

# ACCREDITATION

Southern University at Shreveport Louisiana is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree, the Associate of Applied Science degree, the Associate of Science degree, and certificates and diplomas in career education. 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, Louisiana.

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](http://www.susla.edu)

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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 233 North Michigan Avenue, Suite 2150, Chicago, IL 60601 or call 312-233-1131.

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 Radiological Technology Program is accredited by the Joint Review Committee on Education for Radiologic Technology. Contact the Joint Review Committee on Education for 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). Contact the Commission on Accreditation of Allied Health Education at 1361 Park Street, Clearwater, FL 33756 or call 727-210-2350.

Southern University at Shreveport's School of Nursing is conditionally 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](http://www.acenursing.org). The School of Nursing has conditional approval of 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](mailto: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 3421 North Causeway Blvd. Ste 505, Metairie, LA 70002 or call 504-838-5791 or email [www.lsbpne.com](http://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, 2<sup>nd</sup> Floor, Baton Rouge, LA 70802 or call 225-342-1038 or email [www.dhh.la.gov](http://www.dhh.la.gov).

### **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 non-immigrant students.



## FALL 2015 ACADEMIC CALENDAR

August 10, 2015	Monday	Classes begin for Online Programs (1 <sup>st</sup> 8-week session)
August 10, 2015	Monday	Faculty and Staff Institute
August 11, 2015	Tuesday 9:00 a.m. – 6:00 p.m.	Testing and Registration for Freshmen and First-Time Transfer Students; Early Registration Ends; REEL ( <u>R</u> egistered <u>E</u> arly <u>E</u> xpress <u>L</u> ine) Registration for students who participated in early registration only
August 12 - 13, 2015	Wednesday -Thursday 9:00 a.m. – 6:00 p.m.	Registration for Returning Students
August 14, 2015	Friday 9:00 a.m. – 3:00 p.m.	Registration for Returning Students; Jaguar Courtyard Move-In Day (see student housing letter for details)
August 15, 2015	Saturday 9:00 a.m. – 12:00 p.m.	Registration for Returning Students (Open to All Students)
August 17, 2015	Monday	Classes Begin; Late Registration (apply fee) Begins; Add/Drop Period Begins
September 7, 2015	Monday	Labor Day Holiday – University Closed
September 8, 2015	Tuesday	Classes Resume
September 8, 2015	Tuesday	Last Day to Add Credit Courses and Change Class Sections
September 9, 2015	Wednesday	Final Day to Pay Fees; Purge ALL Students with Unpaid Fees – 14 <sup>th</sup> Class Day
September 10, 2015	Thursday	Deadline for Graduation Applications for Spring Semester 2016
September 28, 2015	Monday	Deadline to change “I” Grade for Spring and Summer 2015 Terms
October 2, 2015	Friday	Classes End for Online Programs (1 <sup>st</sup> 8-week session)
October 10-15, 2015	Saturday-Thursday	Mid-Semester Examination Period
October 12, 2015	Monday	Classes Begin for Online Programs (2 <sup>nd</sup> 8-week session)
October 19, 2015	Monday	Early Registration and Advising Period Begins for Spring 2016 – Mandatory for Students Enrolled Students Fall 2015
October 21, 2015	Wednesday	Mid-Semester Grades Due in Registrar’s Office
October 22-24, 2015	Thursday-Saturday	Fall Break
October 26, 2015	Monday	Classes Resume
October 28, 2015	Wednesday	Deadline for Dropping Courses with a “W”
November 9, 2015	Monday	Deadline to Withdraw from the University
November 25-28, 2015	Wednesday - Saturday	Thanksgiving Holiday
November 30, 2015	Monday	Classes Resume
December 5, 2014	Saturday	Last Day of Class
December 5-10, 2015	Saturday-Thursday	Final Examination Period
December 8, 2015	Tuesday	Classes End for Online Programs (2 <sup>nd</sup> 8-week session)
December 16, 2015	Wednesday	Final Grades Due in Registrar’s Office
December 17, 2015	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 2016 ACADEMIC CALENDAR

January 6, 2016	Wednesday	Faculty/Staff Institute
January 7, 2016	Thursday 9:00 a.m. – 6:00 p.m.	Testing and Registration for Freshmen and First-Time Transfer Students; Early Registration Ends; REEL (Registered Early Express Line) registration for students who participated in early registration only
January 8, 2016	Friday 9:00 a.m. – 3:00 p.m.	Registration for Returning Students; Jaguar Courtyard Move-In Day (see student housing letter for details)
January 9, 2016	Saturday 9:00 a.m. – 12:00 p.m.	Registration for Returning Students (Open to All Students)
January 11, 2016	Monday	Classes Begin; Late Registration (apply fee) Begins; Add/Drop Period Begins
January 13, 2016	Wednesday	Classes Begin for Online Programs (1 <sup>st</sup> 8-week session)
January 18, 2016	Monday	Martin Luther King Holiday
January 19, 2016	Tuesday	Classes Resume
February 1, 2016	Monday	Last Day to Add Credit Courses and Change Class Sections
February 3, 2016	Wednesday	Final Day to Pay Fees; Purge ALL Students with Unpaid Fees – 14 <sup>th</sup> Class Day (Census Date)
February 4, 2016	Thursday	Deadline for Graduation Applications for Fall 2016
February 8-9, 2016	Monday-Tuesday	Mardi Gras Holiday – University Closed
February 10, 2016	Wednesday	Classes Resume
February 22, 2016	Monday	Final Day to change “I” Grade for Fall 2015 and Summer I, Summer II and Summer III 2015
March 2, 2016	Wednesday	Classes End for Online Programs (1 <sup>st</sup> 8-week Session)
March 5-10, 2016	Saturday-Thursday	Mid-Semester Examination Period
March 14, 2016	Monday	Classes Begin for Online Programs (2 <sup>nd</sup> 8-week Session)
March 16, 2016	Wednesday	Mid-Semester Grades Due in Registrar’s Office
March 21-28, 2016	Monday-Saturday	SPRING BREAK
March 29, 2016	Tuesday	Classes Resume
March 30, 2016	Wednesday	Deadline for Dropping Courses with a “W”
April 4, 2016	Monday	Deadline to Withdraw from the University
April 14, 2014	Thursday	Honors and Awards Convocation
April 16-21, 2016	Saturday-Thursday	Final Examination Period for Graduates
April 18, 2016	Monday	Early Registration and Advising Period Begins for Summer and Fall 2016 – Mandatory for Students Enrolled Students Spring 2016
April 26, 2016	Tuesday	Final Grades Due for Graduation Candidates by 4:00 p.m.
May 2, 2016	Monday	Classes End for Online Programs (2 <sup>nd</sup> 8-week Session)
May 3, 2016	Tuesday	Commencement
May 7, 2016	Saturday	Last Day of Class
May 7-12, 2016	Saturday-Thursday	Final Examination Period for Non-Graduates
May 17, 2016	Tuesday	Final Grades Due in Registrar’s Office for Non-Graduation Candidates; 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 2016 ACADEMIC CALENDAR

### Session I - 8 week classes (June 1 - August 3)

May 23, 2016	Monday	Classes Begin for Online Programs
May 31, 2016	Tuesday	Faculty Reporting Day
May 31, 2016	Tuesday 9:00 a.m. – 6:00 p.m.	Testing and Registration for Freshmen and First-Time Transfer Students; General Registration for all students
June 1, 2016	Wednesday	Classes Begin; Late Registration (apply fee) Begins – Session I
June 9, 2016	Thursday	Last Day to Register or Add Courses for Credit – Session I
June 13, 2016	Monday	Final Day to Pay Fees; Purge ALL Unpaid Students - 7 <sup>th</sup> Class Day (Session I)
July 18, 2015	Monday	Last Day to Drop Courses with a “W” – Session I
July 19, 2015	Tuesday	Last Day to Withdraw from the University - Session I
August 3, 2016	Wednesday	Last Day of Classes; Final Examination – Session I
August 10, 2016	Wednesday	Final Grades Due in Registrar’s Office; Session I ends
August 11, 2016	Thursday	Summer I Session Ends

### Session II - 4 week classes (June 1 – June 29)

May 31, 2016	Tuesday	Testing and Registration for Freshmen and First-Time Transfer Students; Early Registration Ends; General Registration for all students
June 1, 2016	Wednesday	Classes Begin; Late Registration (apply fee) Begins – Session II
June 9, 2016	Thursday	Last Day to Register or Add Courses for Credit – Session II
June 13, 2016	Monday	Final Day to Pay Fees; Purge ALL Unpaid Students - 7 <sup>th</sup> Class Day (Session II)
June 15, 2016	Wednesday	Last Day to Drop Courses with a “W” - Session II
June 20, 2016	Monday	Last Day to Withdraw from the University - Session II
June 29, 2016	Wednesday	Last Day of Classes - Session II; Final Examination – Session II
July 6, 2016	Wednesday	Final Grades Due in Registrar’s Office
July 7, 2016	Thursday	Session II Ends

### Session III - 4 week classes (July 6 – August 3)

July 4, 2016	Monday	Independence Day Holiday
July 5, 2016	Tuesday	General Registration – Session III (All Students)
July 6, 2016	Wednesday	Session III Classes Begin; Late Registration (apply fee) Begins for Session III
July 15, 2016	Friday	Classes End for Online Programs
July 18, 2016	Monday	Final Day to Pay Fees; Purge ALL Unpaid Students - 7 <sup>th</sup> Class Day (Session III)
July 20, 2016	Wednesday	Last Day to Drop Courses with a “W” – Session III
July 21, 2016	Thursday	Last Day to Withdraw from the University - Session III
August 3, 2016	Tuesday	Last Day of Classes; Final Examination – Session III
August 10, 2016	Wednesday	Final Grades Due in Registrar’s Office
August 11, 2016	Thursday	Summer III Session 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

Southern University at Shreveport Louisiana, an institution within the Southern University A & M System, seeks to provide quality education for its students while being committed to the total community. This institution prepares students for careers in technical and occupational fields; awards certificates, diplomas and associate degrees; and offers courses and programs that are transferable to other colleges and universities. Dedicated to excellence in instruction and community service, this open enrollment institution promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry.

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 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 non-credit 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 such as counseling and advising 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 course work. 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.

## LOCATION OF UNIVERSITY

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

## FACILITIES

**SOUTHERN UNIVERSITY AT SHREVEPORT METRO CENTER** is located at 610 Texas Avenue. 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 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.

**AEROSPACE TECHNOLOGY CENTER** is 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 Aerospace Technology Center is 18,890 square-feet. 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.

**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 the campus' mid-sized assembly hall.

Stone Hall is named after the fourth President of the Southern University System. Dr. Jesse Stone graduated from the first class of the Southern University Law School. He later became Dean of the Southern University Law Center from 1971-1972. His tenure as system president continued from 1974-1985; when he returned to the Law Center as a professor until his retirement in 1986. In 1991, Dr. Stone began a four year tenure on the Southern University Board of Supervisors. 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 Office and a student multipurpose room. This 7,728 square-foot 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.

**STUDENT ACTIVITIES BUILDING**, combined with the Student Union Building, comprises the Student Activities Center. The Student Activities Building is a one story structure erected in 2008. The Student Activities Center is 8,469 square-feet. It houses the Student Lounge, Student Dining Facility, Student Kitchen, activity areas and Student Support Offices.

**JAGUAR COURTYARD** opened in the fall of 2008 to provide residential housing. 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 47,232 square-foot structure which houses the Chancellor's Office, the Offices of Academic and Student Affairs, Fiscal Affairs, in addition to Financial Aid, the Registrar, Admissions, Cashiers, 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. 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. Formally the Natural Sciences Building, the 32,208 square-foot structure was renamed after Louis M. Collier, Chairman

of the Physics Department. The building houses laboratory and lecture classroom and faculty offices.

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

This \$2.4 million facility has the capacity to accommodate up to eight small businesses in its incubation program. The incubation program offers businesses affordable lease space which includes internet/phone service, access to office equipment, clerical support and on-site technical support in a nurturing environment that encourages success. The incubator also assists local emerging businesses with technical support through the Small and Emerging Business Development program, the Business Opportunity Grant program, and Entrepreneurship Training classes.

**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.

**FINE ARTS BUILDING** is a one story structure built in 1967 which encompasses 12, 645 square feet. This building houses Fine Arts classrooms, administrative and faculty 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 and team coach offices.

**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.

**NEW CLASSROOM BUILDING (NCR)** is a two story structure built in 1972 which encompasses 30,988 square-feet. It is used to instruct general education curriculum by classroom and computer laboratory.

**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.

**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 a fenced external storage area.

## 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 Fine Arts Building, Room C01 and 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 an individual and flexible 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 Counseling Center.

**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**).

## SOUTHERN UNIVERSITY SYSTEM

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### BOARD OF SUPERVISORS

The members of the Board are appointed by the Governor of the State to overlapping six-year terms. Their appointments are subject to confirmation by the Louisiana State Senate. The sixteen-member Board consists of two members from each of the State's Congressional Districts, three members from the State at large and one student member. The student representative, who serves a one-year term, is elected annually from the current presidents of the student body on one of the System's three campuses or the Law Center.

Dr. Leon Tarver II, Chair

Mr. Calvin W. Braxton, Sr., Vice  
Chair Congressional District 4

Ray L. Belton, System President  
and Secretary to the Board

Mrs. Ann A. Smith  
Congressional District 1

Mr. Mike A. Small  
Congressional District 1

Rev. Donald R. Henry  
Congressional District 2

Mr. Raymond M. Fondel, Jr.  
Congressional District 3

Atty. Patrick D. Magee  
Congressional District 3

Rev. Joe R. Gant, Jr.  
Congressional District 4

Mr. Myron K. Lawson  
Congressional District 5

Dr. Curman L. Gaines  
Congressional District 5

Dr. Rani G. Whitfield  
Congressional District 6

Atty. Tony M. Clayton  
Congressional District 6

Rev. Samuel C. Tolbert, Jr.  
Congressional District 7

Mr. Richard T. Hilliard  
At-Large

Mr. Dominique Diamond  
Student Member

# UNIVERSITY ADMISSIONS

The Office of Admissions has administrative responsibility for administering the admissions policies of the University. The Office of Admissions is a component of the Division of Academic and Student Affairs. 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.

