequisite***: SFIA 220S. (0-6-3)**

SFIA 101S UNDERSTANDING THE ARTS - Understanding the Arts is open to all undergraduates. It is an introduction to art in which the visual elements and principles are examined through a study of key monuments in history in modern and earlier times. **(3-0-3)**

FIAR 297 PROBLEMS IN ART - Students will research problems in pictorial representation by using various media. The visual problems are selected with the consent of the instructor based on student's portfolio evaluation. This course can be repeated once. **(1-5-3)**

FRENCH (FREN)

FREN 101 ELEMENTARY FRENCH I - *[LCCN: CFRN 1013, ELEMENTARY FRENCH I]* **-** Basic lexicon and structure of French; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the French and Francophone world. Beginning course: no previous knowledge of French expected or required. **(3-0-3)**

FREN 102 ELEMENTARY FRENCH II - *[LCCN: CFRN 1023, Elementary French II]* **-** Continuation of the study of French on the elementary level. *Prerequisite***: FREN 101. (3-0-3)**

FREN 200 INTERMEDIATE FRENCH I - *[LCCN: CFRN 2013, INTERMEDIATE FRENCH I]-* Intermediate level study of structures and lexicon of French; additional emphasis on the four basic skills and culture. *Prerequisite*: **FREN 102. (3-0-3)**

FREN 201 INTERMEDIATE FRENCH II - *[LCCN: CFRN 2023, INTERMEDIATE FRENCH II]* - continuation of the study of French on the intermediate level. *Prerequisite*: **FREN 200. (3-0-3)**

FRESHMAN STUDIES (FROR)

FROR 120S COLLEGE SUCCESS - College Success is designed to facilitate the successful transition of first-time freshman into the learning community of the university. Topics addressed during the course include time management, learning styles, classroom expectations, support services, and career planning. **(1-0-2)**

HEALTHCARE ACCESS ASSOCIATE (HCAA)

HCAA 105S BASIC HEALTHCARE ACCESS PROCEDURES - This course is designed to include an overview of the electronic health record - its purposes, uses, and content, HIPAA as it relates to privacy and confidentiality respective to protected patient health information, basic registration procedures, basic coding systems, and performance improvement. **(3-0-4)**

HCAA 200S ADVANCED HEALTHCARE ACCESS PROCEDURES - This course is designed include resource scheduling, registration input systems and/or practice management systems, front office procedures, verifying insurance, and processes for securing treatment authorizations, copayment amounts, and patient financial responsibility. **(3-0-3)**

HCAA 210S HEALTHCARE ACCESS ASSOCIATE EXAM REVIEW AND INTERNSHIP - This course is designed to provide students with a supervised work and learning experience related to practical applications associated with the registration process and a capstone review and mock examination in preparation for a national certification examination. **(0-8-1)**

HISTORY (HIST)

SHIS 201S AMERICAN HISTORY - American History 104 is a general survey of the history of America from the period of discovery to the Civil War. **(3-0-3)**

SHIS 202S AMERICAN HISTORY - American History 105 is a general survey of the history of America from the period of Civil War/Reconstruction to the present time. **(3-0-3)**

SHIS 101S HISTORY OF WESTERN CIVILIZATION - This course is a survey of the history of the development of Western Civilization from prehistoric time to the 16th century. **(3-0-3)**

SHIS 102S HISTORY OF WESTERN CIVILIZATION - This course is a continuation of history of western civilization with emphasis on civilization from the 16th century to the present. *Prerequisite*: **SHIS 101S. (3-0-3)**

HIST 211 AFRICAN-AMERICAN HISTORY - This course in African-American History is a survey of the political, economic and social history of Black Americans. **(3-0-3)**

SHIS 230S LOUISIANA HISTORY - This course in Louisiana History is a survey of the history of Louisiana from early exploration and settlement to the present. **(3-0-3)**

HEALTH INFORMATION TECHNOLOGY (HIMT)

HIMT 105S DATA CONCEPTS AND PRINCIPLES OF HIM - This course introduces the student to the health information management profession and the health record in paper and electronic formats. Students will analyze and evaluate the contents of the health record to understand documentation requirements and the use of healthcare data sets. Focus on retention, forms and screen design, indexes and registers, data storage and retrieval systems, primary and secondary resources and quantitative/qualitative analysis. The student gains knowledge of data access, data integrity, data collection and data management. **(3-0-3)**

HIMT 109S HEALTHCARE LAW AND ETHICS - This course introduces students to a study of the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law and practical applications. Special legal issues with emphasis on health information laws and regulations related to PHI and HIPAA privacy standards, healthcare compliance, confidentiality, ethics, legal and privacy issues, and data security. Students will learn legal vocabulary; retention and destruction, health record as the legal document, and release of medical information. **(3-0-3)**

HIMT 110S INTRODUCTION TO HEALTHCARE COMPUTER APPLICATIONS - This course will introduce computer concepts and technologies to include the organization of computer systems and computer applications encountered in health information departments to include but not limited to word processing, excel, power point, and databases. Students will be introduced to the electronic health record system and provided hands on experience with electronic systems utilizing software products. **(3-0-3)**

HIMT 202S HEALTHCARE DELIVERY SYSTEMS - This course is the study of the healthcare delivery system in the U.S.; the structure and operation of a healthcare organization and the role of various healthcare providers and disciplines; and health record content, data sets, licensure, certification, and accreditation, applicable computer information systems, and reimbursement systems in alternative healthcare facilities such as cancer registries, long term care, home health, hospice, mental health, skilled nursing and rehabilitation. **(3-0-3)** *Prerequisites*: **HIMT 105S and 110S.**

HIMT 208S INTRODUCTION TO PATHOPHYSIOLOGY - This course introduces students to a study of human disease and basics of general pharmacology for health information technology professionals. Students will learn about symptoms, signs, etiologies, diagnosis, diagnostic tests, and therapeutic methods of common diseases of each body system. Students will build on their knowledge of anatomy and physiology and medical terminology through study of common pathological conditions and the drugs used in the treatment of common diseases. **(3-0-3)** *Prerequisites*: **ALLH 210S.**

HIMT 215S INFORMATION TECHNOLOGY AND DATA MANAGEMENT - This course provides the student with principles of data governance and data management. Students will expand their basic knowledge of data sources, data models, data stewardship, data storage, and data exchange standards. The course will provide foundational principles in system implementation, disaster and recovery planning as well as data analysis, data reporting and visualization. Students will have practical experience utilizing electronic software

applications. **(3-0-3) Prerequisites**: **HIMT 105S and 110S.**

HIMT 222S CPT/HCPCS AND OUTPATIENT CODING - This course uses Current Procedural Terminology (CPT)/HCPCS coding systems with emphasis on basic coding rules and application of CPT / HCPCS coding procedures in the outpatient settings. This course will provide practical application of coding rules utilizing manual and encoder/grouping software. **(3-0-3) *Prerequisites*: HIMT 105S, 110S, and 208S.**

HIMT 223S REIMBURSEMENT SYSTEMS AND COMPLIANCE - This course will cover the financial systems in today's healthcare environment to include but not limited to PPS, MSDRGs, RBRVS, and APG Payment System. Students will gain insight on how reimbursement systems have an impact on providers, payers and consumers. Students will develop skills in coding compliance, revenue cycle management, billing processes, claims management, charge master, case mix management, clinical documentation improvement, and computer assisted coding. **(3-0-3) Prerequisites: HIMT 105S, 110S, and 208S.**

HIMT 22S5 INTERNATIONAL CLASSIFICATION OF DISEASES I - This course introduces students using the most current classification system to the International Classification of Disease (ICD) as used in diagnostic and procedural coding. An emphasis on basic coding rules, regulations, conventions, content, and structure. Study of other classifications, nomenclatures, and medical vocabularies used in healthcare settings. Application using exercises, case studies, and health records in acute care and ambulatory settings. Utilizing manual and encoder/grouper**. (3-0-3) *Prerequisites*: HIMT 105S, 110S and 208S**

HIMT 226S INTERNATIONAL CLASSIFICATION OF DISEASES II - This course is the second, in a two-course sequence, which will provide a continuation of coding principles and guidelines using the most current classification systems of ICD. Students will use coding manuals and software to apply sequencing guidelines, validate diagnostic and procedural codes while adhering to coding code of ethics using exercises, case studies, and health records. Utilize coding and software resources to ensure accuracy and validation of diagnostic and procedural groupings/severity of illness. **(3-0-3) *Prerequisite*: HIMT 225S**

HIMT 227S ADVANCED CODING REVIEW SEMINAR - This course will provide an advanced review of coding guidelines, classification systems, reimbursement methods in preparation for a national certification exam. Lectures, presentations, mock exams, coding case studies, encoder/grouping accuracy. The student will develop an individual study plan and complete a comprehensive examination. **(3-0-3) *Prerequisites*: HIMT 222S, 223S, 225S and 226S.**

HIMT 231S HEALTHCARE STATISTICS AND QUALITY IMPROVEMENT - This course will focus on quality improvement concepts and tools, and statistical methods in Health Information Management. Some topics covered - accrediting and licensing standards, case management, utilization management, risk management, medical staff organization and functions, project management, performance improvement processes, and patient safety. An introduction to common research used in healthcare will be discussed to including research methods and ethical issues in research.   (**3-0-3)**

HIMT 233S ORGANIZATIONAL MANAGEMENT AND LEADERSHIP - An overview of

management principles for first line managers in health information field. Topics covered in the course include motivational theory, leadership, supervisory skills, human resource management, budgeting, ergonomics, marketing, orientation and training programs, staffing, strategies in support of information governance, financial, and physical resources. Students will develop presentation skills and techniques, professional image and development, interviewing skills, and appropriate oral and communication skills. **(3-0-3)**

HIMT 241S PROFESSIONAL PRACTICE EXPERIENCE I - Students will demonstrate basic competencies of health information technology in a simulated and/or directed supervised work experience in hospitals, affiliation sites, or non-traditional settings. The supervised eight (8) week professional practice/simulated experience will provide students with interaction and application of health information functions, i.e. health record procedures, storage and retrieval, legal aspects, coding, utilizing of software for HIM processes. **(0-6-3)**

HIMT 248S PROFESSIONAL PRACTICE EXPERIENCE II - Students will continue demonstration of technical competencies of health information technology in a simulated and/or directed supervised work experience in hospitals, affiliation sites, or non-traditional settings. The supervised eight (8) week professional/simulated practice experience will provide the students with interaction and application of health information functions, i.e. quality management and information standards, reimbursement systems, and organizational resources and management. **(0-6-3)** *Prerequisites***: HIMT 241S Clinical Course Fee**

HIMT 250S RHIT EXAM REVIEW - This is a capstone course designed to focus on test-taking strategies, mock examinations in preparation for the Registered Health Information Technology (RHIT) examination. The student will develop an individual study plan and complete a comprehensive examination. **(3-0-3)**

HOSPITALITY OPERATIONS (HOPR)

HOPR 100 INTRODUCTION TO THE HOSPITALITY INDUSTRY - This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, by reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. **(3-0-3)**

HOPR 141 FOOD AND BEVERAGE MANAGEMENT - Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications. **(3-0-3)**

HOPR 143 FOOD SAFETY - Presents a systems approach to answering public health concerns, reducing sanitation risks, and ensuring satisfaction for guests, staff members, and owners. Explains how to define and implement sanitation quality, cost control, and risk reduction standards in a hospitality operation. **(3-0-3)**

HOPR 232 FRONT OFFICE PROCEDURES - This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of

effective front office management, paying particular attention to the planning and evaluation of front office. **(3-0-3)**

HOPR 246 HOSPITALITY PURCHASING MANAGEMENT -This course describes how to develop and implement an effective purchasing program focusing on issues pertaining to supplier relations and selection negotiation and elevation. This course includes in depth material regarding major categories of purchasing and replacing. *Replaces HOPR 295. **(3-0-3)**

HOPR 249 MANAGING SERVICES IN HOSPITALITY - This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and whenever possible exceeding the expectation of guests. *Replaces HOPR 110. **(3-0-3)**

HOPR 261 PRINCIPLES OF SUPERVISION - This course is designed to provide students with the principles of supervision as applied specifically to the hospitality industry. **(3-0-3)**

HOPR 270 MARKETING AND HOSPITALITY - This course is designed to provide students with basic knowledge and practical experience that will enable them to develop strategic and operating marketing plans for hospitality properties. It stresses the marketing orientation as a management philosophy that guides the design and delivery of guest services. **(3-0-3)**

HOPR 272 OPERATIONS MANAGEMENT - This course provides students with practical skills and knowledge for effective management of food services operations. It presents basic service principles while emphasizing the importance of meeting the needs and, whenever possible, exceeding the expectations of guests. **(3-0-3)**

HEALTH AND PHYSICAL EDUCATION (HPRE)

HPRE 110 PRINCIPLES OF HEALTH - Emphasis is placed on health science as related to personal and community living in this course. It is open to all undergraduates. **(3-0-3)**

HPRE 130 STANDARD FIRST AID - This course is an introduction to the care, prevention and treatment of accidents and sudden illnesses. Standard First Aid certification is available. **(2-0-2)**

HPRE 200 INTRODUCTION TO PHYSICAL EDUCATION - This course provides an orientation to the professional opportunities available in physical education and related fields. It is offered to students who intend to major or minor in physical education. **(3-0-3)**

HPRE 216 TEAM SPORTS - The course provides techniques in teaching speedball, soccer, touch football, field hockey, basketball, volleyball, swimming, softball, track and field and gold. Emphasis is on teaching materials and methods. **(2-0-2)**

HPRE 229 PLAY ACTIVITIES FOR CHILDREN - This course is designed to provide planning, implementation and evaluation of play activities, and theories of play that will help 2-5-year old develop motor skills. Class experiences that will help children with problems are an integral part of this course. Participants are required to work 24 hours in area Early Childhood classes under master teachers. ***Prerequisite*: EDUC 210. (3-0-3)**

HPRE 260 SCHOOL AND COMMUNITY HEALTH - This course is designed to consider the nature, scope and objectives of school and community health programs. The role of school

personnel in promoting school-community relations and dealing with basic health problems is stressed. **(3-0-3)**

HPRE 270 PHYSICAL FITNESS WORKSHOP - This course is designed to provide physical training and conditioning while emphasizing how the body functions and how to maintain proper physical fitness. **(2-0-2)**

HPRE 299 DRUG EDUCATION - This course covers legal, sociological, psychological and physiological aspects of drug use. Values clarification and other innovative methods of curbing drug abuse will be explored. Both prescription and over-the-counter drugs will be covered. **(3-0-3)**

HUMAN SERVICES (HUSR)

HUSR 108 INTRODUCTION TO HUMAN SERVICES - This course offers skills training in the use and application of human service workers. This course outlines the historical and theoretical perspective, and primary focuses on human needs. The characteristics of an effective helper, social policy, trends, and prevention are reviewed. **(3-0-3)**

HUSR 109 COMMUNICATION SKILLS IN THE HELPING PROFESSION - This course provides a structural framework for the helping process that incorporates outcome and process goals, philosophy of growth, communications and facultative skills. Skills training in the use and application of the tools of a professional helper, such as interviewing, establishing rapport and empathy, recognizing verbal and nonverbal cues, assessment techniques and other skills pertinent to establishing a counseling relationship. **(3-0-3)**

HUSR 110 CLINICAL WRITING - This course introduces students to the proper application of the standards for writing human service cases. Assessment and evaluation of human service cases is taught and incorporated into the writing and presentation of these cases. **(3-0-3)**

HUSR 113 GROUP DYNAMICS - Beginning group leaders are trained in the exploration of theories associated with group dynamics. Students have a variety of group-leading experiences and are encouraged to have in-depth experiences of leadership behaviors. **(3-0-3)**

HUSR 210 INTRODUCTION TO DRUG AND ALCOHOL ABUSE - This is a survey course designed to familiarize the student with the variety of findings, problems, controversies and programs associated with drug and alcohol use/abuse. Political and legal perspectives are covered and include an orientation to existing varieties of treatment and possible careers in the field of drug abuse treatment. **(3-0-3)**

HUSR 215 BIOPSYCHOSOCIAL ASPECTS OF ALCOHOLISM - The course provides the students with a clear understanding of the dynamics of alcoholism as a disease, its impact on the individual, family system and community-at-large. **(3-0-3)**

HUSR 220 HEALTH, AGING, DEATH AND BEREAVEMENT - Addresses health issues of older people using the Strengths Model. Also includes the study of death and bereavement and the basic principles of bereavement counseling as related to human mortality and the emotional distress of the bereaved person and family. **(3-0-3)**

HUSR 221 ISSUES OF DOMESTIC VIOLENCE - This course will cover the basic aspects of

domestic violence/abuse issues, and will provide the helpers with the knowledge to assist them in recognizing the signs and traits of both overt and covert domestic abuse. An overview of the major components of current intervention programs and strategies, including effective assessment and treatment methods, will be discussed along with prevention strategies and community resources. **(3-0-3)**

HUSR 222 COUNSELING THERAPIES - The entire milieu of rational, emotive and psychodynamic modalities is explored. Attention is given to the understanding of psychological and emotional domains of clients and how to facilitate desired change through the development of a skill set. **(3-0-3)**

HUSR 239 COMMUNITY DRUG/ALCOHOL PROGRAMS - This is afield course in which the participating student is directly exposed by means of field visits to those community agencies and organizations concerned with criminal rehabilitation, therapeutic communities, and treatment programs. **(3-0-3)**

HUSR 250 CHILD WELFARE - Description and analysis of human services and programs for youth, children, and infants are discussed. Special focus is placed upon the needs and services for minority children. Applicable Federal and State laws related to child welfare issues are presented and discussed. **(3-0-3)**

HUSR 289 HUMAN SERVICES INTERNSHIP - This course involves observation and field work at selected sites and requires students to be involved with community organizations, coupled with a field placement for a minimum of twenty (20) hours per week for ten (10) weeks. *Prerequisite***: 21 credit semester hours in Human Services. (3-0-3)**

INTERGRATED READING AND WRITING (INRW)

INRW 098 INTEGRATED READING AND WRITING I - A combined three-hour lecture/one-hour lab performance-based course designed to develop students' critical reading and academic writing skills. With a minimum grade of "C" or equivalent scores on an approved placement test, this course will fulfill the requirements for reading and writing. (This course may not be counted toward fulfillment of degree requirements.) (3-1-4)

INRW 099 INTEGRATED READING AND WRITING II - An integration of critical reading and writing skills and strategies designed to develop proficiency in reading and writing processes, critical thinking strategies, and development of well-developed, coherent, and unified texts. (This course may not be counted toward fulfillment of degree requirements.) (3-1-4).

MATHEMATICS (MATH)

MATH 088S BASIC MATHEMATICS - This course is designed for students who need to improve basic computational skills. Topics include the following: whole numbers, fractions, decimals, and percent. *(This course may not be counted toward fulfillment of degree requirements.)* **(3-2-3)**

MATH 089S ELEMENTARY ALGEBRA - This course introduces the student to the basic concepts of algebra. Topics include Equations, inequalities and applications, Graphing and functions, System of linear equations and inequalities. *Prerequisite:* **MATH 088 or satisfactory score on the placement exam.** *(This course may not be counted toward*

fulfillment of degree requirements.) **(3-0-3)**

MATH 090S INTERMEDIATE ALGEBRA - This course is a continuation of algebra. Topics include exponents and polynomials, factoring, rational expressions and equations, rational exponents and radicals, quadratic equations and inequalities. Pre*r*equisite: **MATH 091 or satisfactory score on the placement exam**. *(This course may not be counted toward fulfillment of degree requirements.)* **(3-0-3)**

MATH 095S INTERMEDIATE ALGEBRA II - The course is designed to prepare students **for** college algebra. Topics include real numbers and variables, linear equations, graphs, slopes and equation of line, exponents, radicals, factoring, solving quadratic equations by factoring, system of equations. The course is designed for students with a Math ACT score less than or equal 18. Prerequisite: Math ACT score ≤ 18, or a satisfactory score on the placement exam. (This course may not be counted toward fulfillment of degree requirements.) **(5-0-5)**

MATH 126S TECHNICAL MATHEMATICS - This course is designed for use in a trade or technical area. Topics include equations and inequalities, algebraic fractions, radicals, quadratic equations and inequalities, functions and graphs, system of equations, trigonometry, vectors and triangles. **(3-0-3)**

MATH 133S ALGEBRA FOR COLLEGE STUDENTS - *[LCCN: CMAT 1203, APPLIED ALGEBRA]* Emphasis on application involving; solving equations and inequalities; function properties and graphs; linear, quadratic, polynomial, exponential and logarithmic functions. *Prerequisite***: ACT of 19 and 20 inclusive and 133LS or ACT score of 21 or higher appropriate placement test score, or MATH 095S. (3-0-3)**

MATH 133LS ALEGBRA LABORATORY (1) - pass/fail-Concurrent enrollment in MATH 133 - This course consists of instructor-supervised learning sessions designed to supplement and enhance the course material from Math 133. The course provides a structured environment for small group sessions, where students will study and work together on mathematics. The course is designed as a co-requisite course for Math 133. Topics covered: Supplementary review material including solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations**. Co-requisite: MATH 133 (1-0-1)**

SMAT 121S PRE-CALCULAS ALGEBRA - *[LCCN: CMAT 1213, COLLEGE ALGEBRA] -* In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. **Prerequisite: ACT score 19 and 20 inclusive and SMAT 121 LS or ACT score of 21 or higher appropriate placement test score, or MATH 095S. (3-0-3)**

SMAT 121LS ALEGBRA LABORATORY - 1 credit hour – pass/fail-Concurrent enrollment in SMAT 121S - This course consists of instructor-supervised learning sessions designed to supplement and enhance the course material from Math 135. The course provides a structured environment for small group sessions, where students will study and work together on mathematics. The course is designed for students with a Math ACT score of 18 to

20 and is a co-requisite course for Math 135.Topics covered: Supplementary review material including solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. *Co-requisite:* **SMAT 121S (1-0-1)**

MATH 133S ALGEBRA FOR COLLEGE STUDENTS – [LCCN: CMAT 1203, APPLIED ALGEBRA] - Emphasis on application involving: solving equations and inequalities; function properties and graphs; linear, quadratic, polynomial, exponential and logarithmic functions. *Prerequisite:* **ACT score 19 sand 20 inclusive and Math 133LS or ACT score of 21 or higher appropriate placement test score, or MATH 095S. (3-0-3)**

MATH 136 CONTEMPORARY MATH - *[LCCN: CMAT 1103, Contemporary Math] -* This course provides an introduction to topics in contemporary mathematics. Topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. *Prerequisite*: **ACT score 19 or higher, Math 090S, Math 095S, or a satisfactory score on the placement exam. (3-0-3)**