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 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](http://www.susla.edu)).

## NOTIFICATION OF ADMISSION

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

## CATEGORIES OF ADMISSION

### FIRST-TIME FRESHMEN

A first-time freshman is defined as a student who is entering college for the first time with a high school diploma or high school equivalence diploma (GED) from a Louisiana SBESE approved (State Board of Elementary and Secondary Education) school or out-of-state equivalent. Includes students who enroll in the fall term who attended college for the first time in the prior summer, and students who enroll with advanced college credits earned before graduation from high school.

### TRANSFER STUDENTS

A transfer student is defined as a student who has previously enrolled at another postsecondary institution. A student, who is on academic probation at another college, if otherwise acceptable, is admitted to Southern University at Shreveport on probation. A student who is excluded from another college because of academic suspension may be considered for admission to Southern University at Shreveport on probationary status after remaining out of college for one semester.

## **FORMER STUDENTS**

A former student who was not in attendance the semester prior to the one for which he/she wishes to be enrolled is required to submit an application for admission. 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.

## **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 at LSU-Shreveport and Northwest Louisiana Technical College 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.

## **DUAL ENROLLMENT**

Early Start (Dual Enrollment) provides high school students an early start toward earning a college degree while concurrently enrolled in high school. Students must first be certified eligible to participate in the Early Start Program. There are no obligations on the part of the student to enroll at Southern University at Shreveport after high school graduation.

# **ADMISSION REQUIREMENTS**

## **FIRST-TIME FRESHMEN**

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](http://www.susla.edu)).
2. **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 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> 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.**
  - **GED** - 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 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> semester transcript, pending receipt of the official final transcript.

3. **TEST SCORES**

- **New first-time freshmen** seeking admission to academic programs are required to submit American College Test (ACT) scores. The Scholastic Aptitude Test (SAT) score report may be submitted in lieu of the ACT score.
- **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 who have not taken the ACT or SAT will be placed in developmental English and Math courses.

**Applicants who have not taken the ACT may take the institution’s ACT residual 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).**

4. **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. *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.*
5. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee 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.

**TRANSFER STUDENTS**

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](http://www.susla.edu)).
2. **TRANSCRIPTS.**
  - Student who have attended other institutions of higher learning since graduating from high school must submit **official** college and/or military transcripts from ALL

institutions attended. Transcripts are required whether or not credits were earned.

- Students who are unable to obtain official transcripts due to indebtedness are ineligible to enroll at SUSLA.
- Students on academic suspension or otherwise not in good standing at the prior institution are not eligible to enroll at SUSLA until the suspension period has elapsed.
- 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.**

3. **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. *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.*
4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee 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.

### **FORMER STUDENTS**

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](http://www.susla.edu)).
2. **TRANSCRIPTS.** Former students who have attended another college after leaving SUSLA will be required to submit an official transcript from that college.

**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.**

3. **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. *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.*

4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee 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.

**Students returning after academic suspension will be allowed to register in twelve (12) semester hours only.**

### **VISITING STUDENTS**

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](http://www.susla.edu)).
2. **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.
  - **Official College Transcript.** An official transcript will be accepted in lieu of a letter of good standing. **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.**
3. **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. *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.*
4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee 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.

### **CROSS-ENROLLMENT STUDENTS**

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](http://www.susla.edu)).

2. **APPROVED REGISTRATION FORM.** Cross-enrollment students are required to submit an approved cross-registration form obtained from their institution's Registrar's Office.
3. **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. *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.*
4. **APPLICATION FEE.** A non-refundable application fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee 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.

**DUAL ENROLLMENT STUDENTS** - Students who have been certified eligible to participate in the Early Start Program shall submit the following documents to be considered for admission to 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](http://www.susla.edu)).
2. **HIGH SCHOOL TRANSCRIPT.** Submit 6th or 7th semester high school transcript. SUSLA has the capability to request transcripts from the Board of Regents Student Transcript System, if your school has submitted the data.
3. **TEST SCORES.**
  - American College Test (ACT) scores, or
  - ACT PLAN scores

**CERTIFICATE NURSING STUDENTS (CAN Program)**

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](http://www.susla.edu)).
2. **APPLICATION FEE:** A non-refundable fee of \$20.00 is required of ALL applicants to process the application for admission. The application fee 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.

# 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

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](http://www.susla.edu)).
2. **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** who have attended institutions of higher learning must submit **official** college and/or military transcripts from ALL institutions attended. If transfer coursework is from a foreign institution, the student is responsible for providing a Comprehensive Course-by-Course Report from a foreign credentials evaluator in order to receive credit for the coursework.
3. **TEST SCORES**
  - **New first-time freshmen** seeking admission to academic programs are required to submit American College Test (ACT) scores. The Scholastic Aptitude Test (SAT) score report may be submitted in lieu of the ACT score.
  - **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 who have not taken the ACT or SAT will be placed in developmental English and Math courses.  
**International students who have not taken the ACT/SAT will be granted provisional admission. These students will be required to take the institution's ACT residual 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).**
4. **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 46 is required.
  - International English Language Testing System (IELTS) – a minimum band score of 5.5 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.
5. **CERTIFICATON OF FINANCIAL RESOURCES-**Students must present a financial document that shows adequate funds to cover the costs for the program of study. Students studying with an F-1 Student Visa are required to study in a full-time program with a minimum of 12 hours or its summer equivalent per semester.
6. **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. *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.*

7. **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 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.

## 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.

#### I. 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

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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.

## II. **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.

Residence status, for fee purposes only, will be granted to non-resident undergraduate students registered for six semester hours or less in any semester, or all non-resident students enrolled in up to six semester hours of undergraduate courses offered through web-based or other electronic instruction, when domiciled outside of the state of Louisiana and not enrolled in any other courses at the university.

The following conditions may be used in determining residence status:

- A. A minor applicant living with his/her legal parents is classified as a resident if the parents have established a bona fide residence in Louisiana. Ordinarily a parent is considered to have established a residence in Louisiana if actually residing and employed full time in the State for at least six (6) months.
- B. An individual who resides in Louisiana and is employed full-time in another state may be classified as a resident. In such case, appropriate documentary evidence shall be presented.
- C. A minor student residing with his/her legal parents who enrolls as a non-resident shall be classified as a resident if the parents move to Louisiana and acquire residence as defined in these regulations.
- D. A student may be declared a resident if either biological parent is a graduate of any school within the Southern University System.
- E. A SUSLA student that graduates with an associate degree may be classified as a resident for subsequent enrollment at SUSLA.
- F. A person may be classified as a resident of Louisiana at the end of twelve consecutive months of residence if employed in Louisiana and if during that period he/she has not been registered in an educational institution for more than six semester hours or its equivalent in any semester. There must be convincing evidence of continuous residence in Louisiana for twelve consecutive months immediately preceding registration.

- G. A student who is married to a Louisiana resident may acquire the residence status of his/her spouse.
- H. A person who resides in Louisiana for at least two years, exclusive of military service, and then moves to another state or foreign country shall retain the right to enroll, along with any of his/her dependents, as a resident for a period equal to the number of years the person resided in Louisiana, but the right shall expire upon the person's residing for a period of two years in another state or foreign country.
- I. Members of the full-time armed forces (not reserve or guard) currently stationed in Louisiana and their dependents shall be classified as Louisiana residents. Those who were stationed in Louisiana immediately prior to release from active duty may enroll themselves or their dependents as residents during a period not to exceed six months after the date of release; provided that the term of active duty shall have been no less than 12 consecutive months.
- J. A member of the full-time armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right, along with any of his/her dependents, to be classified as a resident as long as he/she is in the armed forces and for a two-year period after leaving the armed forces. A resident of Louisiana shall not lose the right to be classified as a resident during periods of employment in a foreign country.
- K. A resident alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of his Alien Registration Receipt)

Card or passport officially stamped "approved as resident alien") and who has established residence under any of the foregoing provisions shall be declared a resident of the State. *Note: a resident alien whose state of record is Louisiana on his permanent resident application shall be considered a resident student.*

### III. **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 B** - Visitor for business/pleasure

**C** - In transit

**D** - Crewman

**F** - Academic

student **H** -

Temporary

worker **J** -

Exchange visitor

**M** - Vocational/ non- academic students are not eligible to establish Louisiana domicile nor be exempted from non-resident fees unless otherwise permitted by law, Board 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.

IV. **Appeal Committee**

Any student classified as a non-resident may appeal his classification to the Vice Chancellor for Academic and Student Affairs.

V. **Incorrect Classification**

Any student classified incorrectly as residents are subject to reclassification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to university discipline.

# 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 registers. 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:

- 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 chair 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  $\frac{3}{4}$  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 chair, 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. Students may choose any issue of the catalog in force during their residence at Southern University upon approval of the division chair or 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 chair or 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 chair or 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 chair or 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 chair or dean, and vice chancellor for academic and student 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 chairperson/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 chairperson/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 chairperson/program coordinator/director, the student may appeal in writing to the Vice Chancellor for Academic and Student Affairs within five (5) working days. The Vice Chancellor for Academic and Student 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 and Student 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 and Student 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.

# 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. 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 and Student 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 chair, (if applicable), and the Vice Chancellor for Academic and Student 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 intramural purposes, and information relating thereto will be released to inquirers 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 three dollars (\$3.00) is charged for each copy (paper or electronic). Fee payment must be in the form of cash, cashier's check, money order, visa, master card 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:

1. Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all institutions attended. It is the student's responsibility to provide all official transcripts to the Office of the Registrar. Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
2. Courses from regionally accredited institutions will generally be accepted for transfer; however, 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. Transcript evaluations are conducted by the registrar thirty days (30) prior to the general registration period. Transcript semester credit hours accepted by the Registrar's Office 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. Courses accepted for transfer must have a grade of at least "C". Grades earned for transfer courses will be used to calculate cumulative grade point average. No credit is accepted for a letter grade of "D".
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 chair, and Vice Chancellor for Academic and Student Affairs. Upon approval, the chair must forward the course substitution form to the Registrar's Office.

## **COLLEGE CONNECT PARTNERSHIP**

Since the Fall of 2012, Southern University at Shreveport (SUSLA), Southern University at Baton Rouge (SUBR) and Southern University at New Orleans (SUNO) have worked together to offer developmental and beginning college-level courses to those students who do not meet criteria for regular admission to SUBR and SUNO. Such students will be allowed to enroll in the College Connect Partnership located on the Baton Rouge and New Orleans campuses. When they have completed 18 transferable hours of college-level work (including college-level English and Math), and attained an overall grade point average of at least 2.0, such students will be guaranteed admission to SUBR or SUNO. Admissions and transfer procedures will be facilitated by admissions officers at the respective campuses.

Students enrolled in this program pay SUSLA tuition and the fees of their host campus. They must submit financial aid applications to SUSLA. Participants will have access to all university resources and activities on the SUBR and SUNO campuses and may opt to also reside on that campus.

Some of the requirements of participation in the College Connect program include:

- The student must be a first-time freshman entering college for the first time with a high school diploma or high school equivalence diploma (GED) from a SBESE- Louisiana State Board of Elementary and Secondary Education or out of state equivalent.
- An application for Admissions/College Connect Participation Agreement
- High School Transcript/GED
- Proof of Current Immunization Records
- American College Test (ACT) or Scholastic Aptitude Test (SAT) scores (for placement purposes only)
- Applicants with previous test scores at other institutions who indicate need for remediation will be placed in English 090, Math 090, or Reading 094.
- Connect participants are given three full semesters to complete the transfer requirements for full admission to their host university. After the third semester, the student will need to submit an appeal to remain in the connect program.

## **VETERANS AFFAIRS**

### **First-time Applicants**

Prior to using GI Bill benefits for the first time, one must submit an application 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](http://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 VA folder. There are additional local forms that must be completed for Southern

University at Shreveport. These forms are available in the Registrar's Office or online.

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.

<b>GRADE SCALE FOR UNIVERSITY PARALLEL DEGREE PROGRAMS</b>		
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).		
<b>UNIVERSITY GRADE SCALE FOR THE NURSING PROGRAM</b>		
GRADE		
A – EXCELLENT	93-100	4.0
B – GOOD	85-92	3.0
C – FAIR	77-84	2.0
D – POOR	65-76	1.0
F – FAILURE	64 – below	0.0
<b>UNIVERSITY GRADE SCALE FOR THE RADIOLOGIC TECHNOLOGY PROGRAM</b>		
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

<b>UNIVERSITY GRADE SCALE FOR CERTIFIED NURSING ASSISTANT PROGRAM</b>		
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

<b>UNIVERSITY GRADE SCALE FOR DENTAL HYGIENE PROGRAM</b>		
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

<b>UNIVERSITY GRADE SCALE FOR DIALYSIS/SURGICAL TECHNOLOGY/STERILE PROCESSING PROGRAM</b>		
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

<b>UNIVERSITY GRADE SCALE FOR MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY PROGRAM</b>		
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

<b>UNIVERSITY GRADE SCALE FOR HEALTH INFORMATION TECHNOLOGY/MEDICAL CODING/HEALTHCARE ACCESS ASSOCIATE</b>		
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

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

### W and I Grades

The grade of “W” is given when a student officially withdraws or is administratively withdrawn from a course.

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 chair and the Vice Chancellor for Academic and Student 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 and Student Affairs.