SMAT 122S PLANE TRIGONOMETRY - *[LCCN: CMAT 1223, TRIGONOMETRY] -* Trigonometric functions and graphs; inverse trig functions; fundamental identities and angle formulas; solving equations and triangles with applications; polar coordinate system. *Prerequisite*: **MATH 133S. (3-0-3)**

SMAT 123S- [LCCN: CMAT] - a combined course on: function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric functions and graphs; inverse trig functions; fundamental identities and angle formulas; solving equations, triangles with applications; and polar coordinate system. *Prerequisite:* **ACT score of 19 or higher, appropriate placement test score, or MATH 090S. (5-0-5)**

SMAT 131S FINITE MATHEMATICS - *[LCCN: CMAT 1313, FINITE MATH] -* Systems of linear equation, vectors, matrices, and matrix algebra; linear inequalities; counting techniques; permutations and combinations; probability; basic concepts in mathematics of finance (annuities included); and an introduction to statistics. *Prerequisite*: **MATH 133S. (3-0-3)**

SMAT 130S INTRODUCTION TO PROBABILITY AND STATISTICS - *[LCCN: CMAT 1303, INTRODUCTORY STATISTICS] -* Descriptive statistics; probability; discrete and continuous (including binomial, normal and T) distributions; sampling distributions; interval estimation; hypothesis testing; linear regression and correlation. *Prerequisite*: **MATH 133S or higher or consent of instructor. (3-0-3)**

MATH 230S LINEAR ALGEBRA - Topics include: systems of linear equations, vector spaces, linear transformations, matrices, and determinants. *Prerequisite*: **SMAT 122S or SMAT 123S or higher**. **(3-0-3)**

SMAT 211S ANALYTIC GEOMETRY AND CALCULUS I - *[LCCN: CMAT 2114, Calculus I]-* Limits and continuity of functions; introduction of derivative; techniques of differentiation;

chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation: concavity, relative extrema, maximum and minimum values of a function, optimization, anti-differentiation, definite integrals, Fundamental Theorem of Calculus, areas, applications of definite integrals, work and volume. *(Credit/placement exam may be required if transferring a course with fewer credits than the receiving institution.)* **Prerequisite: SMAT 122S or higher. (4-0-4)**

SMAT 212S ANALYTIC GEOMETRY AND CALCULUS II - [*LCCN: CMAT 2124, CALCULUS II]* - Techniques of integration; applications of the integral; parametric equations, polar coordinates, sequences and infinite series. *(Credit/placement exam may be required if transferring a course with fewer credits than the receiving institution.)* **Prerequisite: SMAT 211S. (4-0-4)**

MASS COMMUNICATION

MCOM 100 INTRODUCTION TO MASS COMMUNICATION - This course introduces students to various media forms, history, theories and technologies of mass communication. **(3-0-3)**

MCOM 205 INTRODUCTION TO BROADCASTING - Electronic broadcasting in the production of television and radio is introduced in this course. **(3-0-3)**

MCOM 210 MEDIA WRITING AND EDITING - An introductory media writing course that stresses grammar, sentence structure, vocabulary, and logic. **(3-0-3)**

MCOM 220 COMMUNICATION AND CULTURE - This course focuses on the influence of culture on individual communication, which includes: language, religion, ethnicity, and beliefs. A study of African-American journalists, their struggles, and impact on journalism will be included. **(3-0-3)**

MCOM 250 Television Production I - Operation of television equipment, including cameras, lighting instruments, audio equipment, and digital video editing. Prerequisite: math and English skills assessment that demonstrate readiness to successfully complete course. **(3-0-3)**

MCOM 251 Television Production II - Continuation of instruction in the operation of television equipment, including cameras, lighting instruments, audio equipment, and digital video editing. **(3-0-3)** *Prerequisite:* MCOM250

MCOM 253 Social and Digital Media - An exploration in the history, purpose, and growth of social media using common social media communication tools, such as Facebook, Twitter, LinkedIn, Kickstarter, YouTube, Flickr, Digg, and Tumblr.

BUSINESS MANAGEMENT (MGMT)

MGMT 200S INTRODUCTION TO BUSINESS - This is a survey course that introduces students to the world of business. It provides a foundation for the study of other business courses. Module One provides information that reviews the functional areas of business (Accounting, Finance, Management and Marketing), Entrepreneurship and Economics. Module Two covers Business Communications and Professional Development from a business perspective. **(3-0-3)**

MGMT 201S PRINCIPLES OF MANAGEMENT - The course includes the functions and skills that are necessary to provide effective leadership. This course places emphasis on the

organizational hierarchy, leadership models, and budgeting techniques. *Prerequisite*: **MGMT 200s and SENL 101S. *Student must be currently enrolled in or have completed SENL 102S. (3-0-3)**

MGMT 240S FUNDAMENTALS OF ENTREPRENEURSHIP - This course is designed to teach fundamentals on "How to Start and Run a Business." It will provide the students with the following: basic skills needed to operate a business; the type of business to choose; the length of time it would take to start a business; getting the business certified as a small business owner; available funding sources, and the type of insurance needed. **(3-0-3)**

MGMT 243S LEGAL ENVIRONMENT OF BUSINESS - This is a survey course that studies the interaction between law and business in the historical political, and ethical environments. This course places emphasis on contracts, torts, and criminal laws as they apply to business organizations. *Prerequisites*: **MGMT 200 and MGMT 201S. (3-0-3)**

MGMT 250S PRINCIPLES OF MARKETING - This course is a comparative survey of the major functions of marketing and marketing management. *Prerequisites*: **MGMT 200S, 201S, 240S and 261S. (3-0-3)**

MGMT 273S BUSINESS FINANCE - This course emphasizes the role of the financial manager and the goals of maximizing financial wealth of the organization. This course includes topics such as the time value of money, financial ratio analysis, investments portfolio management, working capital management, capital budgeting, risk and investments. *Prerequisite*: **ACCT 200S or higher; completion of or concurrent enrollment in SMAT 121S, 122S, or 131S, SECO 221S or SECO 222S *MGMT Certificate Program. (3-0-3)**

MGMT 283S BUSINESS STATISTICS - This course includes the methods and techniques for the collection, analysis, interpretation, and presentation of numerical data. This course places emphasis on measures of central location, dispersion, probability theory, discrete and continuous probability distributions, sampling, and tests of significance, regression, and correlation. *Prerequisite*: **Completion of or concurrent enrollment in SMAT 121S. 122s or 131S (3-0-3)**

MILITARY SCIENCE (MILS)

MILS 101 INTRODUCTION TO LEADERSHIP - The courses introduces the United States Army, including the Army heritage, values, decision making, mission, organization, branches, first aid, rappelling, map reading and land navigation. **(1-0-1)**

MILS 101L INTRODUCTION TO LEADERSHIP LABORATORY - Provides re-enforcement of MILS 101 lecture through practical exercise. Includes drill and ceremony, time management, first aid, rappelling, physical fitness and survival skills. **(1-0-1)**

MILS 102 INTRODUCTION TO LEADERSHIP - The course covers leadership principles and application. **(1-0-1)**

MILS 102L INTRODUCTION TO LEADERSHIP LABORATORY - Provides re-enforcement of MILS 102 lecture through practical exercise; includes drill and ceremony, land navigation, basic rifle marksmanship time management, organization, first aid, rappelling, physical fitness and survival skills. **(1-0-1)**

MILS 201 FOUNDATIONS OF LEADERSHIP PHASE I - Examines the development of leadership dimensions and the study of land navigation, first aid, military history and small unit tactics. **(2-0-1)**

MILS 201L LEADERSHIP LABORATORY - A practical laboratory of applied leadership activities includes drill and ceremony, land navigation, rappelling, rifle marksmanship, tactics, first aid, water survival, physical conditioning, and communications. **(1-0-1)**

MILS 202 FOUNDATIONS OF LEADERSHIP PHASE II - Examines the application of leadership dimensions, and the study of land navigation, first aid, military history and small unit tactics. **(2-0-1)**

MILS 202L LEADERSHIP LABORATORY - Provides a laboratory course to accompany MS 202. A practical laboratory of applied leaderships activities includes drill and ceremony, land navigation, rappelling, rifle marksmanship, tactics, first aid, water survival, physical conditioning, and communications. **(1-0-1)**

MILS 203 LEADERSHIP TRAINING - Course offers basic camp during the summer only, six (6) weeks at Fort Knox, Kentucky. Provides students with education and training covered in MILS 101, 102, 201, 202. Qualifies student for enrollment in MILS 301. Non-obligatory. Requires PMS approval. Paid for by ROTC. Student must have a minimum of 54 credit hours. **(6-0-1)**

MEDICAL LABORATORY TECHNICIANS (MLTC)

MLTC 100S PHLEBOTOMY WORKSHOP - This course provides practical instruction and experience in the procurement of blood specimens. This course is designed for allied health majors other than MLT. **(1-0-1)**

MLTC 105S INTRODUCTION TO CLINICAL LABORATORY SCIENCE - This course provides an introduction to the role of the medical laboratory technician as well as the history and purpose of the University, administrative systems, regulations, and use of the library. Emphasis is placed on professional ethics, work ethics, educational requirements, communication skills, career opportunities, computer skills, and special qualities desirable to become professional laboratory practitioners. Included is theory and laboratory methodology for each discipline. **(1-0-1).**

MLTC 239S PARASITOLOGY/MYCOLOGY - This course involves a study of clinically significant microorganisms, with an emphasis on fungal and parasitic organisms and infections. Case studies, patho-physiological states, microbiological diseases, and problem-solving and application of microbiological data used in the identification of unknowns are stressed. *Prerequisite*: **MLTC 101S. (2-1-3)**

MLTC 240S COAGULATION - Emphasis is placed on the study of the formed elements of blood and coagulation with emphasis on case studies, patho-physiological states, hematological diseases, problems-solving of clinical laboratory situations and application of hematological data. *Prerequisite*: **MLTC 101S. (1-1-1)**

MLTC 241S CLINICAL HEMATOLOGY - This course involves normal and abnormal applied hematology and coagulation. Emphasis is placed on the study of the formed elements of blood

and coagulation, precursors in the bone marrow, chemical constituents of plasma and serum linked to blood cell structure and function, and function of platelets and proteins involved in blood coagulation. *Prerequisite*: **MLTC 101S. (2-1-3)**

MLTC 242S CLINICAL IMMUNOLOGY/SEROLOGY - This course involves an introduction to the immune system with emphasis on antigen-antibody reactions in vitro and the principles of immune-diagnostic procedures performed in the Serology department. In involves lecture and student laboratories. *Prerequisite*: **MLTC 101S. (1-1-2)**

MLTC 243S CLINICAL IMMUNOHEMATOLOGY - This course involves theory and student laboratory analysis in blood banking, with emphasis placed on blood groups and their application. ABO typing and antibody screening techniques are stressed. Emphasis is placed on professional ethics, work ethics, educational requirements, communication. *Prerequisite*: **MLTC 101S. (2-1-3)**

MLTC 244S CLINICAL MICROBIOLOGY - This course includes the study of clinically significant pathogenic bacteria and viruses – diagnostic techniques, sterility, processing of specimens, selection of media, reagents and stains, and identification of microorganisms according to the morphological and biochemical reactions. *Prerequisite*: **MLTC 101S. (2-1-3)**

MLTC 245S CLINICAL URINALYSIS - This course involves theory and clinical application of the constituents of urine and other body fluids. Emphasis is placed on the physiology and clinical diagnosis of urine and other body fluids in health and disease. *Prerequisite*: **MLTC 101S. (1-1-2)**

MLTC 246S CLINICAL CHEMISTRY - This course involves theory and clinical application of chemical constituents in various body fluids. Emphasis is placed on the physiological role of each chemical analyte. *Prerequisite*: **MLTC 101S. (2-1-3)**

MLTC 247S CLINICAL HEMATOLOGY PRACTICUM - This course provides practical experience in the clinical laboratory of a hospital affiliate. Emphasis is placed on developing and applying knowledge and technical skills necessary to perform accurate and precise laboratory determinations in Hematology. **(0-24-1)**

MLTC 248S CLINICAL IMMUNOHEMATOLOGY PRACTICUM - This course provides practical experience in the clinical laboratory of a hospital affiliate. Emphasis is placed on developing and applying knowledge and technical skills necessary to perform accurate and precise laboratory determinations in the Serology Department. **(0-24-1)**

MLTC 249S CLINICAL PHLEBOTOMY PRACTICUM - This course provides practical experience in the clinical laboratory of a hospital affiliate. Emphasis is placed on developing and applying knowledge and technical skills necessary in the procurement of blood for laboratory analysis. **(0-12-1)**

MLTC 250S CLINICAL IMMUNOHEMATOLOGY PRACTICUM - This course provides practical experience in the clinical laboratory of a hospital affiliate. Emphasis is placed on developing and applying knowledge and technical skills in the study of blood groups and their applications. **(0- 24-1)**

MLTC 251S CLINICAL MICROBIOLOGY PRACTICUM - This course provides practical experience in the clinical laboratory of a hospital affiliate. Emphasis is placed on developing

and applying knowledge and technical skills in routine techniques, analysis, and interpretation of clinical specimens in the Microbiology/Parasitology/Mycology departments. **(0-24-1)**

MLTC 252S CLINICAL CHEMISTRY PRACTICUM - This course provides practical experiences in the clinical laboratory of a hospital affiliate. Emphasis is place on developing and applying knowledge and skills in routine techniques, analysis and interpretation of clinical specimens in the Clinical Chemistry Department. **(0-24-1)**

MLTC 253S CLINICAL URINALYSIS PRACTICUM - This course provides practical experience in the clinical laboratory of a hospital affiliate. Emphasis is placed on developing and applying knowledge and technical skills in the Urinalysis Department. **(0-24-1)**

MLTC 270S CLINICAL LABORATORY SCIENCE REVIEW I - This course consists of board review of all didactic courses of medical laboratory technology with the application of all material, problem-solving and case studies. Clinical Practicum experiences are correlated with didactic knowledge gained. Students must be successful ("C" or better) on a comprehensive exit exam given at the terminus of the course which determines the student's ability to exit (graduate) from the program. **(4-0-4)**

MLTC 271S CLINICAL LABORATORY SCIENCE REVIEW II -This course consists of a continuation of board review of all didactic courses of medical laboratory technology, with the application of material, problem solving and case studies. Clinical Practicum experiences are correlated with didactic knowledge gained. Students must be successful ("C" or better) on a comprehensive exit exam given at the terminus of the course and determines the student's ability to exit (graduate) from the program. **(3-0-3)**

MUSIC **(MUSC)**

MUSC 102 HARMONY I - This course is a basic musicianship course in written keyboard harmony and analysis. Part writing and small composition skills are emphasized. **(2-1-3)**

MUSC 103 HARMONY II - This course is a continuation of MUSC 102. *Prerequisite***: MUSC 102**. **(2-1-3)**

MUSC 120 UNIVERSITY GOSPEL CHORALE - (A Non-Transfer Credit Course) University Gospel Chorale is a performing unit, specializing in the genre of gospel music. Students will experience various musical styles ranging from traditional gospel to Negro Spirituals. Lectures will include discussions on the importance of proper breathing techniques, vocal training, and the teaching of musical pieces. **(2-0-2)**

MUSC 200 ENJOYMENT OF MUSIC - This is a research course with a humanities approach designed to acquaint the students with various styles of music and the various composers who created the forms that dictated cultures and influenced political philosophies of the worlds in which they lived. **(2-1-3)**

MUSC 224 UNIVERSITY CHOIR I - Choral Union, Female and Male Glee Clubs, and vocal ensembles are designed to entertain all students with interest in performing various vocal ensemble styles such as; classical, traditional gospel, pop and jazz literature. Vocal ensemble skills are taught along with cultural awareness. Audition is required. **(1-0-1)**

MUSC 225 UNIVERSITY CHOIR II - This is a second semester vocal ensemble course

continuing MUSC 224. Audition and teacher approval are required. ***Prerequisite*: MUSC 224**. **(1-0-1)**

MUSIC TECHNOLOGY (MUTG)

MUTG 101 FUNDAMENTALS OF MUSIC - An introduction to reading and writing music. Topics include key and time signatures, song form, melody, chords, and number system. **(3-0-3)**

MUTG 130 INTRODUCTION TO STUDIO RECORDING - An introduction to the recording studio. Topics include microphones, analog and digital recorders, the recording console, signal processing, and recording techniques. **(2-2-2)**

MUTG 140 INTRODUCTION TO MIDI - An introduction to MIDI (Musical Instrument Digital Interface) concepts and techniques. Topics include keyboard programming, sound modules, sequencing, and electronic music production. **(2-2-2)**

MUTG 150 MUSIC WORKSTATION - An introduction to the varied aspects of the music workstation. Students are given hands-on experience with the practical aspects of the varied components of the music workstation. **(2-2-3)**

MUTG 170 VIRTUAL STUDIO AND PLUG-INS - An introduction to, and hands-on experience with, the virtual music studio and associated plug-ins. Students are trained to simulate activities, which are expected in the music studio. **(2-2-3)**

MUTG 208 SONGWRITING - An introduction to basic songwriting. Topics include lyric and melody construction, working with music publishers, and performance rights organizations. Professionally written songs and students' songs are analyzed in class. **(3-0-3)**

MUTG 210 ADVANCED MIDI - A continuation of MUSC 140. Topics include computer-based sequencing, editing, and advanced electronic music production techniques. **(2-2-2)**

MUTG 220 DESKTOP DIGITAL AUDIO - An introduction to the use of computers in recording, editing, and mixing digital audio. Topics include software-based music production, sound design, looping, and mastering. **(2-2-2)**

MUTG 230 ADVANCED STUDIO RECORDING - A continuation of MUSC 130. Topics include digital audio, tape machine alignment, mixing, stereo microphone technique, and the creative use of signal processors. **(2-2-2)**

MUTG 255 INTERNET FOR MUSICIANS - An introduction to the internet as a music promotion resource. Topics include music marketing, web design, and independent label and artist promotion. **(2-2-3)**

MUTG 260 STUDIO MAINTENANCE - An introduction to studio maintenance. Topics include basic electronics, troubleshooting equipment problems, soldering techniques, and the use of test equipment. **(2-2-2)**

MUTG 261 INTRODUCTION TO PRO TOOLS I - Pro Tools I focuses on the foundational skills needed to learn and function within the Pro Tools environment at a basic level. Topics include system capabilities (record, edit, mix, process, and audio delivery), understanding the Pro Tools file system (session documents, audio files, audio regions), navigation and display basics, recording modes and techniques. Other topics include setting levels, selection techniques for

audio regions (precursor to basic editing), basic editing and mixing, importing audio files, using fades, using Audio Suite (file- based) plug-ins, introduction to MIDI. **(3-0-3)**

MUTG 262 ESSENTIALS OF PRO TOOLS II - The PT II course builds on knowledge and techniques acquired in the PT I. Topics included in PT I receive expanded attention, with instructor demonstrations and student exercises. Individuals who complete PT II will be well-prepared to work on their own projects in Pro Tools. **(3-0-3)**

NURSING (NURC, NURS)

NURC 100S NURSING ASSISTANT - This course provides students with an overview of the basic care needs of a patient/client population. Students will acquire knowledge and competencies in the provision of the activities of daily living (ADLs), beside care, and basic nursing procedures. This course is taught in a 7½ week session. *Prerequisites*: **None. (4-12-4)**

NURS 104S THE ART OF NURSING PRACTICE - The purpose of this course is to provide students with a basic knowledge of the nursing profession. It is designed to assist students in developing learning strategies to successfully navigate educational, professional, career and personal goals. Students will gain insight into what it means to be a professional nurse, to appreciate the history of nursing, to understand and appreciate nursing's values, standards, and ethics; to recognize social and economic factors that influence professional practice; and to appreciate the need for lifelong learning. *Prerequisites:* **None** *Corequisites*: **SCHE 110S, SBIO 212S, SBIO 221S, SENG 101S and SMAT 121S. (2-0-2)**

NURS 125S BASIC PRINCIPLES OF NURSING - This course introduces basic concepts, theories, and principles inherent in the roles and competencies of the beginning nurse practitioner and applies this knowledge to practice. Identified basic human needs along with the nursing process and basic nursing skills are presented and used to guide nursing practice in simulated and clinical settings. Students will also be introduced to the history of Southern University as well as its purpose, administrative systems, policies and regulation. *Prerequisites*: **SCHE 110S, SENG 101S, SMAT 121S, SBIO 212S, SBIO 221S, NURS 104S and admission into the Associate of Science Nursing Program. (4-6-6)**

NURS 135S ROLE TRANSITION TO PROFESSIONAL NURSING - This course is designed to assist the Licensed Practical Nurse (LPN) to transition to the role of an Associate Degree prepared Registered Nurse. This course builds on the foundational knowledge from the LPN curriculum while incorporating clinical skills (laboratory simulation), dosage calculations, nursing process, critical thinking, nursing care planning, documentation, physical assessment skills and concepts of nursing. It provides the foundation for utilization of the nursing process. Emphasis will be placed on the transition process while incorporating previously learned skills in the area of medical surgical and mental health nursing. Selected skills are performed in the simulated clinical lab. *Prerequisites*: **SENG 101S, SENG 102S, SMAT 101S, SMAT 131S, SBIO 212S, SBIO 221, BIOL 222S, SCHE 110S, SPSY 211S and admission into the Associate Science Nursing Program. (4-0-4)**

NURS 140S CONCEPTS & PROCESSES OF NURSING I - This course explores the professional

role through a comprehensive and systematic assessment, using the nursing process. There is emphasis on physiological assessment and the further development of assessment skill. Focus is on the adaptive and maladaptive response to common stressors across the lifespan. This course is taught in a 7 ½ week session. *Prerequisites*: **NURS 125S, SMAT 131S, BIOL 222, SENG 102S. (4-12-4)**

NURS 160S PSYCHIATRIC MENTAL HEALTH NURSING - Particular attention focuses on the adaptive and maladaptive responses to internal and external stressors across the lifespan. Principles and concepts of mental health, psychopathology, and treatment modalities relating to the nursing care of clients and their families will be explored. This course is taught in a 7½ week session. *Prerequisites*: **SMAT 131S, BIOL 222, SENG 102S, NURS 125S. (4-12-4)**

NURS 200S PRINCIPLES OF PHARMACOLOGY - This course provides an introduction to pharmacotherapeutics, medication administration, major drug classifications, and the implications of medication administration for nursing care. *Prerequisites*: **NURS 125S. (2-0-2)**

NURS 220S NURSING CARE OF THE CHILD - Facilitates learning about caring for children and their families. Emphasis will be placed on principles of growth and development, identification of stressors and promotion of health in children and their families. This course is taught in a 7½ week session. *Prerequisites*: **NURS 140S, NURS 160S, NURS 200S, SPSY 211S. (4-12-4)**