## **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 chair and must be forwarded to the Vice Chancellor for Academic and Student Affairs for final approval. Requests for grade corrections must be submitted to the Registrar's Office by the Vice Chancellor for Academic and Student 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 and Student 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.

## **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**

A student may change a major by completing the Change of Major Form, obtainable from the Registrar’s Office, the appropriate division chair, or the university’s web page. Any changes in a student’s official degree plan must be approved in writing by the appropriate advisor, and the chair of the division in which the student is enrolled, as well as, the chair of the division to which the student wishes to transfer. A copy of this completed form is submitted by the student to the Registrar’s Office for processing.

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 and Student 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 “P.” Grades of “P” are not used in computing grade point averages.

### 1. 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 chair 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.

### 2. 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 50<sup>th</sup> percentile and after consultation with the appropriate division chair 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."

### **3. 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.

### **4. 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:

<b>AP Examination</b>	<b>Minimum Score</b>	<b>SUSLA Equivalent</b>	<b>Semester Hours</b>
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	5
	4	Physics 221, 222	10

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 chair or 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 a new curriculum. 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 chair and submit the appropriate application form to the Vice Chancellor for Academic and Student Affairs for approval and filed with the Registrar's Office. 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 (1) 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 Nursing program. 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.

# **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).

## **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 chair 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.

## **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 chair and the Vice Chancellor for Academic and Student 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 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 Office (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.

**STEP 5.** 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 (14<sup>th</sup> 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 6 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.

# **UNIVERSITY GRADUATION POLICIES**

## **APPLICATION FOR GRADUATION**

Application for graduation must be made the semester **prior** to the semester of graduation. Graduation applications are provided by the Registrar's Office or obtained from the university website. Graduation fees must be paid at the time of application. Graduation fees cover the cost of certificate/degree, cap, and gown. These fees must be paid whether or not the student participates in the formal exercises. **Graduation fees are 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.

### **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,

3.1 – 3.44 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.

# HEALTH SCIENCES

# GENERAL INFORMATION

## 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 life-long 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 health care 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:

1. Formulate plans of care for individuals that are consistent with the realities, experiences and values held by diverse populations.
2. Provide therapeutic interventions developed through collaborative partnerships with clients and members of the healthcare team utilizing the nursing process.
3. Manage complex health care problems and health care resources utilizing principles from leadership theory and Kings General System's Framework.
4. Utilize critical thinking and problem solving skills to meet the challenges of contemporary and future needs of individuals in a rapidly changing society.
5. Provide education to a client base in response to society's health care needs; thereby supporting client's growth and development in the wellness-illness continuum.
6. Be individually responsible and accountable for their own nursing practice.
7. Demonstrate respect for self and others.
8. Advance nursing as a profession by participation in professional organizations, community involvement, and political awareness and action.
9. Effectively exchange ideas, thoughts, feelings and knowledge through written, verbal, and interpersonal skills.

## **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. A total of seventy (70) students will be admitted for the spring semester. 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 dean 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 department chair 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'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 licensed Practical/Vocational Nurse articulating into the Associate of Science in Nursing Program will be awarded fourteen (14) 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 Nursing 132: Role Transition to Professional Nursing in the fall semester 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.”

## **FOR SELECTION INTO THE ACCELERATED LPN-TO-RN TRACK**

If the number of eligible students applying to the LPN to RN accelerated 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 ACE I PN to RN Exam will be selected. If GPA's and ACE I – PN to RN scores are identical, then the person having completed more hours at SUSLA will be selected. A total of twenty (20) students will be admitted to the accelerated LPN to RN track for the fall semester. 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.

- 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 pre-requisite 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
- Satisfactorily complete a standardized exam in each required nursing course. Unsatisfactory performance on the exam will result in a course grade of ‘D’ or ‘F;’ even though the student may have successfully completed the didactic and clinical components of the course.

## 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 found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the Department of Nursing and may be subject to university sanctions:

- 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 Nursing 125: Basic Principles of Nursing course and Nursing 131: 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 reapply 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 Academic and Professional Standards Committee. After consideration, the Committee submits its recommendation to the Nursing Faculty Organization for a final decision.

## **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 write the Final Competency Examination. Successful exam writers will earn a Certificate of Completion (as mandated by the Department of Health and Hospitals – Health Standards Section) and will 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.** Students selected for the Certified Nursing Assistant Program must be admitted to Southern University at Shreveport. Twenty students will be selected for each admission cycle. This is to maintain a 1:10 faculty-student ratio as mandated by the Department of Health and Hospitals (DHH). 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.**

<b>CNA 100:</b>	<b>Nursing Assistant</b>	<b>4 Total Credit Hours</b>
Lecture:	3 Credit Hours	Classroom: 45 Clock Hours
Clinical:	1 Credit Hour (1:3 cr/clock ratio)	Clinical: 45 Clock Hours

Students must submit **current documentation** of the following:

- 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.
- Students are expected to be present at all lectures. A student absent from one class

session (avoidable, unavoidable, excused, unexcused) shall be dismissed from the program. A student leaving early and/or tardy 2 times will be dismissed from the program.

- Since the clinical experience is an integral part of the Certified Nursing Assistant course, attendance and participation are **mandatory**. The student will be dropped from the course with one clinical absence; even if the absence is unavoidable or an excuse has been obtained. If a student is late to clinical, the student will not be permitted in the clinical site. The student will be counted as absent for that day.

## **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 be eligible to take the Final Certifying Exam.
- Students must successfully complete the Final Certifying Exam with a 70% or better in order to be certified. Students will have three opportunities to successfully complete the exam. (DHH: Title 48, Public Health – General, Part I. General Administration, Subpart 3. Licensing, Chapter 100. Nurse Aide Training and Competency Evaluation Program).
- 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 CNA: 100 – Nursing Assistant. Grading is based on a lecture component, and a lab/clinical component. Students must successfully complete the two components to be eligible to take the Final Certifying Exam.

- A student passing the lecture, lab/clinical, and Final Certifying Exam will receive the letter grade earned in lecture.
- A student passing the lecture and lab/components, but failing the Final Certifying Exam, will earn a grade of “D”.
- A student failing lecture and/or lab/clinical will earn a failing grade and will not be permitted to take the Final Certifying Exam.

## **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 \$2,100 the first year and \$1,600 the second year and buy books that average \$700 per year. Dental Hygiene Clinical students also are required to pay lab fees of \$200.00 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.
- To obtain a dental hygiene license, students must successfully complete an American Dental Association Accredited Dental Hygiene Program, pass the written National Board for Dental Hygiene with a 75% score, and pass a clinical regional board. Upon successful completion of these exams, the student is eligible to take the state jurisprudence exam (in state of their choosing) and obtain licensure. The costs of these exams are as follows and the student is responsible for these expenses (cost varies and this is only an estimate):
 

National Board for Dental Hygienist	\$ 250.00
Clinical Dental Hygiene Regional Board	850.00
Louisiana Dental Hygiene License	200.00
Local Anesthesia Permit	50.00
- Other student expenses include:
 

Dental Hygiene Pin	\$ 85.00
Graduation Fee (end of 2 <sup>nd</sup> year)	55.00
Annual Membership fee for Student American Dental Hygienists’ Association	50.00
- 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).

# HEALTH INFORMATION TECHNOLOGY

The Health Information Technician is a skilled professional who serves the healthcare industry by managing health information essential in the delivery of quality healthcare. If interests are directed at a healthcare profession that combines business, management, computer information technology, legal procedures, and healthcare research, then Health Information Technology is an excellent career choice.

Health Information Technicians use their knowledge and technical skills sets to: perform medical coding for reimbursement, billing and research purposes; apply laws and regulations relevant to maintenance, disclosure, confidentiality, and retention of health information; process, analyze, and graphically display data to support clinical and business decisions; use computer application and the electronic health record to collect, store, retrieve, analyze, and disseminate health information; use computer applications to assemble and analyze patient data for the purpose of improving patient care; calculate and compile healthcare statistics; and perform supervisory and management functions.

The Health Information Technology Program of Southern University at Shreveport, Louisiana prepares graduates for careers as health information technicians in both traditional and non-traditional healthcare settings. The curriculum combines the classroom setting, web-enhanced/online coursework, work in a simulated laboratory, and hands-on experience in the clinical setting. An Associate of Applied Science degree in Health Information Technology is awarded upon successful completion of all academic and clinical experiences.

## CAREER PATH

A career as a Health Information Technician offers a diverse career opportunity to serve as a member of the healthcare workforce through the combination of health information, management, and computer information technology. The Health Information Technology degree curriculum provides 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, nursing homes, long-term care, rehabilitation facilities, behavioral healthcare, hospice, home health, managed care organizations, and insurance companies, etc.

Graduates may choose to apply for various job positions including Clinical Coding Specialist, Clinical Data Specialist, DRG Coordinator, DRG Specialist, Health Data Analyst, Medical Coder, Release of Information Specialist/Coordinator, Patient Information Coordinator, or Insurance/Billing Coordinator. (Note: This is not a complete list, and job titles/positions are subject to vary by healthcare settings.)

Job prospects for graduates are very good. Employment of health information technicians is expected to grow and be in high demand. According to the American Health Information Management Association (AHIMA), health information professionals can expect to be in high demand as approximately 12,000 to 50,000 new jobs are anticipated by 2017, and the Bureau of Labor Statistics cites health information technicians as one of the twenty (20) fastest growing occupations in the U.S.

## **PROGRAM PROGRESSION REQUIREMENTS**

In order to achieve progress status and remain in good academic standing, the student must:

- Pre-advise with a Health Information Technology instructor/advisor each semester and update the degree plan
- Maintain a cumulative grade point average (GPA) of 2.0 or higher
- Take professional courses in sequence and earn a grade of "C" or better in each for both the professional and non-professional components of the Health Information Technology curriculum (or permission of the Program Director)
- Achieve a satisfactory evaluation for each professional practice experience resulting in a "C" or better
- If a grade of "D" or below is earned in a non-professional course, the student may progress; provided that the course is not a prerequisite to a course in the professional component of the Health Information Technology curriculum
- Successfully complete the Entry Level Review Seminar and the Coding Review Seminar at the end of the first year course work
- Agree/consent to criminal background checks prior to entering the clinical phase of the Program.

## **ADDITIONAL PROGRAM REQUIREMENTS**

- Successful completion of the Advanced Review Seminar at the end of the second year of coursework
- Payment of national certification examination fee made to the American Health Information Management Association and the examination date scheduled through the official testing center.

## **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 interests are directed at a healthcare profession that combines business, medicine, and computer information technology, the medical coding is an excellent career choice.

Medical Coding Specialists use their knowledge and technical skill sets to perform medical coding for reimbursement, billing, research, and statistical analysis purposes. The statistical information generated from medical coding is used in research, patient care, education, and in administrative decision-making.

The Medical Coding Specialist Certificate Program of Southern University at Shreveport, Louisiana prepares graduates for careers as medical coders in both traditional and non-traditional healthcare settings. 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 transferrable into the Associate of Applied Science in Health Information Technology for students who are interested in the progression program.

## **CAREER PATH**

A career as a Medical Coding Specialist offers a diverse opportunity to serve as a member of the healthcare workforce through the combination of health information and computer information technology. The Medical Coding Specialist Certificate provides a graduate 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, behavioral healthcare, insurance companies, etc.

Graduates may choose to apply for various job positions: including Clinical Coding Specialist, Clinical Data Specialist, DRG Coordinator, DRG Specialist, Health Data Analyst, Medical Coder, Insurance/Billing Coordinator and Coding Supervisor. (Note: This is not a complete list and job titles/positions vary by healthcare settings.)

Employment of health information professionals is expected to increase by twenty (20) percent; much faster than the average of all occupations through 2018. According to the American Health Information Management Association (AHIMA), health information professionals can expect to be in high demand as approximately 12,000 to 50,000 new jobs are anticipated by 2017, and the Bureau of Labor Statistics cites this profession as one of the twenty (20) fastest growing occupations in the U.S.

## **PROGRAM PROGRESSION REQUIREMENTS**

In order to achieve progress status and remain in good academic standing, the student must:

- Pre-advise with either a Medical Coding Specialist or Health Information Technology instructor/advisor each semester and update the degree plan
- Maintain a cumulative grade point average (GPA) of 2.0 or higher
- Take professional courses in sequence and earn a grade of “C” or better in each for both the professional and non-professional components of the Medical Coding Specialist curriculum (or permission of the Program Director)
- Achieve a satisfactory evaluation for each professional practice experience resulting in a “C” or better
- If a grade of “D” or below is earned in a non-professional course, the student may progress; provided that the course is not a prerequisite to a course in the professional component of the Medical Coding Specialist curriculum
- Agree/consent to criminal background checks prior to entering the clinical phase of the program.

## **ADDITIONAL PROGRAM REQUIREMENTS FOR GRADUATION**

A Certificate of Applied Science as a Medical Coding Specialist is conferred upon a student when the following conditions have been met:

- Successfully complete the Entry Level Review Seminar and the Coding Review Seminar at the end of the first year course work
- Payment of national certification examination fee made to the American Health Information Management Association and the examination data scheduled through the official testing center.

## **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 healthcare team and contribute significantly to the delivery of quality healthcare. 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 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.

### **GENERAL INFORMATION**

- Students are required to purchase uniforms and supplies. (A mandatory entrance fee of \$100.00 is due the first semester of clinical.)
- Students must be able to pass a Physician's Physical Examination, present evidence of current immunizations, Hepatitis vaccination and TB screening prior to entering the clinical setting.
- As mandated by the Program's Clinical Affiliate, all clinical students are subject to criminal background checks and drug screening.
- Students selected are required to maintain and demonstrate exceptional scholastic abilities at all times. If provided, a student makes a final grade of a "D" or "F" in any of the professional courses, he/she will not be able to continue in the program the following semester.
- Upon successful completion of course work, clinical competency examinations, and a final comprehensive examination, Southern University at Shreveport will grant an

Associate of Applied Science Degree in Medical Laboratory Technology.

- The student is then eligible to sit for the American Society for Clinical Pathologists (ASCP) and/or the America Medical Technology (AMT) examinations for certification.

## TECHNICAL STANDARDS OR ESSENTIAL FUNCTIONS

Medical laboratory technician 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.
- **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.
- **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/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.
- **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.
- **Ethical Standards** - The applicants/students 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 practicum and independent study assignments.

## 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 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 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.

## **DISHONESTY**

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the Radiologic Technology program and may be subject to University sanctions:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of patient or agency records
- Falsification of Southern University at Shreveport documents

## **RADIOLOGIC TECHNOLOGY PROGRAM DISMISSAL FOR CLINICAL REASONS**

A student who engages in behavior in the clinical area, which negatively affects a patient's status, violates a patient's confidentiality, or fails to adhere to program policies, may be dismissed from the program. Any student who is dismissed for clinical reasons may not re-enroll.

## **FAILURE TO ACHIEVE/MAINTAIN SATISFACTORY CLINICAL PERFORMANCES**

In order to achieve satisfactory performance in the patient care setting, each student is expected to meet the Competency Standards and conduct himself/herself in a manner consistent with course requirements and objectives, program and school policies. Any behavior that is not consistent with the competency standards, course requirements and objectives, and program and school policies will result in a clinical grade less than satisfactory (77%). A grade less than satisfactory is evident by behavior in any patient care setting; which may jeopardize a patients' physical and/or psychological safety. A grade less than satisfactory also includes unprofessional and uncaring behaviors, inability to perform or obtain the required number of competencies, or the failure to integrate didactic and clinical objectives. A grade of less than a C (77%) will result in the student's immediate removal from the program.

## **RESPIRATORY THERAPY**

The Respiratory Therapy Program is designed so students can complete the professional courses within a 2-year period. Professional courses will focus on preparing students to provide respiratory care services in general, critical care, and long-term care.

### **PROGRAM PROGRESSION**

In order for a student to progress and remain in good academic standing, the student must:

- 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
- Successfully complete the Student Assessment Examination at the end of first year course work. Students with less than successful completion will be remediated and allowed one (1) retake.

# 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 Sterile Processing Technician (CRST).

The sterile processing and distribution courses (SPDT) are offered during fall and spring semesters. A boot camp Central Processing Review course designated to prepare the student to take the national certification exam is offered in the summer. It is NOT necessary for the student to complete the nine (9) credit hours of general education before starting central processing and distribution courses; however, to receive the CAS, a student must have completed the curriculum as published.

# SURGICAL TECHNOLOGY

Surgical Technology is a Department in the Health Sciences Division of Southern University at Shreveport Louisiana. The two-year program offers a degree of Associate of Applied Science in Surgical Technology. Surgical Technology at SUSLA is a two-year program accredited by the **Commission on Accreditation of Allied Health Education (CAAHEP)**; which accredits surgical technology programs upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARCEST/SA). The ARC-ST provides recognition of quality education programs to the public and it is the only CAAHEP-recognized common on accreditation for education in surgical technology and surgical assisting.

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 or a surgical technologist. 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 supplies and equipment sales reps. Certified Surgical Technologists with further experience may become Certified Surgical Assistants (CSA) by pursuing advanced training and meeting the eligibility requirements to sit for the National Certification for Surgical Assistants.

The Surgical Technology Program accepts students during the fall semester and spring semester on a clinical space availability basis. It is not mandatory to complete all of the general supporting courses before applying for clinical courses, but those who take the surgical technology preliminary courses are more competitive when clinical space is very limited.

Students who complete the program successfully will receive the Associate Degree of Science in Surgical Technology (AAS-ST). 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) as required by the Accreditation Committee on Surgical Technology and Surgical Assisting. Students who are successful on the National Certification Exam for Surgical Technology can use the title of Certified Surgical Technologist (CST).

Review courses are scheduled during summer, fall, and spring to assist students in preparing for The National Certification Exam. A student must successfully pass each review course prior to taking the comprehensive exit exam. A student who does not successfully pass any of the review courses or the exit exam will receive remediation during the following summer and/or fall. The student will then be re-scheduled for the Exit Exam and the National Exam in November in preparation for graduation. A student who fails the remediation courses will have to register for the needed review courses. The National Certification Exam will be scheduled within forty-five (45) days prior to spring and fall graduation only.

The Surgical Technology curriculum courses are designed to meet the guidelines of the Core Curriculum for Surgical Technology; 6<sup>th</sup> Edition established by the Association of Surgical Technology (AST). The total number of clinical surgical case requirement is one hundred and twenty (120). Each student will complete thirty (30) cases in General Surgery: twenty (20) in the First Scrub Role and ten in the Second Scrub Role. Each student will complete ninety (90) cases in a variety of surgical specialties:

(Minimum of five (5) and maximum of fifteen (15) in each specialty)

- Sixty (60) cases in the First Scrub Role
- Thirty (30) cases in the Second Scrub Role
  - Ten (10) can be diagnostic laparoscopy cases
  - Five (5) can be vaginal delivery cases

## **CRITERIA FOR SELECTION**

If the number of eligible students applying to the surgical technology 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), admission will be on a first come basis. The total number of students in the program from Surgical Practicum I to Surgical Practicum III cannot exceed (30).

## **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 chair of the Allied Health Division.

## **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.

## **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.

## **PHLEBOTOMY**

Phlebotomists are health care 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.

Program application is available in the Program Director’s Office (Metro Campus, Suite #307) in March for the fall semester clinical and September for the spring semester clinical. Deadline for completion of application packet – June 30<sup>th</sup> for the fall semester acceptance and October 31<sup>st</sup> for the spring semester acceptance

## 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 rest 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.

## 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.
- ACT and Placement exams is required
- A mandatory \$70.00 entrance fee is required upon admission into the Phlebotomy Program.
- Upon successful completion of the course work, clinical competency examination, and a passing grade of "C" (75% or higher) on the final comprehensive examination, Southern University at Shreveport will grant a Certificate in Phlebotomy.

## **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.

## **EMERGENCY MEDICAL TECHNICIAN**

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\*\*\***

# 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.

**MISION** - 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, 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 objective of the division is to provide pertinent information that can be used by the university; extending to the local community, region, and state. *Specific duties 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 the 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 in the program review, accreditation, and strategic planning processes;
- Explore new opportunities for research that will contribute to institutional improvement and evaluation;
- Provide the 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.

# 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 1<sup>st</sup>** of each year. The FAFSA may be completed online at [www.fafsa.gov](http://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.

<b>SAP Requirements: Undergraduate</b>		
Southern University will determine the eligibility of a student for financial assistance based on the following:		
<b>Cumulative Hours Attempted</b>	<b>Minimum Hours (%) to Complete</b>	<b>Minimum Cumulative GPA</b>
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 Office. The following university, state and private scholarships are available:

**The Academic Scholarship** - This scholarship is awarded to those who have demonstrated academic 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.

# STUDENT FEES AND EXPENSES

FEE TYPE	Audit	1 Credit Hour	2 Credit Hours	3 Credit Hours	4 Credit Hours	5 Credit Hours	6 Credit Hours	7 Credit Hours	8 Credit Hours	9 Credit Hours	10 Credit Hours	11 Credit Hours	12 or more (Full Time Students)
Tuition	\$660.00	660.00	672.00	683.00	694.00	707.00	879.00	896.00	906.00	1151.00	1160.00	1170	1309.00
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
Athletic	55.00	55.00	55.00	55.00	55.00	55.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00
Breakage													1.00
Building Usage	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	0												2.00
Energy	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
Intramural	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
Lyceum							3.00	3.00	3.00	5.00	5.00	5.00	5.00
Special	0						5.00	7.50	7.50	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	0	10.00	10.00	10.00	10.00	10.00	15.00	18.00	18.00	20.00	20.00	20.00	20.00
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 Improvement	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 Life													
Student Loan													1.00
Publication							3.00	4.50	4.50	6.00	6.00	6.00	6.00
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		5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00	55.00	60.00
TOTAL	798.00	823.00	858.00	892.00	926.00	962.00	1193.00	1240.00	1273.00	1549.00	1581.00	1614.00	1780.00
Late Fee 1 <sup>st</sup> Day of Class	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
Minimum 60% Down with Deferred Payment Plan	479.00	494.00	515.00	535.00	556.00	577.00	716.00	744.00	764.00	929.00	949.00	968.00	1068.00
BALANCE DUE AT MID TERM	319.00	329.00	343.00	357.00	370.00	385.00	477.00	496.00	509.00	62.00	632.00	646.00	712.00

NOTE: Out of State Fees: \$650.00

NOTE: If Clinical Fee added – 60% Down Calculated with Fee Added to Tuition NOTE: Late Fee not eligible for deferred calculation

NOTE: Fees are subject to change

## UNIVERSITY HOUSING AND MEAL PLANS

2 Bedroom – 1 Bath Unit	\$3,960.00
4 Bedroom – 2 Bath Unit	\$3,330.00
Security Deposit	\$100.00 (Refundable)
Application Fee	\$35.00 (Non-Refundable)
Reservation Fee	\$200.00 (Non Refundable)
Meal Plan A	\$1,334.00
Meal Plan B	\$1,219.00
Meal Plan C	\$1,175.00

## APPLICATION FEES

There is a non-refundable \$20.00 fee for new admission applications. There is a non-refundable \$15.00 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 \$3.00 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** - 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 \$25.00 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 includes the cost of the degree/certificate. The graduation fee is NON-REFUNDABLE.

## 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 and spring semesters** - Before the fourteenth (14<sup>th</sup>) day of class, 100% refund will be given. After the fourteenth (14<sup>th</sup>) class (fall and spring semesters) to the end of the semester, no refund will be made.

**Summer Term** - Before the seventh day (7<sup>th</sup>) day of class, 100% refund will be given. After the seventh (7<sup>th</sup>) 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 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 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
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
<b>Test</b>	<b>Verbal</b>	<b>Math</b>	<b>Writing</b>	<b>Placement</b>
SAT	450			ENGL 110
SAT		460		MATH 133
<b>Test</b>	<b>Writing</b>	<b>Math</b>	<b>Reading</b>	<b>Placement</b>
ASSET	44			ENGL 110
ASSET		43 (Elem Algebra)		MATH 133
<b>Test</b>	<b>Writing</b>	<b>Math</b>	<b>Reading</b>	<b>Placement</b>
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

## COUNSELING CENTER

The Counseling Center provides services to students at Southern University at Shreveport, Louisiana (SUSLA). The Counseling Center is a unit of the Office of Academic and Student Affairs. The Counseling Center complements and supports the university's academic missions by providing services outside the classroom. Its purpose is to continually enhance student welfare by providing services to help students achieve a greater measure of success during their stay at Southern University at Shreveport.

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:

- On-line Public Access  
Catalog (OPAC)
- 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
- Audio Visual Aid Services
- Local and National Newspapers
- Information Literacy Laboratory
- Wireless Access
- Smart/Multimedia Classroom
- Laptop Computers
- HBCU Library Alliance  
Digital Collection
- eBooks
- Online Databases
- Electronic Searching

**Status of the Collections**—There are 54,678 books in the collection. Current subscriptions include 212 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, 4,334 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 also 11,079 electronic books in the 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)**

Following the approval of the Quality Enhancement Plan (QEP) by the Southern Association of Colleges and Schools (SACS) in 2010, the Center for Student Success (CSS) was charged with the direction and implementation of the QEP. CSS functions as a “One Stop Shop”; housing Academic Advisement, Student Retention Services, and Career Placement and Service Learning. The goal of the CSS is to teach students to apply and value strategies to successfully navigate their chosen course of study for the attainment of academic and vocational goals. In doing so, CSS focuses on designing a coherent and well-coordinated institution-wide first year experience (FYE) that addresses the special learning needs of entering freshmen. CSS plans to accomplish this by coordinating with faculty who primarily teach first year courses, departmental academic advisors, and other support services to deliver an integrated and holistic FYE. Accordingly, the central component of the FYE is an academic advisement program that combines career coaching with academic advising to form an intrusive advisement approach to address the needs of entering freshmen.

### **ACADEMIC ADVISING**

At SUSLA, the academic advising program uses an intrusive advisement approach to address the needs of first time entering freshmen at-risk students. Initially, coupled with career coaching, intrusive advisement proactively helps all at-risk students explore and discover their interests, strengths, and challenges in selecting a program of study. This is followed by the development of the appropriate interventions to address the specific risk factors of these students.

All academic departments are expected to have an advisement function that assists students who have chosen their programs. This function should include a departmental liaison advisor who coordinates with the Center for Student Success (CSS) advisors to insure that all first-time entering students are thoroughly assessed and appropriately assigned an academic advisor during their first year at SUSLA.

CSS is responsible for facilitating the first-time entering freshmen orientation, where each student

is assessed to determine college readiness. As a result, students' level of college readiness will be used to determine whether they are at-risk of being unable to optimize their academic performance or persist during their first year of college. CSS advisors share this information with the department liaison advisor and refer students not at risk to academic departments so that the most appropriate academic advising is established for each freshman student. These students are closely monitored by both the CSS advisor and department advisor during their first semester to determine if their current advisement assignment is adequate enough to insure the successful attainment of their academic and vocational goals.