NURS 225S NURSING CARE OF THE CHILDBEARING FAMILY - Focus will be on the processes of pregnancy, labor, delivery, the postpartum period, and the neonate. Emphasis will be on the nurse's role in assisting women and their families to adapt to stress associated with childbearing. This course is taught in a 7½ week session**.** *Prerequisites*: **NURS 140S, NURS 160S, NURS 200S, SPSY 211S. (4- 12-4)**

NURS 230S ISSUES AND TRENDS IN NURSING PRACTICE - This course reviews nursing history and presents current issues, problems, and emerging trends. Legal and ethical issues as they relate to the practice of nursing, professional organizations, educational preparation and credentials for health care providers, role transition from student to practitioner, and the political process will be explored. Management styles and skills in the delivery care system will also be presented. *Corequisites*: **NURS 220S, NURS 225S, SPCH ELECTIVE. (2-0-2)**

NURS 250S CONCEPTS & PROCESSES OF NURSING II - This course will further explore the professional role of nursing during episodic care in the management of adults related to the roles of the nurse as provider, coordinator of care, and member of the healthcare team. The practicum provides students with opportunities to utilize the nursing process in the role of leadership and management in the acute care setting. *Prerequisites:* **NURS 220S, NURS 225S, SPCH ELECTIVE, NURS 230S**. **(5-8-9)**

ADMINISTRATIVE TECHNOLOGY SPECIALIST (OSBT)

OSBT 115S DOCUMENT FORMATTING AND PRODUCTION - This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Prerequisites: Prior to enrollment in this course, students

will be required to key straight copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute or successfully complete Introduction to Keyboarding. **(3-0-3)**

OSBT 120S KEYBOARDING SKILLBUILDING - A course that further develops keyboard techniques emphasizing speed and accuracy. **(3-0-3)**

OSBT 125S – PERSONAL AND PROFESSIONAL DEVELOPMENT - A course that develops an awareness of interpersonal skills essential for job success. **(3-0-3)**

OSBT 130S RECORDS & DATABASE MANAGEMENT – This course focuses on the systems approach to manage recorded information in any form. Emphasis is placed on the three categories into which records generally fall – paper, image, and digital and the treatment of these categories in proper management, storage, and retrieval. A course that applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. **Prerequisite: CMPS 215 Microcomputer Business Applications. (3-0-3)**

OSBT 130S MECHANICS OF COMMUNICATION - A course designed to develop the basic English competencies necessary for success in business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling are emphasized. **(3-0-3)**

OSBT 140S BUSINESS MATHEMATICS - A course that is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculator is stressed. **(3-0-3)**

OSBT 145S MACHINE TRANSCRIPTION - A course designed to teach transcription of a wide variety of business communication from machine dictation. Prerequisites: CMPS 215 microcomputer business applications. **(3-0-3)**

OSBT 150S DESKTOP PUBLISHING - A course that presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters and business cards. **Prerequisite: CMPS 215S Microcomputer Business Applications. (3-0-3)**

PHLEBOTOMY (PHLE)

PHLE 101S INTRODUCTION TO PHLEBOTOMY - This course is designed to provide practical instruction in the proper techniques used in collecting blood and body fluid specimens for laboratory analysis. It includes specimen processing, infection control, laboratory safety, quality control, special collection techniques, and quality assurance procedures. **(3-1-3)**

PHLE 210S CLINICAL PRACTICUM - This course provides a rotation through the Phlebotomy department of the clinical laboratory. The rotation involves patient preparation, selection and preparation of puncture sites, collection of specimens, maintaining equipment, post-collection client care, and specimen processing. *Prerequisites*: **PHLE 101S, and acceptance into the Phlebotomy Program. (2-24-9)**

PHYSICS (PHYS)

SPHY 102S PHYSICAL SCIENCE I - *[LCCN: CPHY 1023, PHYSICAL SCIENCE I]* **-** This course is

a survey of concepts in physics and physical sciences with emphasis on methods of science and concepts relating to mechanics, states of matter, waves, heat, electricity, light, atomic structure and basic chemistry. Topics are developed with a minimum of mathematical presentation. *Prerequisite*: **MATH 133S or higher. (3-0-3)**

SPHY 103S PHYSICAL SCIENCE II - *[LCCN: CPHY 1033, PHYSICAL SCIENCE II] -* This course presents applications of concepts learned in Physical Science I, which may include physics, chemistry, geology, astronomy, oceanography, etc. Emphasis is on chemical reactions, acids, bases and salts, chemistry of life, rock, geological eras, erosion and sedimentation, earth processes (above and below the surface), and the solar system. Topics are developed with a minimum of mathematical presentation. Open to students who are enrolled in or have college credit in Physics. *Prerequisite*: **MATH 133S or higher. (3-0-3)**

PHYS 105S TECHNICAL PHYSICS - Introduction to basic principles of physics, including properties of matter, mechanics, vibration, wave motion, heat, sound, electricity, magnetism and optics. Includes laboratory experience involving students in the active exploration of topics introduced in lecture. **(3-0-3)**

SPHY 213S GENERAL PHYSICS LECTURE & LABORATORY I- *[LCCN: CPHY 2114, PHYSICS I (CALCULUS BASED) LEC] -* Calculus-based physics lecture and laboratory. This course focuses on vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations, elasticity & equilibrium; thermodynamics. This course is intended for engineering majors. *Prerequisites*: **MATH 140 and MATH 264. (3-4-5)**

SPHY 214S GENERAL PHYSICS LECTURE & LABORATORY II - *[LCCN: CPHY 2124, PHYSICS II (CALCULUS BASED) LEC] -* Calculus-based physics lecture and laboratory. This course is a continuation of Physics 221. This course focuses on gravitational fields; waves; electrostatics; circuits; magnetism; and light. This course is intended for engineering majors. *Prerequisite*: **SPHY 213S, SMAT 122S and SMAT 211S. (3-4-5)**

POLITICAL SCIENCE (POLI)

POLI 195 INTRODUCTION TO POLITICAL SCIENCE - This course is an exploratory course designed to help students gain insight and knowledge into the various approaches to studying politics. **(3-0-3)**

SPOL 201S AMERICAN GOVERNMENT - Emphasis in this course is placed on what government is, how it operates with respect to individuals and groups, the development of how the constitutional system is developed, and the citizens' roles as voters. **(3-0-3)**

POLI 202 INTERNATIONAL RELATIONS - Strategic political, legal, economic and ethnic factors affecting relations among nations will be surveyed. **(3-0-3)**

SPOL 211S STATE AND LOCAL GOVERNMENT AND ADMINISTRATION - The constitutional and administrative relationships between state and nation and among states; the organization and operations of the executive, legislative, and judicial branches at the state and local levels; political institutions and processes will be covered. **(3-0-3)**

POLI 270 CURRENT ISSUES - Major current issues, both foreign and domestic, will be analyzed and interpreted. **(3-0-3)**

POLI 272 LOUISIANA POLITICS - Louisiana Politics provides historical insight into the structure of Louisiana's government. Emphasis is on the relationship between the government of Louisiana and political organization in the state. **(3-0-3)**

POLYSOMNOGRAPHIC TECHNOLOGY (PSGT)

PSGT 120S POLYSOMNOGRAPHY I - This course is designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnography technology. Students will become familiar with terminology instrumentation setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. Requires departmental approval. **(3-1-4)**

PSGT 125S SLEEP DISORDERS - This course will present disorders that affect sleep including insomnias, circadian rhythm disorders, narcolepsy, sleep disordered breathing, movement and neuromuscular disorders and medical and psychiatric disorders. Requires departmental approval. **(3-0-3)**

PSGT 130S NEUROANATOMY AND PHYSIOLOGY - This course is a study of the anatomy of the human central nervous system. The student will also be introduced to cardiopulmonary structures and function as well as ECG interpretation. Requires departmental approval. **(3-0-3)**

PSGT 135S NEUROPHYSIOLOGY OF SLEEP - This course is an introduction to the history of sleep medicine and the different stages of sleep. Emphasis is on associated wave patterns and collection and utilization of sleep histories. Requires departmental approval. **(3-0-3)**

PSGT 140S RESPIRATORY CARE PROCEDURES - This course is an in-depth study of basic respiratory concepts, theories and techniques needed in the education of the polysomnography student. Application of these procedures are instructed and performed in the laboratory and in the clinical area under supervision. Requires departmental approval. **(3-0-3)**

PSGT 145S POLYSOMNOGRAPHY CLINICAL I - This course offers 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. **Prerequisite: PSGT 120S. (0-16-4)**

PSGT 150S SSLEEP SCORING & STAGING - This course provides the student with the skill to score and stage sleep studies; prepare comprehensive sleep records, identify effects of medication, age, gender, sleep/wake schedules and sleep habits and other relevant factors. Evaluate pertinent parameters in sleep disorder studies. **Prerequisite: PSGT 120S. (3-0-3)**

PSGT 155S POLYSOMNOGRAPHY CLINICAL II - This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours/week**) Prerequisite: PSGT 145S. (0-24-6)**

PSGT 160S POLYSOMNOGRAPHY II - This course is a lecture and lab, designed to develop skills needed for scoring and staging. Consideration of medication effects, age, gender,

sleep/wake schedules, changes in sleep habits, and other pertinent factors. Students will evaluate parameters such as total record time, total sleep time, sleep efficiency, total wake time, wake after sleep onset, wake after sleep offset, sleep latency, REM latency, stage 1-3, REM sleep, awakenings arousals. EEG, sleep disordered breathing, leg movements, and cardiac patterns. **Prerequisite: PSGT 120S. (3-1-3)**

PSGT 200S SPECIAL TOPICS IN POLYSOMNOGRAPHY - This course addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the field of polysomnography and relevant to the professional development of the students. **Prerequisite: PSGT 160S. (3-0-1)**

PSGT 205S INFANT & PEDIATRIC POLYSOMNOGRAPHY - This course is an introduction to the sleep patterns of the infant and pediatric population. The student will be provided with opportunities to perform a pediatric study. **Prerequisite: PSGT 160S. (2-0-2)**

PSGT 210S POLYSOMNOGRAPHY CLINICAL III - This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours/week). **Prerequisite: PSGT 155S. (0-24- 6)**

PSYCHOLOGY (PSYC)

SPSY 201S GENERAL PSYCHOLOGY - This course is designed to introduce students to principles of psychology with special emphasis on description, prediction, control and explanation of human behavior. **(3-0-3)**

SPSY 261S EDUCATIONAL PSYCHOLOGY - The focus of this course will be on variables that influence learning. Students will be exposed to physical growth and development, fundamentals of growth and development as well as cognitive growth. *Prerequisite***: SPSY 201S. (3-0-3)**

PSYC 230 CHILD PSYCHOLOGY - This child psychology course examines the physical, motor, emotional and social development of children. This course includes research into child development concepts, such as nature versus nurture and plasticity. Students learn through case studies how these concepts affect development, analyzing which ones have the greatest influence in early childhood and in later years. *Prerequisite:* SPSY 201S **(3-0-3)**

SPSY 241S SOCIAL PSYCHOLOGY - Students will study the basic principles of social behavior, biological and social foundations of behavior. Emphasis will also be placed on motivations and incentives toward learning, socialization processes, social aspects of personality, adjustment in social relations, group and institutional control behavior, social interaction in leadership, crowd behavior and attitudes and adjustment. *Prerequisite:* SPSY 201S. **(3-0-3)**

SPSY 221S ADOLESCENT PSYCHOLOGY - The major focus of this course will center on physical, mental, social emotional growth, and development of adolescents. Attention will also be given to problems they experience in adjusting to the home, school and community, with special emphasis on the contemporary environment. **Prerequisite:** SPSY 201S **(3-0-3)**

SPSY 211S DEVELOPMENTAL PSYCHOLOGY - Students will be exposed to the study of human development, the study of how and why people change as well as how and why they

remain the same. In this course students will focus on the developmental studies of all periods of life, from conception to death and stages of life, from simple growth to radical transformations, in all areas of development. ***Prerequisite*: SPSY 201S. (3-0-3)**

PSYC 268 ABNORMAL PSYCHOLOGY - Both abnormal as well as normal behavior will be studied. It also deals with the etiology, diagnosis, treatment and prognosis of personality maladjustment and mental disorders. Special focuses will be placed on contemporary influences and their effect on mental disorders. *Prerequisite:* **SPSY 201S (3-0-3)**

RADIOLOGIC TECHNOLOGY (RADT)

RADT 103S INTRO TO RADIOLOGIC TECH I - This course will provide the student with an introduction to the field of radiography. The student will be introduced to professional ethics, patient communication skills, medical terminology, and basic patient care techniques. Special emphasis will be placed on the dynamics of learning, critical thinking skills, and in developing techniques and attitudes needed to be successful in the clinical program. **(3-0-2)**

RADT 107S CLINICAL RADIOGRAPHY I - This course will provide the student with a pre-clinical orientation in program policy and procedures, professional ethics, body mechanics, venipuncture and patient care. Special instruction is given in basic radiation protection and radiographic exposure procedures prior to clinical entry.   This course will allow the integration of the clinical experience with didactic and psychomotor skills taught in RADT 101 and 105. Clinical competencies are to be successfully completed on the chest, abdomen and extremities. ***Prerequisite*: SBIO 221S, BIOL 222S, RADT 103S, and clinical acceptance. (0-24-3)**

RADT 112S RADIOGRAPHIC PROCEDURES AND POSITIONING I - This course introduces the student to the anatomical relationship and skills involved in diagnostic radiographic positioning of the chest, abdomen, upper and lower extremities, pelvic and shoulder girdles. ***Prerequisite*: RADT 103S, Clinical Acceptance. *Co-requisites*: RADT 107S & 113S. (3-0-2).**

RADT 113S RADIOLOGIC PROCEDURES AND POSITIONING I LAB - Radiographic Procedures and Positioning I accompanies this course. It provides the student with hands-on experience, independent judgment, creativity, and problem solving in the clinical energized laboratory. The student will position the chest, abdomen, upper and lower extremities, shoulder and pelvic girdles. A synopsis of radiation protection, digital imaging, and exposure is introduced prior to entering the clinical setting. ***Prerequisite*: RADT 103S, Clinical Acceptance. (0-2-1)**

RADT 117S CLINICAL RADIOGRAPHY II - The course is a continuation of Clinical I. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder vertebral column and pelvic girdles, as well as mobile, pediatric and geriatric imaging. Further instructions provide the student with an opportunity to obtain experience with IVP and fluoroscopic examinations. Clinical competencies are to be successfully completed in the areas mentioned above. ***Prerequisites*: RADT 103S, RADT 107S, RADT 112S and RADT 113S. (0-24-3)**

RADT 118S RADIOGRAPHY EXPOSURE I - The course is designed to create a foundation for

understanding the principles of radiographic technique and quality. Emphasis is on radiographic- image quality through presentation of prime exposure factors, their interrelationships, solving technical problems, and making adjustments to correct those problems. Basis fundamentals concerned with the production, analysis, and recording of radiographic images are included in this course. Subject matter will include mas, kVp, distance relations, geometric image formation, grids, beam limiting devices, filtration, sensitometry, computers, digital image acquisition and processing, technique systems including automatic exposure control (AEC) and technique charts are also discussed. An introduction of digital technology will be covered. *Prerequisites*: **RADT 112S, RADT 113S.** *Co-requisite*: **RADT 119S.** *Course Rationale*: **Required of all students enrolled in the Radiologic Technology Program. (3-0-2)**

RADT 119S RADIOGRAPHY EXPOSURE I LAB - This course accompanies Radiologic Imaging Principles 118. Factors which govern and influence the production of a radiographic image are presented and experiments conducted to reinforce the key concepts. The course incorporates the following aspects: creating the radiographic image, selecting optimal technical factors, determining/maintaining image diagnostic value, understanding and utilizing alternative exposure systems and methods. Special emphasis is placed on critical thinking, problem-solving techniques and radiographic image processing. Student's written communications skills as assessed through written laboratory reports. *Prerequisites*: **RADT 103S, RADT 107S RADT 112S and RADT 113S.** *Co- requisite*: **RADT 118S.** *Course Rationale*: **Required of all students enrolled in the Radiologic Technology Program. (0-2-1)**

RADT 122S RADIOGRAPHIC PROCEDURES AND POSITIONING II LECTURE - This course introduces the students to the technical skills involved in the anatomy, procedures and positioning of the pelvis, vertebral column, bony thorax, urinary and gastro-intestinal fluoroscopic studies. *Prerequisites*: **RADT 112S and RADT 113S.** *Co-requisites*: **RADT 117S and RADT 123S. (3-0-2)**

RADT 123S RADIOGRAPHIC PROCEDURES AND POSITIONING II LAB - This course accompanies RADT 120, Radiographic Procedures and Positioning II, and is designed to expand the students positioning skills, independent judgment and creativity. Using hands-on instruction in an energized laboratory, students will demonstrate proficiency in positioning the anatomic structures of the pelvis, vertebral column, bony thorax and gastro-intestinal studies, and urinary system. *Prerequisites*: **RADT 112S and RADT 113S.** *Co-requisites*: **RADT 117S and RADT 122S. (0-2-1)**

RADT 135S CLINICAL RADIOGRAPHY III - The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, IVP examinations and fluoroscopic examinations. Further instructions provide the student with the opportunity to obtain experience with procedures involving the skull, vertebral column and the bony thorax. Clinical competencies are to be successfully completed in the areas mentioned above. *Prerequisites*: **RADT 117S, RADT 122S and RADT 123S. (0-32-2)**

RADT 200S RADIOLOGIC PHYSICS - This course introduces the student to the principles of radiation physics. Special emphases are placed on the production of x-ray and use of electromagnetic radiation along with a review of fundamentals of fundamentals of mathematics, units of measurement as they relate to radiologic physics and medical imaging. The structure of matter, basic electricity, magnetism, electrical physics, radiation physics, x-ray production, target interaction, x-ray beam, x-ray generator, transformers, and rectification system are discussed along with an introduction to advanced equipment operations and quality control. *Prerequisites*: **RADT 118S, RADT 110S and RADT 147S. Course Rationale: Required of all students enrolled in the Radiologic Technology Program. (3-0-2)**

RADT 207S CLINICAL RADIOGRAPHY IV - This course is a continuation of Clinical III. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, fluoroscopic examinations, surgical and trauma procedures, skull, vertebral column and the bony thorax. The student will also be provided with clinical experience in the specialty areas. Clinical competencies and evaluations are to be successfully completed in the aforementioned areas. *Prerequisites:* **RADT 118S, RADT 119S, RADT 117S, RADT 122S and RADT 123S. (0-24-3)**

RADT 215S EXPOSURE II - This is a continuation course of material taught RADT 118. This course provides knowledge of equipment routinely utilized to produce diagnostic images utilizing the proper selection of imaging factors such as exam menu choices, technical factors, imaging plate size, grids, characteristic of digital imaging and markers as are vendor-driven exposure indicators in CR and digital imaging. *Prerequisite*: **RADT 118S, RADT 119S and RADT 200S. (3-0-2)**

RADT 220S RADIATION BIOLOGY AND PROTECTION - This course explores the effects of ionizing radiation on the body, the physical and biological factors affecting radio sensitivity of cells and radiation dose-response relations, and photon interactions with matter. The course will also provide information regarding minimizing patient exposure, personal protection and information regarding radiation exposure and monitoring. *Prerequisites*: **RADT 200S and RADT 215S. (3-0-2)**

RADT 232S RADIOLOGIC PROCEDURES AND POSITIONING III - This course introduces the student into the anatomical relationship and skills involved studies of cranium, facial bones, special imaging procedures and an introduction of computer tomography. Students are given an opportunity to re-examine topics previously discussed in Radiologic Procedures and Positioning II. *Prerequisites*: **RADT 118S, RADT 119S, RADT 117S, RADT 122S, RADT 123S.** *Co-requisite*: **RADT 233S. (3-0-2)**

RADT 233S RADIOLOGIC PROCEDURES AND POSITIONING LAB III - This course accompanies RADT 232S, Radiologic Procedures and Positioning III. It is designed to enhance the student's creativity, positioning, and critical thinking skills, by allowing hands-on experience in an energized lab. The student will demonstrate proficiency in positioning the anatomic structures of cranium, facial bones, and special radiographic procedures. *Prerequisites*: **RADT 117S, RADT 118S, RADT 119S, RADT 122S, RADT 123S and RADT**

232. (0-2-1)

RADT 235S EQUIPMENT OPERATIONS AND QUALITY CONTROL - This course provides the student with a thorough understanding of radiologic imaging equipment including the x-ray tube, circuitry and fluoroscopic equipment. Topics for discussion include but are not limited to components of image intensifiers and fluoroscopic equipment, mobile radiographic equipment, components of digital imaging, types of radiographic units, accessories and quality control measures. *Prerequisite*: **RADT 200S and RADT 228S (3-0-2)**

RADT 237S CLINICAL RADIOGRAPHY V - This course is a continuation of Clinical IV. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, biliary tract, fluoroscopic examinations, skull, vertebral column, mobile, pediatric, geriatric and experience in the specialty areas such as mammography, ultrasonography, computed tomography, nuclear medicine, radiation therapy and special procedures. Clinical competencies are to be successfully completed in the areas mentioned above. This course also introduces students to basic computer operations. Computer application in the radiologic sciences related to capture, display, storage and distribution. *Prerequisite*: **RADT 207S. (0-24-3)**

RADT 244S RADIOGRAPHIC PATHOLOGY AND IMAGE CRITIQUE - In this course, the student will learn about the various pathologic disease processes, and how they present on radiographic images. Students will discuss exposure techniques and radiographic modalities relevant to the diagnosis of pathologic disease. Emphasis is placed on the presence of destructive vs additive diseases, selecting optimal technical factors to produce diagnostic images while reducing patient exposure, medical and surgical diseases and their relationship to radiologic technology. *Prerequisite*: **RADT 215S and RADT 232S. (2-0-2)**

RADT 255S RADIOGRAPHY SEMINAR I - This course will focus on developing the professionalism that should be displayed by radiographers. Special emphasis will be placed on test-taking skills problem solving, critical thinking and preparation for final competency testing. *Prerequisite*: **RADT 200S, RADT 207S, RADT 232S and RADT 233S. (3-0-2)**

RADT 257S CLINICAL RADIOGRAPHY VI - This course is a continuation of Clinical V. The student is provided with clinical experience involving radiographic positioning of the upper and lower extremities, shoulder and pelvic girdles, biliary tract, fluoroscopic examinations, skull, vertebral column and the bony thorax. The student will also be provided with clinical experience in the specialty areas. Final clinical competencies are to be successfully completed from the ARRT competency list. *Prerequisite*: **RADT 237S. (0-24-1)**

RADT 260S RADIOGRAPHY SEMINAR II - This is an advanced study which integrates clinical and didactic instruction in preparation for American Registry Radiologic Technology national examination. The student must complete mock exam for registry eligibility. *Prerequisite*: **RADT 255S. (12-0-2)**