### **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.

### **CAREER PLACEMENT AND SERVICE LEARNING**

The Career and Placement Center is responsible for employer relations/job development initiatives as well as the Service-Learning program. The Center seeks to build partnerships between SUSLA and the community through volunteerism, internships, and job placement. Career placement affords students the opportunity to integrate theory and methodology beyond the academic setting through placement in community agencies, businesses, and industry. Service-Learning is an intervention that reinforces and expands student learning outside of the academic setting and places students in community agencies; such as local and state government agencies, non-profit organizations, schools and health care facilities. In addition, these career type services foster civic engagement and workplace experiences. Students are afforded the opportunity to enhance critical thinking techniques, social interaction, business networking and other life-long skills and abilities through meaningful, real life experiences. Through the Career and Placement Center, the university will empower students with the tools and resources to obtain a quality career or transition into a four-year program. The Career and Placement Center provides comprehensive one-on-one assessment and training using a web based career exploration tool for freshmen and students uncertain about their major or career direction. The center maintains job listings from local employers and updates the listings on a monthly basis to help students find employment. The center sponsors two (2) career fairs per year to support students in their career development and pursuit of career aspirations. Career fairs occur during the spring semesters.

## **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 7<sup>th</sup> through 12<sup>th</sup>, 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”.

- **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

**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

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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.

**CODE OF CONDUCT** – *Refer to the Student Handbook.*

## 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.

**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:

1. Student should make an attempt to resolve the issue with the student/staff member verbally and in writing.
2. Student should attempt to resolve the issue with the student or staff member's immediate supervisor verbally and in writing.
3. 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.
4. 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.
5. 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.
6. 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.
7. The appellate council will hold a hearing within (5) working days of the appeal.
8. 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.
- F. 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.
- G. 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.
- H. 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.**

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# COMMUNITY AND WORKFORCE DEVELOPMENT DIVISION

The Division of Community and Workforce Development (CWD) provides a program of non-credit continuing education opportunities to respond to training and life-long learning needs of the SUSLA service area.

The division is comprised of several initiatives to include: Adult Literacy, Career Pathways (also referred to as Programs of Study), Community Education, Corporate Training, Homebuyer Education, Small Business Development, Workforce Training and Youth Services, Intake Assistance, Support Services/Perkins and WIA programs, just to name a few. Additionally, the university's Office of Grants and Sponsored Programs, as well as the SUSLA Community Development Corporation (CDC), are administratively located within the division.

## **Mission Statement**

The Division of Community and Workforce Development will affect positive change in the lives of youth, adults, parents, caregivers and senior citizens by addressing lifelong training and educational needs through integrity, dedication, service and quality programs.

## **Vision Statement**

To empower people and communities through education and training that will affect positive change.

## **CWD Divisional Goals**

1. To develop and expand progressive, customized, demand-driven non-credit curriculum and training for skilled occupations in local businesses and industries
2. To strengthen partnerships with community, state and federal agencies to meet the workforce and life-long training needs of our service area
3. To provide capacity building assistance and services to non-profit and faith-based agencies in an effort to enhance community development
4. To partner with university departments and academic programs in the delivery of services
5. To provide life-long learning opportunities for the community
6. To provide programs and services in adult basic education and workplace literacy instruction
7. To provide youth education, career exploration and training programs
8. To provide support services to ensure student enrollment, retention, completion and goals attainment
9. To offer small business development opportunities as well as guidance/counseling for new/expanding business and industries
10. To identify and implement best practices and seek regional, state and national preeminence in the delivery of programs and services.

## **SUSLA Community Development Corporation (CDC) Goals**

1. To increase economically developed properties on and surrounding the SUSLA campus and throughout the MLK community
2. To develop new housing, business-starts and attract business and social services to locate on sites acquired by the CDC
3. To create a community revitalization and economic development laboratory learning program for SUSLA
4. To change the image of the MLK community from one of a deteriorating community to a vibrantly striving area.

### **Core Values**

- Commitment to Customer-Centered Initiatives
- Organizational Responsiveness
- Respect for all-Regardless of Roles and Responsibilities
- Education and Professional Development
- Value Academic Excellence
- Accountability and Attainment of Performance Standards
- Linkages, Networking and Collaborations
- Uprightness and Integrity First
- Economic Empowerment
- Service and Leadership

## **DEPARTMENTAL OVERVIEWS**

### **Continuing Education (CE), Incumbent Worker Training Program (IWTP) & Workforce Training Programs**

The Department of 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/or classes support learning opportunities for the citizens of our service area.

The Continuing Education Program is devoted to offering critically needed training that leads to immediate employment, according to the needs of business, industry, and government agencies. Course offerings/program offerings lend themselves to training for workers for immediate start-ups in an effort to improve deficient basic academic skills and condensed block-time classes rather than the traditional semester schedule.

Southern University at Shreveport's Continuing Education Program will award Continuing Education Units (CEUs) to individuals who participate in approved, non-credit activities administered by the University. One (1) CEU is equal to ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The award of CEUs cannot be equated with college credit or applicable toward a degree.

Classes are offered during the day, evenings, and weekends and will be provided when a reasonable number of students are enrolled. Non-credit courses are opened to interested individuals

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without regard to the eligibility standards for admission to regular college-credit programs.

### **Incumbent Worker Training Program (IWTP) – Corporate Training**

The 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.

## **WORKFORCE TRAINING PROGRAMS**

### **Brownfields Worker Training Program**

The Department of Workforce Training Programs developed *noncredit* training solutions based on the demonstrated needs of the community. The department develops programs and trains students in the following:

- Brownfields Environmental/Construction Training
- Pre-Employment Skills – Brownfields Worker Training Program
- Child Development Associate (CDA)
- A+ Certification
- Office Occupations
- Film Industry Certifications

**Career Pathways (also referred to as Programs of Study)** create linkages between high schools and post-secondary institutions. Through workforce development, youth are exposed to career clusters and provided overall career exploration opportunities to aid them in their selection of a career pathway.

Successful students make a seamless transition from high school to college with advanced skills, credit for work completed in high school, scholarship opportunities and a sense of career direction. The program typically culminates with the awarding of an associate degree, certificate or credentials needed to enter the workforce. The ultimate objective of Career Pathways is to merge the last two years of high school with postsecondary education into a comprehensive educational experience that leads to job placement and/or continued post-secondary education. Continuing Education works in collaboration with Dual Enrollment to achieve this goal; primarily in the joint development of Career Pathways along with providing programming for career exploration.

The Career Pathways offered are:

- Allied Health/Nursing Career
- Science/Technology
- Aerospace/Computer Science
- Education/Early Childhood Education

### **Adult Basic Education (ABE) Program – General Equivalency Diploma (GED)**

The Southern University Adult Basic Education promotes programs that helps individuals get the basic skills they need to obtain their General Equivalency Diploma (GED) and be productive workers, family members, and citizens. These programs emphasize basic skills such as reading, writing, math, English language competency, and problem-solving. 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 City of Shreveport Workforce Investment Act, U. S. Department of Labor Community Based Job Training funds, Louisiana Department of Education Jobs for America’s Graduates (JAG) Program 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 counseling, transportation stipends, and assistance with various fees and job referrals. All services are based on availability and funding.

### **Small Business Development**

The Small Business Development Department provides support for small business development through its micro-business enterprise incubator program. This program provides a full range of business assistance for new and expanding businesses. It provides an environment in which an agency can learn effective business practices while actually engaging in business operations. Specialized services are provided to assist small businesses with services: such as office management and financial planning, marketing and technology/technical assistance. Seminars and other training programs are also provided.

SUSL Aparticipants in the **Small and Emerging Business Development (SEBD)**Program. The SEBD program is provided to increase the viability and competitiveness of Louisiana’s small and emerging businesses by providing businesses with technical training and assistance.

The **Business Opportunity Grant (BOG)** program, in partnership with the City of Shreveport and Housing and Urban Development, is an initiative that aims to encourage businesses to improve the appearance of their facilities as well as improve their capacity through the purchase of equipment. The program also is designed to promote neighborhood revitalization through the rehabilitation of exteriors, facades, and landscapes.

SUSLA offers small business development training in partnership through the **Business and Entrepreneurial Skills Training (BEST)** program. BEST is a partnership between Southern University at Shreveport, Louisiana State University at Shreveport (LSUS) Small Business Development Center, City of Shreveport Department of Community Development, Greater Shreveport Chamber of Commerce and Bossier Chamber of Commerce. Additionally, entrepreneurial training opportunities are available through in-house training programs.

The **Youth Entrepreneurial Program–BIZCAMP** provides middle and high school students with comprehensive training in all aspects of operating a business. BizCamp also exposes students to high technology through the Internet via BizTech; an interactive business education tool designed by Microsoft especially for BizCamp students, and on-line wholesale ordering and purchasing of products from distribution warehouses. Upon graduation from the camp, students will have experienced life on a college campus, toured several businesses, participated in a business plan competition, and presented their business ventures to local business owners. BIZCAMP is a partnership between program founder and organizer Inner City Entrepreneurial (ICE) Institute, SUSLA and Caddo Parish Schools.

### **Community Development**

The Department of Community Development Programs partners on the delivery homeownership initiatives, nonprofit/faith-based capacity building and community planning. 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:

- Homebuyer Education
- Housing Assistance (IDA)
- Faith-based Services
- Non-profit Service

### **Intake Assistance and Support Services**

The Department of Intake Assistance and Support Services provides a combination of highly individualized career exploration, assessment and planning to potential Southern University at Shreveport students and trainees. The Center serves as a key contact point for the community and potential employers, offering up-to-date information on internships and training programs. Students are also provided with support services necessary for success in the workplace. The services include:

- Recruitment Services
- Career Assessments and Exploration
- Counseling
- Program Enrollment
- Records Maintenance
- Job Placement
- Social Service Referrals
- Information Center

### **Southern University at Shreveport (SUSLA) Community Development Corporation (CDC)**

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 a number of efforts and services; including, but not limited to, the following:

- Convenient Banking
- Homeownership Training
- Housing Development
- Convenient Banking
- Micro-business Lender
- Workforce Development
- Neighborhood Revitalization
- Community Network

**ACCOUNTING**  
Associate of Science Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I <b>or</b>	
CHEM	130	General Chemistry Lecture I	3
BIOL	104L	General Biology Lab I <b>or</b>	
CHEM	130L	General Chemistry Lab I	1
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
ACCT	160	Introduction to Accounting	3
FROR	120	College Success	<u>1</u>
			<b>17</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	200	Finite Math	3
CMPS	101	Introduction to Computer Concepts <b>or</b>	
CMPS	215	Business Applications	3
MGMT	200	Introduction to Business	3
ACCT	202	Financial Accounting	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

ECON	203	Microeconomics	3
PHYS	100	Physical Science I	3
ACCT	203	Managerial Accounting	3
ACCT	220	Computerized Accounting	3
SPAN	100	Elementary Spanish I	<u>3</u>
			<b>15</b>

**Spring Semester**

ACCT	262	Tax Accounting	3
ACCT	250	Intermediate Accounting	3
BUST	299	Business Internship	3
MGMT	201	Principles of Management	3
MGMT	243	Legal Environment of Business	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 62**

**Advisors: Regina Webb; Aylwin Holmon; George Lewis, III**

NOTE: The Associate of Science degree in Accounting articulates with Grambling State University's Bachelor's of Science in Accounting degree.

**GENERAL BUSINESS**  
Louisiana Transfer Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
COMM	215	Public Speaking <b>or</b>	
COMM	200	Interpersonal Communication	<u>3</u>
			<b>15</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	200	Finite Mathematics	3
BIOL	105	General Biology Lecture II	3
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	3
PSYC	210	General Psychology <b>or</b>	
SOCL	210	Introduction to Sociology	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

ECON	202	Macroeconomics	3
MGMT	283	Business Statistics	3
ACCT	202	Financial Accounting	3
PHYS	100	Physical Science I	3
ENGL	214	American Literature	<u>3</u>
			<b>15</b>

**Spring Semester**

ECON	203	Microeconomics	3
CMPS	215	Business Applications	3
ACCT	203	Managerial Accounting	3
		Free Elective	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 60**

**Advisors: Regina Webb; Aylwin Holmon; George Lewis, III**

**BUSINESS ADMINISTRATION CONCENTRATION**  
Associate of General Studies Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I <b>or</b>	
PHYS	100	Physical Science I	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
MGMT	200	Introduction to Business	3
FROR	120	College Success	<u>1</u>
			<b>16</b>

**Spring Semester**

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture II <b>or</b>	
PHYS	101	Physical Science II	3
PSYC	210	General Psychology	3
MGMT	201	Principles of Management	3
COMM	215	Public Speaking	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

MGMT	250	Principles of Marketing	3
ENGL	214	American Literature or	
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
ACCT	202	Financial Accounting	3
MGMT	260	Business Communications	3
CMPS	101	Introduction to Computer Concepts <b>or</b>	
CMPS	215	Business Applications	<u>3</u>
			<b>15</b>

**Spring Semester**

SOCL	210	Introduction to Sociology	3
MGMT	243	Legal Environment of Business	3
MGMT	283	Business Statistics	3
ACCT	203	Managerial Accounting	3
BUST	299	Business Internship	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 61**

**Advisors: Regina Webb; Aylwin Holmon; George Lewis, III**

**BUSINESS MANAGEMENT**  
Associate of Science Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	133	Algebra for College Students	3
BIOL	104	General Biology Lecture I	3
BIOL	104L	General Biology Lab I	1
ACCT	202	Financial Accounting	3
CMPS	101	Computer Concepts	3
FROR	120	College Success	<u>1</u>
			<b>17</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	140	Plane Trigonometry <b>or</b>	
MATH	200	Finite Math	3
ACCT	203	Managerial Accounting	3
MGMT	200	Introduction to Business <b>or</b>	
MGMT	240	Fundamentals of Entrepreneurship	3
MGMT	201	Principles of Management	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

PHYS	100	Physical Science I	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
MGMT	243	Legal Environment for Business	3
SPAN	100	Foreign Language	3
ECON	202	Macroeconomics	<u>3</u>
			<b>15</b>

**Spring Semester**

MGMT	260	Business Communications	3
MGMT	283	Business Statistics	3
ECON	203	Microeconomics	3
MGMT	273	Business Finance	3
BUST	299	Business Internship	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 62**

**Advisors: Regina Webb; Aylwin Holmon; George Lewis, III**

NOTE: The Associate of Science degree in Accounting articulates with Grambling State University's Bachelor's of Science in Business Management degree.