RADT 265S– LEVEL 1 REVIEW. This course will provide the student with an opportunity to review clinical and didactic material covered during the first year of the program. The ARRT content specifications will be used as a guide for a Comprehensive Mid-Curricular Review. **Co-**

requisite - Clinical III RADT 135S (0-2-1) *Pre-requisites:* **RADT 103S, 107S, 112S, 113S, 117S, 118S, 119S, 122S, AND 123S.**

READING (READ)

READ 093 FRESHMAN READING - This course is designed for students who need practice in basic word recognition, vocabulary and comprehensive skills. Instruction is also given in critical reading and thinking skills. *(This course may not be counted toward fulfillment of degree requirements.)* **(3-2-3)**

READ 094 FRESHMAN READING - Critical reading and thinking skills and reading rate are emphasized in this course which is designed to improve students' reading speed and vocabulary development. *(This course may not be counted toward fulfillment of degree requirements.)* **(3-0-3)**

RESPIRATORY THERAPY (RESP)

RESP 103S CARDIOPULMONARY PHYSIOLOGY - This course is a review of cardiopulmonary systems with emphasis on the anatomy and physiology of the heart and lungs. Clinical implications are discussed to gain an understanding of the normal functions of the heart and lungs. (Fall Semester) **Co-requisite: RESP 104S, RESP 109S and RESP 119S (2-1-2)**

RESP 104S FUNDAMENTALS OF RESPIRATORY THERAPY - This course is an introduction to the basic therapeutic modalities used in respiratory care to include; medical gas delivery, humidity and aerosol therapy, respiratory pharmacology, bronchial hygiene therapy, lung expansion therapy and emergency life support. Lectures, lab demonstrations and experimentation are integrated with clinical practice. (Fall Semester) **Co-requisite: RESP 103S, RESP 109S and RESP 119S (3-1-4)**

RESP 109S CLINICAL APPLICATIONS AND PROCEDURES I - This course is an introduction to the health-related work-based learning experience that enables the student to apply respiratory theory, skills, and concepts to general floor care. The student develops **basic skills** in using respiratory care equipment and to understand the function, and application of equipment. Clinical experiences should also include administering small volume nebulizers, chest physiotherapy, oxygen therapy, aerosol and humidity, and patient assessment. (Fall Semester) *Co-requisite:* **RESP 103S, RESP 104S and RESP 119S (0-16-3)**

RESP 119S PHARMACOLOGY - This course is an introduction to the pharmacological agents used in respiratory care. This course prepares and aides in the student's understanding and delivery of various pharmacological agents employed in respiratory therapy. *Co-requisite:* **RESP 103S, RESP 104S and RESP 109S (2-0-2)**

RESP 121S CRITICAL CARE CONCEPTS I - This course is a lecture/laboratory course that prepares the student to work with ventilator patients in the critical care units. Content includes adult mechanical ventilators, advanced airway management, ventilation techniques, critical care monitoring and assessment/care of the critically ill patient. (Spring Semester) *Co-requisite:* **RESP 123S and RESP 129S (3-1-3)**

RESP 123S CLINICAL APPLICATION AND PROCEDURES II - This course is a continuation of general floor care in the clinical field. It places emphasis upon helping the student develop

basic skills in using respiratory care equipment and to understand the function, and application of equipment. Clinical experiences should also include administering small volume nebulizers, chest physiotherapy, oxygen therapy, aerosol and humidity, and patient assessment. This course also is an introduction to adult critical care. Clinical experience in this are consist of but not limited to the management of ventilators. (Spring Semester) *Co-requisite:* **RESP 121S and RESP 129S (0-16-3)**

RESP 129S PULMONARY DISEASE I – This course is an in-depth review of the etiology, pathology, radiological, diagnostic, manifestation, treatment and prognosis of cardiopulmonary diseases. **Co-requisite: RESP 121S and RESP 123S (2-0-2)**.

RESP 130S ENTRY-LEVEL REVIEW - This course is designed to provide the student with a review of all didactic and clinical material covered during the first level of the program. The content matrix of the NBRC Entry-Level Examination is used as a guide for review objectives to present a comprehensive format for program review. *Co-requisite:* **RESP 139S and RESP 240S (3-0-1)**

RESP 139S PULMONARY DISEASE II - This course is a continuation of RESP 129 and is an in-depth review of etiology, pathology, radiological, diagnostic, and prognosis of cardiopulmonary diseases. *Co-requisite:* **RESP 130S and RESP 240S (1-0-1)**

RESP 218S ADVANCED PHARMACOLOGY - This course is a continued study of pharmacological principles/practices of drugs which affect the cardiopulmonary system. *Co-requisites:* **RESP 226S, RESP 231S, RESP 235S and RESP 256S (2-0-1)**

RESP 226S CLINICAL APPLICATION AND PROCEDURES III - This course is a continuation of adult critical care in the clinical settings. It places emphasis upon helping the student master basic skills in using respiratory care equipment and to understand the function, and application of equipment. The student will be exposed to more independent learning and patient care in advance critical care settings to basic adult critical care skills, ventilator management in long term and acute settings. *Co-requisites:* **RESP 218S, RESP231S, RESP 235S and RESP 256S (0-16-3)**

RESP 230S RESPIRATORY CARE TOPICS - Clinical Practice Guidelines will be emphasized and other topics relating to respiratory care will be discussed. Emphasis will be on the student developing an understanding of the home care patient, mechanical ventilation, principles of evaluating current scientific literature/ fundamental principles of healthcare reimbursement, professionalism/ dress for interview, ethics, licensure, & review role of RT, and provision of services for and management of patients with special. Special Topics will be introduced to the students that relate to the profession. The role of COARC, NBRC, AARC and the Louisiana State Board of medical Examiners in our profession. *Co-requisites:* **RESP 262S and RESP 276S (1-0-1)**

RESP 231S CRITICAL CARE CONCEPTS II - This course is a continuation of RESP 121, assessment, modification of mechanical ventilation, initiate, conduct, or modify respiratory care techniques in an emergency setting, chest tube, and other special procedures. This course enhances the student's knowledge of monitor techniques used to assess patients in the critical

care setting. *Co-requisites:* **RESP 218S, RESP 226S, RESP 235S and RESP 256S (3-1-3)**

RESP 235S NEONATOLOGY AND PEDIATRIC RESPIRATORY CARE - This course is a review of cardiopulmonary systems with emphasis on the anatomy and physiology of the heart and lungs of the neonatal and pediatric patients. Clinical implications are discussed to gain and understanding of fetal development, diseases and their specialized equipment. *Co-requisites:* **RESP 218S, RESP 226S, RESP 231S and RESP 256S (3-0-3)**

RESP 240S DIAGNOSTIC PROCEDURES - A lecture/laboratory course designed as an introduction to basic instrumentation and diagnostic techniques employed in the assessment and evaluation of the cardiopulmonary patient with emphasis on pulmonary function and EKG's. *Co-requisite:* **RESP 130S and RESP 139S (2-1-2)**

RESP 256S ADVANCED CARDIOPULMONARY PHYSIOLOGY - This course is a review of cardiopulmonary systems with emphasis on the anatomy and physiology of the heart and lungs. Clinical implications are discussed to gain and understanding of the normal functions of the heart and lungs. *Co-requisites:* **RESP 218S, RESP 226S, RESP 231S and RESP 235S (2-0-2)**

RESP 262S CLINICAL APPLICATION AND PROCEDURES IV - This is a clinical course which emphasizes advanced skills in ventilator management, in long term and acute care settings, anesthesia, pulmonary rehab, NICU, PFT, and hyperbaric therapy. *Co-requisites:* **RESP 230S and RESP 276S (0-24-3)**

RESP 276S ADVANCED REVIEW - This course is designed to provide the student with advanced review of all didactic and clinical material covered during all courses of the Advanced Practitioner Program. The content matrix of the NBRC Advanced Practitioner Examination (Written Registry) and Clinical Simulation Examination are used as a guide for review objectives to present a comprehensive format for program review. *Co-requisites:* **RESP 230S and RESP 262S (2-0-2)**

SOCIOLOGY (SOCL)

SSOC 201S INTRODUCTION TO SOCIOLOGY - This course will focus on the scientific study of society, group behavior, and organizations. Emphasis will be placed on the development and understanding of present-day social and cultural life. **(3-0-3)**

SSOC 211S MODERN SOCIAL PROBLEMS - The focus in this course is on major social problems resulting from group life in the United States. Individual, family and community organization will be examined to determine how and why specific problems develop within these groups. **(3-0-3)**

SSOC 235S MARRIAGE AND THE FAMILY - The institutions of marriage and the family will be the focus. Problems and interactional patterns common to these institutions will be examined. **(3-0- 3)**

SOCL 241 URBAN SOCIOLOGY - Urban social structures from a world perspective will be examined. **(3-0-3)**

SOCL 251 CULTURAL ANTHROPOLOGY - The descriptive and historical review of societies with different cultural traditions will comprise this course. **(3-0-3)**

SSOC 241S MINORITIES IN AMERICA - This course will examine the relationships that exist between the dominant and minority groups within the United States. **(3-0-3)**

SPANISH (SPAN)

SSPN 101S ELEMENTARY SPANISH I *[LCCN: CSPN 1013, ELEMENTARY SPANISH I] -* Basic lexicon and structure of Spanish; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the Spanish-speaking world. Beginning course: no previous knowledge of Spanish expected or required. **(3-0-3)**

SSPN 102S ELEMENTARY SPANISH II *[LCCN: CSPN 1023, ELEMENTARY SPANISH II]-* Continuation of the study of Spanish on the elementary level. *Prerequisite*: **SSPN 101S or placement test. (3-0-3)**

SSPN 201S INTERMEDIATE SPANISH I [*LCCN: CSPN 2013, INTERMEDIATE SPANISH I]* - Intermediate level study of structures and lexicon of Spanish; additional emphasis on the four basic skills and culture. *Prerequisite*: **SSPN 102S or placement test. (3-0-3)**

SSPN 202S INTERMEDIATE SPANISH II *[LCCN: CSPN 2023, INTERMEDIATE SPANISH II] -* Continuation of the study of Spanish on the intermediate level. *Prerequisite*: **SSPN 201S. (3-0-3)**

SPLP (SPEECH LANGUAGE PATHOLOGY)

SPLP 200S INTRO TO SPEECH LANGUAGE PATHOLOGY - This course introduces the student to the profession of speech/ language pathology and hearing by providing and overview. A survey of the etiology, nature, and management of speech/language and hearing disorders. **(3-0-3)**

SPLP 230S INTRODUCTION TO PHONETICS - This is a study of the physics and physiology of speaking and an introduction to the principles of phonetic transcription. **(3-0-3)**

SPLP 240S VOICE AND DICTION - This is a study of the physical and physiological bases of phonation and the use of speech. Techniques for perfecting the operation of vocal mechanisms and for obtaining vocal control are introduced. **(3-0-3)**

SPLP 250S NORMAL SPEECH AND LANGUAGE ACQUISITION - A study of the normal development of speech and language that focuses on concepts, theories, methods, and research on the process involved in its acquisition. **(3-0-3)**

SPLP 260S ANATOMY AND PHYSIOLOGY OF THE SPEECH AND HEARING PROCESSES - A study of the anatomy and physiology of the neurological, respiratory, phonation, articulation, and hearing mechanisms. **(3-0-3)**