**ADMINISTRATIVE TECHNOLOGY SPECIALIST**  
Certificate of Technical Studies

**Fall Semester**

OSBT	115	Document Formatting and Production	3
OSBT	120	Keyboard Skill Building	3
CMPS	215	Business Applications	3
OSBT	125	Personal and Professional Development	1
OSBT	130	Records and Data Base Management	3
OSBT	135	Mechanics of Communication	<u>3</u>
			<b>16</b>

**Spring Semester**

OSBT	140	Business Mathematics	3
OSBT	145	Machine Transcription	3
OSBT	150	Desktop Publishing	3
ACCT	220	Computerized Accounting	3
OSBT	155	Administrative Office Procedures	3
OSBT	160	Supervised Work Experience	<u>2</u>
			<b>17</b>

**TOTAL CREDIT HOURS: 33**

**Advisors: Regina Webb; Aylwin Holmon; George Lewis, III**

*Note: This program is currently pending SACSCOC approval.*

**ACCOUNTING TECHNOLOGY CLERK**  
Certificate of Technical Studies

**Fall Semester**

ACCT	202	Financial Accounting	3
MGMT	260	Business Communications	3
CMPS	215	Business Applications	3
BUST	250	Customer Service	<u>3</u>
			<b>12</b>

**Spring Semester**

ACCT	203	Managerial Accounting	3
ACCT	220	Computerized Accounting	3
OSBT	140	Business Mathematics	3
BUST	299	Business Internship	<u>3</u>
			<b>12</b>

**TOTAL CREDIT HOURS: 24**

*Note: This program is currently pending SACSCOC approval.*

**Advisors: Regina Webb; Aylwin Holmon; George Lewis, III**

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**HUMANITIES CONCENTRATION**  
Louisiana Transfer Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
POLI	200	American Government	<u>3</u>
			<b>15</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	140	Plane Trigonometry	3
BIOL	105	General Biology Lecture II	3
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	3
POLI	210	State and Local Government	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

ENGL	214	American Literature	3
PSYC	210	General Psychology	3
PHYS	100	Physical Science I	3
		*Humanities Elective	6
			<b>15</b>

**Spring Semester**

		*Humanities Elective	9
SOCL	210	Introduction to Sociology	3
MUSC	200	Enjoyment of Music <b>or</b>	
FIAR	200	Understanding the Arts	<u>3</u>
			<b>15</b>

**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: Wanda Waller**

**FINE ARTS CONCENTRATION**  
Louisiana Transfer Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
FIAR	130	Drawing I	<u>3</u>
			<b>15</b>

**Spring Semester**

ENGL	111	Freshman English II	3
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	3
MATH	140	Plane Trigonometry	3
BIOL	105	General Biology Lecture II	3
FIAR	131	Drawing II	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

POLI	200	American Government	3
PHYS	100	Physical Science I	3
ENGL	214	American Literature	3
PSYC	210	General Psychology	3
FIAR	110	Design I	<u>3</u>
			<b>15</b>

**Spring Semester**

POLI	210	State and Local Government	3
FIAR	200	Understanding the Arts	3
MUSC	200	Enjoyment of Music	3
SOCL	210	Introduction to Sociology	3
FIAR	111	Design II	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 60**

**Advisor: Wanda Waller**

**MASS COMMUNICATION CONCENTRATION**  
Louisiana Transfer Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
MUSC	200	Enjoyment of Music <b>or</b>	
FIAR	200	Understanding the Arts	3
MCOM	100	Introduction to Mass Communication	<u>3</u>
			<b>15</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	140	Plane Trigonometry	3
BIOL	105	General Biology Lecture II	3
COMM	200	Interpersonal Communication	3
MCOM	200	Introduction to Journalism	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

PHYS	100	Physical Science I	3
PSYC	210	General Psychology	3
POLI	200	American Government	3
ENGL	214	American Literature	3
MCOM	210	Media Writing and Editing	<u>3</u>
			<b>15</b>

**Spring Semester**

SOCL	210	Introduction to Sociology	3
COMM	215	Public Speaking	3
MCOM	220	Communication and Culture	3
		Communication Elective	3
MCOM	205	Introduction to Broadcasting <b>or</b>	
MCOM	252	Television Production	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 60**

**Advisors: Jennifer Green; Joslin Pickens; Fred Moss**

**SOCIAL SCIENCE CONCENTRATION**  
Louisiana Transfer Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
SPAN	100	Elementary Spanish I	<u>3</u>
			<b>15</b>

**Spring Semester**

ENGL	111	Freshman English II	3
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	3
MATH	140	Plane Trigonometry	3
BIOL	105	General Biology Lecture II	3
SPAN	101	Elementary Spanish II	3
CJUS	101	Introduction to Criminal Justice	<u>3</u>
			<b>18</b>

**SOPHOMORE YEAR**

**Fall Semester**

POLI	200	American Government	3
PHYS	100	Physical Science I	3
ENGL	214	American Literature	3
PSYC	210	General Psychology	3
COMM	200	Interpersonal Communication	<u>3</u>
			<b>15</b>

**Spring Semester**

POLI	210	State and Local Government	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
SOCL	210	Introduction to Sociology	3
SOCL	220	Modern Social Problems	<u>3</u>
			<b>12</b>

**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: Rosalyn J. Holt**

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**CRIMINAL JUSTICE CONCENTRATION**  
Louisiana Transfer Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
SPAN	100	Elementary Spanish I	3
CJUS	101	Introduction to Criminal Justice	<u>3</u>
			<b>18</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	210	Introduction to Probability and Statistics	3
BIOL	105	General Biology Lecture II	3
SPAN	101	Elementary Spanish II	3
CJUS	204	Criminology	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

POLI	200	American Government	3
PHYS	100	Physical Science I	3
ENGL	214	American Literature	3
COMM	200	Interpersonal Communication	3
CJUS	200	Police Administration	<u>3</u>
			<b>15</b>

**Spring Semester**

POLI	210	State and Local Government	3
CJUS	231	Correctional Systems	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
PSYC	210	General Psychology	<u>3</u>
			<b>12</b>

**TOTAL CREDIT HOURS: 60**

**Advisor: Frederick Jackson**

## HEALTH AND PHYSICAL EDUCATION

Associate of General Studies Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
MUSC	200	Enjoyment of Music <b>or</b>	
FIAR	200	Understanding the Arts	3
HPRE	200	Introduction to Physical Education	3
FROR	120	College Success	<u>1</u>
			<b>16</b>

#### Spring Semester

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture II	3
HPRE	130	Standard First Aid	2
BIOL	215	Introduction to Nutrition	3
HPRE	299	Drug Education	3
		Health and Physical Education Elective	<u>3</u>
			<b>17</b>

### SOPHOMORE YEAR

#### Fall Semester

CMPS	101	Introduction to Computer Concepts	3
PSYC	210	General Psychology	3
POLI	200	American Government	3
ENGL	214	American Literature <b>or</b>	
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
HPRE	110	Principles of Health	<u>3</u>
			<b>15</b>

#### Spring Semester

POLI	210	State and Local Government	3
SOCL	210	Introduction to Sociology	3
COMM	215	Public Speaking	3
HPRE	260	School and Community Health	3
HPRE	216	Team Sports	<u>2</u>
			<b>14</b>

**TOTAL CREDIT HOURS: 62**

**Advisor: Florese Hunt**

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## PSYCHOLOGY CONCENTRATION

Associate in General Studies Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
MUSC	200	Enjoyment of Music <b>or</b>	
FIAR	200	Understanding the Arts	3
PSYC	210	General Psychology	3
FROR	120	College Success	<u>1</u>
			<b>16</b>

#### Spring Semester

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture II	3
PSYC	220	Educational Psychology	3
PSYC	230	Child Psychology	3
		Free Elective	<u>3</u>
			<b>15</b>

### SOPHOMORE YEAR

#### Fall Semester

CMPS	101	Introduction to Computer Concepts	3
POLI	200	American Government	3
ENGL	214	American Literature	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
PSYC	240	Adolescent Psychology	3
			<b>15</b>

#### Spring Semester

POLI	210	State and Local Government	3
SOCL	210	Introduction to Sociology	3
PSYC	231	Social Psychology	3
PSYC	250	Developmental Psychology	3
COMM	215	Public Speaking	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 61**

**Advisors: Belinda Dixon; Lonnie Hamilton**

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**SOCIOLOGY CONCENTRATION**  
Associate of General Studies Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
MUSC	200	Enjoyment of Music <b>or</b>	
FIAR	200	Understanding the Arts	3
SOCL	210	Introduction to Sociology	3
FROR	120	College Success	<u>1</u>
			<b>16</b>

**Spring Semester**

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture II	3
SOCL	235	Marriage and Family	3
SOCL	256	Minorities in America	<u>3</u>
			<b>12</b>

**SOPHOMORE YEAR**

**Fall Semester**

CMPS	101	Introduction to Computer Concepts	3
PSYC	210	General Psychology	3
POLI	200	American Government	3
ENGL	214	American Literature	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
SOCL	220	Modern Social Problems	<u>3</u>
			<b>18</b>

**Spring Semester**

POLI	210	State and Local Government	3
COMM	215	Public Speaking	3
SOCL	241	Urban Sociology	3
SOCL	251	Cultural Anthropology	3
		Free Elective	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 61**

**Advisor: Clifford Collins**

**HUMAN SERVICES**  
Associate of Science Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	133	Algebra for College Students	3
BIOL	104	General Biology Lecture I <b>or</b>	
PHYS	100	Physical Science I	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
FROR	120	College Success	<u>1</u>
			<b>16</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	135	Pre-Calculus Algebra	3
BIOL	105	General Biology Lecture II <b>or</b>	
PHYS	101	Physical Science II	3
		*Social/Behavioral Science Elective	6
CMPS	101	Introduction to Computer Concepts	<u>3</u>
			<b>18</b>

**SOPHOMORE**

**Fall Semester**

HUSR	108	Introduction to Human Services	3
HUSR	210	Introduction to Drugs and Alcohol Abuse	3
HUSR	215	Biopsychosocial Aspects of Alcoholism	3
HUSR	221	Issues of Domestic Violence	3
		Selected Option (Health and Human Services or Substance Abuse)	<u>3</u>
			<b>15</b>

**Spring Semester**

HUSR	109	Communication Skills in Helping Profession	3
HUSR	222	Counseling Therapies	3
HUSR	289	Human Services Internship	3
HUSR	113	Group Dynamics	3
		Selected Option (Health and Human Services or Substance Abuse)	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 64**

## **HEALTH AND HUMAN SERVICE TRACK**

### **Fall Semester**

HUSR	220	Health, Aging, Death and Bereavement	3
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### **Spring Semester**

HUSR	250	Child Welfare	3
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## **SUBSTANCE ABUSE TRACK**

### **Fall Semester**

HUSR	110	Clinical Writing	3
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### **Spring Semester**

HUSR	239	Community Drug and Alcohol Program	3
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\*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: Rubie Scere**

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## GENERAL EDUCATION CONCENTRATION

Associate of General Studies Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I <b>or</b>	
PHYS	100	Physical Science I	3
MUSC	200	Enjoyment of Music <b>or</b>	
FIAR	200	Understanding the Arts	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
FROR	120	College Success	<u>1</u>
			<b>16</b>

#### Spring Semester

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture II <b>or</b>	
PHYS	101	Physical Science II	3
COMM	215	Public Speaking	3
PSYC	210	General Psychology	3
		Free Elective	<u>3</u>
			<b>15</b>

### SOPHOMORE YEAR

#### Fall Semester

CMPS	101	Introduction to Computer Concepts	3
ENGL	214	American Literature	3
HPRE	110	Principles of Health	3
		Free Elective	<u>6</u>
			<b>15</b>

#### Spring Semester

SOCL	210	Introduction to Sociology	3
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	3
		Free Elective	<u>9</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 61**

**Advisor: Joanne Walker**

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**CHILD DEVELOPMENT**  
Certificate of Technical Studies

**Fall Semester**

EDUC	209	Introduction to Early Childhood Education	3
EDUC	229	Play Activities for Children	3
EDUC	235	Child Development	3
EDUC	247	Curriculum and Planning in Early Childhood Education	<u>3</u>
			<b>12</b>

**Spring Semester**

EDUC	239	Parenting	3
EDUC	249	Practicum in Early Childhood	6
EDUC	265	Early Diagnosis of Childhood Diseases	<u>3</u>
			<b>12</b>

**TOTAL CREDIT HOURS: 24**

**Advisor: Rosalyn Holt**

## BIOLOGICAL SCIENCES CONCENTRATION

Louisiana Transfer Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
BIOL	104L	General Biology Lab I	1
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	<u>3</u>
			<b>16</b>

#### Spring Semester

ENGL	111	Freshman English II	3
MATH	140	Plane Trigonometry	3
BIOL	105	General Biology Lecture II	3
BIOL	105L	General Biology Lab II	1
BIOL	200	General Microbiology Lecture	3
BIOL	200L	General Microbiology Lecture Lab	<u>1</u>
			<b>14</b>

### SOPHOMORE YEAR

#### Fall Semester

CHEM	132	General Chemistry Lecture I	3
CHEM	132L	General Chemistry Lab I	1
ENGL	214	American Literature	3
MATH	200	Finite Mathematics	3
BIOL	220	Human Anatomy and Physiology Lecture I	3
BIOL	220L	Human Anatomy and Physiology Lab I	1
POLI	200	American Government	<u>3</u>
			<b>17</b>

#### Spring Semester

BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
MATH	210	Introduction to Probability and Statistics	3
POLI	210	State and Local Government	3
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	<u>3</u>
			<b>13</b>