SPLP 270S INTRODUCTION TO COMMUNICATION DISORDERS - This course introduces the student to the profession of speech/ language pathology and hearing by providing and overview. A survey of the etiology, nature, and management of speech/language and hearing disorders. **(3-0-3)**

SPLP 280S INTRODUCTION TO AUDIOLOGY - A theory and practice of audiometric testing, theories of hearing, interpretation of audiograms, causes and types of hearing loss, and the relationship of audiology to speech therapy. *Prerequisites:* **Speech 250S and 260S. (3-0-3)**

SPLP 290S SPEECH AND HEARING SCIENCE - This course explores the fundamental principles of sound and vibration with emphasis on acoustics and perception on the speech and hearing systems. **(3-0-3)**

SPLP 299S SUPERVISED OBSERVATION - This course is designed to provide opportunities for supervised observation of diagnostic and therapeutic procedures utilized in speech/language pathology. Students will observe sessions at local facilities (speech clinics, public schools, and hospital settings) in the area. **(1-0-1)**

STERILE PROCESSING TECHNICIAN (SPDT)

SPDT 100S INTRODUCTION TO CENTRAL SERVICE - This course introduces students to Medical Terminology, Anatomy and Physiology, Microbiology and Infection Prevention, and control topics related to central service departments' functions. **(2-2-4)**

SPDT 104S SURGICAL INSTRUMENTS – This course introduces students to surgical instrumentation, complex surgical instruments, sterilization packaging, point of use processing, high temperature sterilization, low temperature sterilization, and sterile processing for ambulatory surgery and other processes. **(2-2-4)**

SPDT 110S INTRO TO STERILE PROCESSING AND DISTRIBUTION - This course is designed to prepare students for employment or supervisory positions in, but not limited to surgical central sterile services, central supply, stocking clerks, stock rooms, order fillers, warehouse, and sterilization, disinfection, and decontamination areas. **(2-2-4)**

SPDT 200S CENTRAL SERVICE DISTRIBUTION AND MATERIAL MANAGEMENT - This course introduces students to the standards and regulations, inventory management, management of patient care equipment, tracking systems, quality assurance, safety, communication and human relations skills, and electronic interface of the inventory control systems. **(2-2-2)**

SPDT 210S CENTRAL STERILE PROCESSING DEPARTMENT PRACTICUM - This course is designed to prepare students for employment in the related areas of central service technology as students work with preceptors to gain skills and competencies as necessary for employment as central service technicians, supervisors, central supply workers, stock clerks in the stock room or warehouse, and processing technicians for hospital areas requiring expertise in sterilization, disinfection, or decontamination skills. **(0-24-10)**

SPDT 221S CENTRAL STERILE PROCESSING REVIEW - This is a lecture course that will use mock written tests similar in form and content to the national certification exam to review and prepare students for the national exam. The students will prepare both independently and with supervision to sit for the National Certification Examination. **(3-3-3)**

SURGICAL TECHNOLOGY (SURG)

SURG 101S INTRODUCTION TO SURGICAL TECHNOLOGY - This is an orientation to surgical technology course that is open to any student interested in the surgical technology field. The course covers the history of surgery and the field of surgical technology, technology today, biopsychosocial needs of the patient, care of special population, professional management, employability skills, communication skills and teamwork, ethical and moral issues, legal

issues, documentation & risk management, review of the chart, surgical consent, healthcare facility information, healthcare facility organization and management, death and dying, all-Hazards preparation **(2-0-2)**

SURG 103S INTRODUCTION TO SURGICAL TECHNOLOGY PRACTICE - The course is open to students interested in surgical technology, but the number of students accepted is limited to the lab space available. This course includes lectures and laboratory practice designed to familiarize the student with physical environment and safety standards. It covers attire, preoperative physical preparation of the patient, patient identification, transportation, transfer, positioning, urinary catheterization, skin preparation, equipment, instrumentation, sterile asepsis and technique, surgical scrub, gowning and gloving, counts, draping, specimen care, disinfection and sterilization, sterile storage and distribution, environmental disinfection of the OR, perioperative case management, assistant circulator role, physical environment, summative lab skills assessment, surgical technologist in the scrub and in the assistant circulator role. **(3-4-3)**

SURG 105S SURGICAL TECHNOLOGY PRACTICUM I - The student is admitted into the Surgical Technology Program and introduced to the OR for hands-on practice in the surgical suites. Attention is geared towards gaining confidence and expertise in the application of the principles of asepsis and working with the surgical team. Functioning safely and efficiently in the clinical setting, performing scrubbing and assistant to the circulator duties as needed. The student begins to accurately maintain surgery case logs, and record surgical procedures. **(0-18-4)**

SURG 114S BIOMEDICAL SCIENCE - This course covers electricity and electrical flow, components of the computer system, computer knowledge of the educational process and safe patient care practices in the OR, the use of internet and patient confidentiality, description of robotics in surgery and surgical applications of robotic. **(1-0-1)**

SURG 116S SURGICAL TECHNIQUES - Cell, Introduction to Microscopy, Staining Methods, Culture Media, Nomenclature of Microbiology, Host-Microbe Relationships, Types of Microorganisms, Common Causative Agents, Immunology, Process of Infection, Inflammation and Infection, Hemostasis, Exposure Catheters and drains, Wound closure, Surgical dressings, Wound healing, Tissue Replacement Materials. **(2-1-3)**

SURG 119S SURGICAL PROCEDURES I - Selected surgical procedures are discussed, including relevant anatomy, physiology, pathophysiology, diagnostic interventions, surgical interventions, plan for intraoperative course for the patient, and postoperative considerations. **(3-0-3)**

SURG 221S SURGICAL PROCEDURES II - This course continues the study of selected procedures, with continued discussion of anatomy, physiology, pathophysiology, diagnostic interventions, surgical interventions, plan for intraoperative course for the patient, and postoperative considerations. **(3-0-3)**

SURG 222S SURGICAL TECHNOLOGY - PRACTICUM II - The student is admitted into the Surgical Technology Program and introduced to the OR for hands-on practice in the surgical

suites. Attention is geared towards gaining confidence and expertise in the application of the principles of asepsis and working with the surgical team. Functioning safely and efficiently in the clinical setting, performing circulating duties as needed, and efficiently recording and reporting operative data are emphasized. **(0-18-6)**

SURG 225S SURGICAL PROCEDURES III - This course continues the study of selected procedures, with continued discussion of anatomy, physiology, pathophysiology, diagnostic interventions, surgical interventions, plan for intraoperative course for the patient, and postoperative considerations. **(3-1-3)**

SURG 226S SURGICAL TECHNOLOGY - PRACTICUM III - The student continues to gain clinical proficiency in general surgical procedures and commonly performed specialty procedures. Emphasis is especially placed on functioning with minimal supervision. The student is expected to complete a minimum of one hundred and twenty (120) surgery cases as specified by the Association of Surgical Technologists (AST) 6th Edition curriculum. **(0-18-6)**

SURG 228S PERSONAL AND PROFESSIONAL DEVELOPMENT - This course discusses factors that affect the surgical technology profession, and addresses related professional organizations, employment skills, career opportunities, job interview, preparation of a professional resume and stress management. Students are given an opportunity to re-examine topics previously discussed in surgical technology. **(3-3-4)**

SURG 234S NATIONAL EXAM REVIEW - Students participate in lectures, presentations, tutoring and mock exams in preparation for the national certification examination. An exit examination is given at the end of this course. Students must be successful ("C" or better) on a comprehensive exit exam given at the end of the course and determines the student's ability to exit (graduate) from the program. **(3-6-3)**

THEATRE (THEA)

THEA 110 Introduction to Theatre - This course increases comprehension, appreciation and critical interpretation of the theatre. Students will study literary and production elements, historical figures and current innovations, as well as the development of the art forms and its effects on society. **(3-0-3)**

THEA 125 Acting I - This course is designed to give students an opportunity to explore the basic skills and methods needed to create believable characters. Students participate in theatre "games,", pantomime, and improvisational situations to help strength concentration, imagination, vocal quality, and body movement as they relate to characterization and character development. **(3-0-3)**

THEA 126 Acting II - This course is a continuation of Acting I and will focus on specialty techniques, styles, and advanced terminology. Students will analyze and interpret contemporary theatrical words that span various styles and genres. Students will develop their acting skills through participation in exercises, individual and ensemble character development through monologues, and scene work. *Prerequisite:* **THEA 125. (3-0-3)**

THEA 126 Stagecraft – This course provides hands on instruction in the basic techniques of

building a stage, lighting, creating and positioning scenery and other elements related to a production. **(3-0-3)**

THEA 140 - This course will focus on the study and application of voice production, breathing, articulation accents and movement in the actor's character development and delivery. Emphasis is on clarity, precision, properly phased and meaningful communication from the performance to the audience. *Prerequisite:* **THEA 110. (3-0-3)**

UNIVERSITY FACULTY

ALAK, JOHN I. B. (2001)
Professor - Biology

B.S., Tuskegee University
B.S., Auburn University
M.S., Tuskegee University
M.P.H., University of Alabama
Ph.D., University of Arizona

ALAK, PAULINE (2012)
Instructor - Nursing

L.P.N., Southern Community College

NYANECHI, KENECHUWU (2003)
Associate Professor - Biology

M.D., Doctor of Medicine, University of Nigeria Enugu Campus, Nigeria
M.B., B.S. – (Bachelor of Medicine and Surgery) is equivalent to the M.D. degree (Professional Degree)

BAKER, GADDIE W. (2002)
Assistant Professor - Speech

B.A., Grambling State University
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Director - Aerospace Technology

B.S., Embry Riddle Aeronautical University
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BRITTENTINE, LATANYA (2002)
Associate Professor- Health Information
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CHAMPION, IRIS (2002)
Professor - Computer Science

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COLLINS, MARCI (2008)
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COTTONHAM, JOYCE B. (2002)
Associate Professor - English

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DANIEL, JIMMY (1974)
Associate Professor - Mathematics & Computer
Science/Coordinator of Associate of Science in
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B.S., Southern University and A & M College
M.S., Southern University and A & M College
M.S., Southern University and A & M College

DAVIS, CONTIKA (2014)
Clinical Instructor Respiratory Therapy Program

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DEAN, CATHERINE J. (2018)
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B.A., University of Louisiana at Monroe
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M.L.I.S., University of Oklahoma

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EATMAN, LYNNE (1999)
Program Director – Dental Hygiene

A.D., Howard University
B. S., Wiley College
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ELLIS, JERUSHKA (2012)
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B.S., Dillard University
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GODETTE, BONNIE (2013)
Instructor – Nursing

B.S.N., East Texas Baptist University
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GREEN, JENNIFER (2003)
Associate Professor – Mass Communication

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HAMILTON, DEBRA J. (1989)
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HAMILTON, LONNIE (2003)
Department Chair, Social Sciences,
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B.S., Louisiana State University
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HESTER, BARRY C. (1994)
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B.S., Grambling State University
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HESTER, SONYA D. (1993)
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HOLLIS, BARBARA (2005) Assistant Professor – Biology	B.S., Grambling State University M.S., Southern University and A & M College Ph.D., University of Denver
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HUNT, FLORESE (1968; 2007) Instructor - Health and Physical Education	B.S., Grambling State University M.S., Louisiana Tech University
ILIEV, ILKO G. (2001) Assistant Professor - Biology/Microbiology	B.S., Sofia University M.S., Sofia University
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KAYLOR, TIMOTHY (2018) Instructor of Aviation Maintenance Technology	B.S., Purdue University
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LEGGETT, VANESSA M. (1986)	B. A., Grambling State University

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