**TOTAL CREDIT HOURS: 60**

**Advisors: John Alak; Barbara Hollis; Joseph Orban; Georgia Brown; Ilko Iliev**

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**BIOLOGY**  
Associate of Science Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
BIOL	104L	General Biology Lab I	1
CMPS	101	Introduction to Computer Concepts	3
PSYC	210	General Psychology	3
FROR	120	College Success	<u>1</u>
			<b>17</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	140	Plane Trigonometry	3
BIOL	105	General Biology Lecture II	3
BIOL	105L	General Biology Lab II	1
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	<u>3</u>
			<b>13</b>

**SOPHOMORE YEAR**

**Fall Semester**

BIOL	200	General Microbiology Lecture	3
BIOL	200L	General Microbiology Lab	1
ENGL	214	American Literature	3
BIOL	220	Human Anatomy & Physiology Lecture I	3
BIOL	220L	Human Anatomy & Physiology Lab I	1
CMPS	101	Introduction to Computer Concepts	<u>3</u>
			<b>14</b>

**Spring Semester**

BIOL	222	Human Anatomy & Physiology Lecture II	3
BIOL	222L	Human Anatomy & Physiology Lab II	1
BIOL	264	Cell and Molecular Biology Lecture	3
BIOL	264L	Cell and Molecular Biology Lab	1
BIOL	235	Parasitology	3
BIOL	235L	Parasitology Lab	1
BIOL	215	Introduction to Nutrition	3
		Elective	<u>3</u>
			<b>18</b>

**TOTAL CREDIT HOURS: 62**

**Advisors: John Alak; Barbara Hollis; Joseph Orban; Georgia Brown; Ilko Iliev**

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## CHEMISTRY CONCENTRATION

Associate of General Studies Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
BIOL	104L	General Biology Lab I	1
CHEM	132	General Chemistry Lecture I	3
CHEM	132L	General Chemistry Lab I	1
FROR	120	College Success	<u>1</u>
			<b>15</b>

#### Spring Semester

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture II	3
BIOL	105L	General Biology Lab II	1
CMPS	101	Introduction to Computer Concepts	3
CHEM	133	Inorganic and Equilibrium Chemistry Lecture I	3
CHEM	133L	Inorganic and Equilibrium Chemistry Lab I	<u>1</u>
			<b>14</b>

### SOPHOMORE YEAR

#### Fall Semester

ENGL	214	American Literature	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
CHEM	230	Organic Chemistry Lecture I	3
CHEM	230L	Organic Chemistry Lab I	1
COMM	215	Public Speaking	3
PSYC	210	General Psychology	<u>3</u>
			<b>16</b>

#### Spring Semester

CHEM	231	Organic Chemistry Lecture II	3
CHEM	231L	Organic Chemistry Lab II	1
SOCL	210	Introduction to Sociology	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
		Chemistry Elective	3
		Free Elective	<u>3</u>
			<b>16</b>

**TOTAL CREDIT HOURS:** **61**

**Advisor:** Barry Hester

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## PHYSICAL SCIENCES CONCENTRATION

Louisiana Transfer Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
BIOL	104	General Biology Lecture I	3
BIOL	104L	General Biology Lab I	1
MATH	264	Analytical Geometry and Calculus I	4
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	<u>3</u>
			<b>14</b>

#### Spring Semester

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture I	3
BIOL	105L	General Biology Lab I	1
MATH	265	Analytical Geometry and Calculus II	4
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	<u>3</u>
			<b>14</b>

### SOPHOMORE YEAR

#### Fall Semester

BIOL	200	General Microbiology Lecture	3
CHEM	132	General Chemistry Lecture I	3
CHEM	132L	General Chemistry Lab I	1
PHYS	221	General Physics Lecture and Lab I	5
ENGL	214	American Literature	3
POLI	200	American Government	<u>3</u>
			<b>18</b>

#### Spring Semester

CHEM	133	Inorganic and Equilibrium Chemistry Lecture	3
CHEM	133L	Inorganic and Equilibrium Chemistry Lab	1
PHYS	222	General Physics Lecture and Lab II	5
SOCL	210	Introduction to Sociology	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 61**

**Advisor: Tracie Reed**

## PRE-ENGINEERING /PRE-PHYSICS CONCENTRATION

Associate of General Studies Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
CHEM	132	General Chemistry Lecture I	3
CHEM	132L	General Chemistry Lab I	1
CMPS	101	Introduction to Computer Concepts	3
ENGR	110	Engineering Orientation	1
FROR	120	College Success	<u>1</u>
			<b>15</b>

#### Spring Semester

ENGL	111	Freshman English II	3
MATH	140	Plane Trigonometry	3
CHEM	133	Inorganic and Equilibrium Chemistry Lecture I	3
CHEM	133L	Inorganic and Equilibrium Chemistry Lab I	1
ENGR	112	Engineering Drawing	3
COMM	215	Public Speaking	<u>3</u>
			<b>16</b>

### SOPHOMORE YEAR

#### Fall Semester

HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
MATH	264	Analytic Geometry and Calculus I	4
PHYS	221	General Physics Lecture and Lab I	5
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
ENGR	120	Engineering Graphics	<u>3</u>
			<b>18</b>

#### Spring Semester

MATH	265	Analytic Geometry and Calculus II	4
PHYS	222	General Physics Lecture and Lab II	5
SOCL	210	Introduction to Sociology <b>or</b>	
PSYC	210	General Psychology	3
ENGR	224	Engineering Mechanics I	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 64**

**Advisor: Tracie Reed**

## COMPUTER INFORMATION SYSTEMS

Associate of General Studies Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
BIOL	104L	General Biology Lab I	1
CMPS	101	Introduction to Computer Concepts	3
FROR	120	College Success	<u>1</u>
			<b>14</b>

#### Spring Semester

ENGL	111	Freshman English II	3
COMM	215	Public Speaking	3
BIOL	105	General Biology Lecture II	3
BIOL	105L	General Biology Lab II	1
PSYC	210	General Psychology	3
CMPS	215	Business Applications	<u>3</u>
			<b>16</b>

### SOPHOMORE YEAR

#### Fall Semester

ENGL	214	American Literature	3
CMPS	240	Data Structure	3
CMPS	140	Structured Programming	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	3
CISC	210	Information Systems	<u>3</u>
			<b>15</b>

#### Spring Semester

CMPS	296	Programming Using JAVA	3
CMPS	190	Cobol	3
SOCL	210	Introduction to Sociology	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
HIST	105	American History <b>or</b>	
HIST	115	History of Western Civilization	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 60**

**Advisors: Breunka Moon; Iris Champion**

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**COMPUTER SCIENCE**  
Associate of Science Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	General Biology Lecture I	3
BIOL	104L	General Biology Lab I	1
CMPS	140	Structured Programming	3
FROR	120	College Success	<u>1</u>
			<b>14</b>

**Spring Semester**

ENGL	111	Freshman English II	3
MATH	140	Trigonometry	3
COMM	215	Public Speaking	3
CMPS	293	Introduction to Programming in C++	3
HIST	104	American History <b>or</b>	
HIST	114	History of Western Civilization	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

MATH	264	Analytic Geometry and Calculus I	4
ENGL	214	American Literature	3
CMPS	200	Discrete Mathematics	3
FIAR	200	Understanding the Arts <b>or</b>	
MUSC	200	Enjoyment of Music	3
CMPS	240	Data Structures	<u>3</u>
			<b>16</b>

**Spring Semester**

CMPS	190	Cobol	3
CMPS	296	Programming Using JAVA	3
SOCL	210	Introduction to Sociology <b>or</b>	
PSYC	210	General Psychology	3
CMPS	215	Business Applications	3
		Elective	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 60**

**Advisors: Breunka Moon; Iris Champion**

**COMPUTER INFORMATION SYSTEMS**  
Certificate of Applied Science

**Fall Semester**

ENGL	110	Freshman English I	3
PHYS	100	Physical Science I	3
CISC	210	Information Systems <b>or</b>	
CMPS	290	Systems Analysis and Design	3
MGMT	200	Introduction to Business	3
		CIS/CWEB/CMPS Elective	<u>3</u>
			<b>15</b>

**Spring Semester**

CISC	240	Database Applications	3
MATH	135	Pre-Calculus Algebra	3
CISC	199	TOPICS	3
		CIS/CWEB/CMPS Elective	<u>3</u>
			<b>12</b>

**TOTAL CREDIT HOURS: 27**

**Advisors: Breunka Moon; Iris Champion**

**COMPUTER NETWORKING TECHNOLOGY**  
Certificate of Technical Studies

**Fall Semester**

CNET	180	CCNA I: Cisco Network Basics	4
CNET	185	CCNA II: Router & Routing Basics	4
CNET	191	CCNA Practicum/Coop I	3
		CCNA Approved Electives	<u>3</u>
			<b>14</b>

**Spring Semester**

CNET	211	CCNA 3.5: Switching Basics and Intermediate Routing	4
CNET	216	CCNA 4: WAN Technologies	4
CNET	220	CCNA Certification Review	3
CNET	226	Practicum/Coop II	<u>3</u>
			<b>14</b>

**TOTAL CREDIT HOURS: 28**

**Advisors: Breunka Moon; Iris Champion**

## WEB DEVELOPMENT PROGRAM

Certificate of Applied Science

### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
CWEB	110	Introduction to Web Page Design-HTML	3
CWEB	120	Internet Technology	3
CWEB	160	Website Construction <b>or</b>	
CWEB	140	Introduction to E-Commerce <b>or</b>	
CMPS	101	Introduction to Computer Concepts	<u>3</u>
			<b>15</b>

### Spring Semester

CWEB	130	Multi Media Literacy	3
CWEB	210	Advanced Web Page Design-HTML II	3
CWEB	220	Managing a Website	3
BIOL	104	General Biology Lecture I	3
PHYS	100	Physical Science I	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 30**

**Advisors: Breunka Moon; Iris Champion**

## AIRFRAME AND POWERPLANT MAINTENANCE TECHNOLOGY

### Technical Diploma

#### FRESHMAN YEAR

##### Fall Semester

AMTG	101	Basic Electricity	3
AMTG	102	Aviation Regulations	1
AMTG	104	Fluids, Lines and Fittings	1
AMTG	105	Material and Processes	3
AMTG	106	Ground Operations and Servicing	3
AMTG	108	Aircraft Drawings	1
PHYS	105	Technical Physics	<u>3</u>
			<b>15</b>

##### Spring Semester

AMTA	201	Wood, Coverings, and Finishes	2
AMTA	202	Sheet Metal and Non-Metallic	4
AMTA	203	Aircraft Welding	1
AMTA	205	Airframe Inspection	1
AMTA	206	Assembly and Rigging	3
AMTA	207	Aircraft Fuel Systems	1
MATH	126	Technical Mathematics	<u>3</u>
			<b>15</b>

##### Summer Semester

AMTA	208	Hydraulic and Pneumatic Systems	3
AMTA	209	Aircraft Landing Gear Systems	2
AMTA	213	Communication, Navigation, and Instrument Systems	<u>2</u>
			<b>7</b>

#### SOPHOMORE YEAR

##### Fall Semester

AMTA	210	Cabin Atmosphere Control Systems	1
AMTA	211	Aircraft Electrical Systems	3
AMTA	212	Position and Warning Systems	2
AMTP	222	Turbine Engines	3
AMTP	226	Ignition and Starting Systems	<u>3</u>
			<b>12</b>

##### Spring Semester

AMTP	223	Engine Inspection	1
AMTP	225	Engine Lubrication Systems	1
AMTP	227	Engine Fuel and Metering Systems	3
AMTP	228	Induction, Cooling, and Exhaust Systems	2
AMTP	229	Propellers and Components	3
AMTP	231	Engine Electrical Systems	<u>2</u>
			<b>12</b>

<b>Summer Semester</b>			
AMTP	224	Engine Instruments and Fire Protection Systems	1
AMTP	250	Reciprocal Engine Overhaul and Installation	<u>4</u>
			<b>5</b>
<b>TOTAL CREDIT HOURS:</b>			<b>66</b>

**Advisors: David Fogleman; Timothy Banks; Everette Spells**

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**NURSING**  
Associate of Science Degree  
Generic Track

**FRESHMAN YEAR**

**Fall Semester**

CHEM	130	General Chemistry	3
ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	200	General Microbiology Lecture	3
BIOL	220	Human Anatomy & Physiology Lecture I	3
NURS	104	The Art of Nursing Practice	<u>2</u>
			<b>17</b>

**Spring Semester**

NURS	125*	Basic Principles of Nursing	6
MATH	200	Finite Mathematics	3
BIOL	222	Human Anatomy & Physiology Lecture II	3
ENGL	111	Freshman English II	<u>3</u>
			<b>15</b>

**SOPHOMORE YEAR**

**Fall Semester**

NURS	140*	Concepts & Processes of Nursing I	4
NURS	160*	Psychiatric-Mental Health Nursing	4
PSYC	250	Developmental Psychology	3
NURS	200*	Principles of Pharmacology	<u>2</u>
			<b>13</b>

**Spring Semester**

NURS	220*	Nursing Care of the Child	4
NURS	225*	Nursing Care of the Childbearing Family	4
		Speech Elective	3
NURS	230*	Issues & Trends in Nursing Practice	<u>2</u>
			<b>13</b>

**Fall Semester**

NURS	250*	Concepts & Processes of Nursing II	9
		Fine Arts Elective	<u>3</u>
			<b>12</b>

**TOTAL CREDIT HOURS: 70**

*\*Denotes clinical nursing courses. These courses must be taken in sequence and cannot be entered until a student has been accepted into the clinical component.*

**Advisors: Cheryl Blackshire; Beverly Barnett; Bonnie Godette; Rikki Murff; Angillar Noble; Roger Strong; Newana Williams; Delores Robinson; Brenda Jarrett**

## NURSING

Associate of Science Degree  
Accelerated LPN-RN Track

### PRE-REQUISITES

CHEM	130	General Chemistry	3
ENGL	110	Freshman English I	3
ENGL	111	Freshman English II	3
MATH	135	Pre-Calculus Algebra	3
MATH	200	Finite Mathematics	3
BIOL	200	General Microbiology Lecture	3
BIOL	220	Human Anatomy & Physiology I Lecture	3
BIOL	222	Human Anatomy & Physiology II Lecture	3
PSYC	250	Developmental Psychology	<u>3</u>
			<b>27</b>

### FRESHMAN YEAR

#### Fall Semester

NURS	135*	Role Transition to Professional Nursing	4
NURS	200	Principles of Pharmacology	<u>2</u>
			<b>6</b>

#### Spring Semester

NURS	220	Nursing Care of the Child	4
NURS	225	Nursing Care of the Childbearing Family	4
		Speech Elective	3
NURS	230	Issues & Trends in Nursing Practice	<u>2</u>
			<b>13</b>

#### Fall Semester

NURS	250	Concepts & Processes of Nursing II	9
		Fine Arts Elective	<u>3</u>
			<b>12</b>

**TOTAL CREDIT HOURS: 58**

*\*Upon successful completion of NURS 135: Role Transition to Professional Nursing, students will be awarded credit for NURS 125: Basic Principles of Nursing (6cr.); NURS 140: Concepts and Processes of Nursing I (4cr.); and NURS 104: The Art of Nursing Practice (2 cr.) in compliance with the Louisiana Nursing Education Articulation Model (Rev. 2014).*

**General Education credits 33**

**Nursing Education credits 37 (25 by enrollment; 12 by award)**

**Total 70 credit hours**

**Advisors: Cheryl Blackshire; Beverly Barnett; Bonnie Godette; Rikki Murff; Angillar Noble; Roger Strong; Newana Williams; Delores Robinson; Brenda Jarrett**

**CERTIFIED NURSING ASSISTANT**  
Certificate

NURC	1004	Certified Nursing Assistant	<u>4</u>
			<b>4</b>

**TOTAL CREDIT HOURS:** **4**

**Advisor: Pauline Alak**

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## PRE-PROFESSIONAL SPEECH PATHOLOGY CONCENTRATION

Associate in General Studies Degree

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
MATH	135	Pre-Calculus Algebra	3
BIOL	104	Biology Lecture I	3
MUSC	200	Enjoyment of Music <b>or</b>	
FIAR	200	Understanding the Arts	3
SPLP	200	Intro to Speech Language Pathology	3
FROR	120	College Success	<u>1</u>
			16

#### Spring Semester

ENGL	111	Freshman English II	3
BIOL	105	General Biology Lecture II	3
SPLP	250	Normal Speech and Language Acquisition	3
COMM	215	Public Speaking <b>or</b>	
COMM	210	Fundamentals of Speech	3
CMPS	101	Introduction to Computer Concepts	<u>3</u>
			15

### SOPHOMORE YEAR

#### Fall Semester

POLI	200	American Government	3
ENGL	214	American Literature	3
SPLP	230	Introduction to Phonetics	3
PSYC	210	General Psychology	3
SPLP	260	Anatomy and Physiology of the Speech and Hearing Processes	<u>3</u>
			15

#### Spring Semester

POLI	210	State and Local Government	3
SOCL	210	Intro to Sociology	3
SPLP	280	Intro to Audiology	3
SPLP	299	Supervised Observation	1
		Foreign Language	3
SPLP	290	Speech and Hearing Science	<u>3</u>
			16

**TOTAL CREDIT HOURS: 62**

**Advisor: Gaddie Baker**

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**DENTAL HYGIENE**  
Associate of Applied Science Degree

**PRE-REQUISITES**

**Fall Semester**

ENGL	110	Freshman English I	3
BIOL	200	General Microbiology Lecture	3
BIOL	200L	General Microbiology Lecture Lab	1
BIOL	220	Human Anatomy & Physiology Lecture I	3
BIOL	220L	Human Anatomy & Physiology Lab I	1
SOCL	210	Introduction to Sociology	3
DHYG	101	Introduction to Dental Hygiene	<u>1</u>
			<b>15</b>

**Spring Semester**

COMM	210	Fundamentals of Speech	3
BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
CHEM	130	General Chemistry Lecture	3
MATH	135	Pre-Calculus Algebra	3
PSYC	210	General Psychology	<u>3</u>
			<b>16</b>

**FRESHMAN**

**Fall Semester**

DHYG	120	Clinical Dental Hygiene Orientation	1
DHYG	121	Clinical Dental Hygiene Technique	2
DHYG	122	Dental Anatomy	1
DHYG	123	Head & Neck Anatomy	2
DHYG	125	Fundamentals of Dental Radiology	2
DHYG	134	Oral Histology and Embryology	<u>1</u>
			<b>9</b>

**Spring Semester**

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

**Summer Semester**

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

## SOPHOMORE

### Fall Semester

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

### Spring Semester

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

**TOTAL CREDIT HOURS:** **71**

**Advisors: Lynne Eatman; Terri Johnson; Kheysia Washington**

## MEDICAL LABORATORY TECHNICIAN

Associate of Applied Science Degree

### PRE-REQUISITES

#### Fall Semester

FROR	120	College Success	1
ENGL	110	Freshman English I	3
ALLH	210	Medical Terminology	3
BIOL	220	Human Anatomy and Physiology Lecture I	3
BIOL	220L	Human Anatomy and Physiology Lab I	1
MATH	135	Pre-Calculus Algebra	3
MLTC	105	Introduction to Clinical Laboratory Science	<u>1</u>
			<b>15</b>

#### Spring Semester

COMM	210	Fundamentals of Speech	3
BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
		Psychology/Sociology Elective	3
CHEM	130	General Chemistry Lecture I	3
CHEM	130L	General Chemistry Lab I	<u>1</u>
			<b>14</b>

### FRESHMAN YEAR

#### Fall Semester

MLTC	241	Clinical Hematology	3
MLTC	242	Clinical Immunology/ Serology	2
MLTC	246	Clinical Chemistry	3
MLTC	239	Parasitology/Mycology	<u>3</u>
			<b>11</b>

#### Spring Semester

MLTC	240	Coagulation	<u>1</u>
MLTC	247	Clinical Hematology Practicum	1
MLTC	248	Clinical Immunology/Serology Practicum	1
MLTC	252	Clinical Chemistry Practicum	1
PHLE	101	Introduction to Phlebotomy	<u>3</u>
			<b>7</b>

#### Summer Semester

PHLE	210	Phlebotomy Clinical Practicum	<u>9</u>
			<b>9</b>

### SOPHOMORE YEAR

#### Fall Semester

MLTC	243	Clinical Immunohematology	3
MLTC	244	Clinical General Microbiology Lecture	3
MLTC	245	Clinical Urinalysis	<u>2</u>
			<b>8</b>

**Spring Semester**

MLTC	250	Clinical Immunohematology	1
MLTC	251	Clinical General Microbiology Lecture	1
MLTC	253	Clinical Urinalysis Practicum	1
MLTC	270	Clinical Review I	<u>4</u>
			<b>7</b>
<b>TOTAL CREDIT HOURS:</b>			<b>71</b>

**Advisors: Patricia Brown; Sandra Tennison**

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**PHLEBOTOMY**  
Certificate of Technical Studies

**Fall or Spring Semester**

ALLH	210	Medical Terminology	3
PHLE	101	Introduction to Phlebotomy	3
PHLE	210	Clinical Phlebotomy Practicum	<u>9</u>
			<b>15</b>

**TOTAL CREDIT HOURS: 15**

**Advisors: Patricia Brown; Sandra Tennison**

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**RADIOLOGIC TECHNOLOGY**  
Associate of Applied Science Degree

**PRE-REQUISITES**

**Fall Semester**

ENGL	110	Freshman English I	3
CMPS	101	Introduction to Computer Concepts	3
BIOL	220	Human Anatomy and Physiology Lecture I	3
BIOL	220L	Human Anatomy and Physiology Lab I	1
MATH	135	Pre-Calculus Algebra	3
		*Social or Behavioral Science Elective	3
FROR	120	College Success	<u>1</u>
			<b>17</b>

**Spring Semester**

		*Humanities Elective	3
PHYS	100	Physical Science I	3
RADT	103	Intro to Radiologic Tech I	2
BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	<u>1</u>
			<b>12</b>

**FRESHMAN YEAR**

**Fall Semester**

RADT	107	Clinical Radiography I	3
RADT	112	Radiographic Procedures and Positioning Lecture I	2
RADT	113	Radiographic Procedure and Positioning Lab I	<u>1</u>
			<b>6</b>

**Spring Semester**

RADT	117	Clinical Radiography II	3
RADT	118	Radiographic Processing & Exposure Lecture I	2
RADT	119	Radiographic Processing & Exposure Lab I	1
RADT	122	Radiographic Procedures and Positioning Lecture II	2
RADT	123	Radiographic Procedures and Positioning Lab I	<u>1</u>
			<b>9</b>

**Summer Semester**

RADT	147	Clinical Radiography III	3
MLTC	100	Phlebotomy Workshop	<u>1</u>
			<b>4</b>

## SOPHOMORE YEAR

### Fall Semester

RADT	200	Radiologic Physics	2
RADT	215	Exposure II	2
RADT	232	Radiographic Procedures and Positioning III	2
RADT	233	Radiographic Procedures and Positioning Lab III	1
RADT	207	Clinical Radiography IV	<u>3</u>
			<b>10</b>

### Spring Semester

RADT	220	Radiation Biology and Protection	2
RADT	235	Equipment Operations and Maintenance	2
RADT	237	Clinical Radiography V	3
RADT	244	Radiographic Pathology Image Critique	2
RADT	255	Radiographic Seminar	<u>2</u>
			<b>11</b>

### Summer Semester

RADT	260	Radiography Seminar II	2
RADT	257	Clinical Radiography VI	<u>1</u>
			<b>3</b>

**TOTAL CREDIT HOURS: 72**

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\*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**

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## RESPIRATORY THERAPY

Associate of Applied Science Degree

### PRE-REQUISITES

#### Fall Semester

BIOL	220	Human Anatomy and Physiology Lecture I	3
BIOL	220L	Human Anatomy and Physiology Lab I	1
ENGL	110	Freshman English I	3
BIOL	200	General Microbiology Lecture	3
BIOL	200L	General Microbiology Lecture Lab I	<u>1</u>
			<b>11</b>

#### Spring Semester

BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
MATH	135	Pre-Calculus Algebra	3
		*Social/Behavioral Science Elective	<u>3</u>
			<b>10</b>

### FRESHMAN YEAR

#### Fall Semester

RESP	103	Cardiopulmonary Physiology	2
RESP	104	Fundamentals of Respiratory	4
RESP	109	Clinical Application and Procedures I	3
RESP	119	Pharmacology	<u>2</u>
			<b>11</b>

#### Spring Semester

RESP	121	Critical Care Concept I	3
RESP	123	Clinical Application and Procedures II	3
RESP	127	Pulmonary Disease	<u>3</u>
			<b>9</b>

#### Summer Semester

RESP	130	Entry Level Review	1
RESP	240	Diagnostic Procedure	2
CHEM	130	General Chemistry Lecture I	3
CHEM	130L	General Chemistry Lab I	<u>1</u>
			<b>7</b>

### SOPHOMORE YEAR

#### Fall Semester

RESP	218	Advanced Pharmacology	1
RESP	226	Clinical Application and Procedures III	3
RESP	231	Critical Care Concept II	3
RESP	235	Neonatology and Pediatrics	3

RESP	256	Advanced Cardiopulmonary Physiology	2
PHYS	100	Physical Science I	<u>3</u>
			<b>15</b>
<b>Spring Semester</b>			
RESP	230	Respiratory Care Topics	1
RESP	262	Clinical Application and Procedures IV	3
RESP	276	Advanced Review	2
		*Humanities Elective	<u>3</u>
			<b>12</b>
<b>TOTAL CREDIT HOURS:</b>			<b>72</b>

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\*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; Katrina Harris; Contika Davis**

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## HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science Degree

### PRE-REQUISITES

#### Fall Semester

FROR	120	College Success	1
ENGL	110	Freshman English I	3
BIOL	220	Human Anatomy and Physiology Lecture I	3
BIOL	220L	Human Anatomy and Physiology Lab I	1
		Social/Behavioral Science Elective	<u>3</u>
			<b>11</b>

#### Spring Semester

ALLH	210	Medical Terminology	3
BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
MATH	135	Pre-Calculus Algebra	3
		*Humanities Elective	<u>3</u>
			<b>13</b>

### FRESHMAN YEAR

#### Fall Semester

HITG	105	Health Data Content and Structure	3
HITG	110	Introduction to Computers for Healthcare Professionals	3
HITG	208	Introduction to Medical Science	3
HITG	225	Basic Coding	<u>3</u>
			<b>12</b>

#### Spring Semester

HITG	109	Legal Aspects of Health Information	3
HITG	202	Health Care Delivery Systems	3
HITG	222	Advance Coding	3
HITG	223	Billing and Reimbursement Methods	<u>3</u>
			<b>12</b>

#### Summer Semester

HITG	227	Coding Review Seminar	3
HITG	241	Professional Practice Experience I	<u>3</u>
			<b>6</b>

### SOPHOMORE YEAR

#### Fall Semester

HITG	215	Health Information Technology and Systems	3
HITG	231	Health Care Statistics and Quality Improvement	3

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HITG	233	Organizational Resources and Management	3
HITG	248	Professional Practice Experience II	3
HITG	250	Advanced Review Seminar	<u>3</u>
			<b>15</b>
<b>TOTAL CREDIT HOURS:</b>			<b>69</b>

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**Advisors: Kim May; LaChandra Wells; LaTanaya Brittentine**

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## MEDICAL CODING SPECIALIST

Certificate of Applied Science

### FRESHMAN YEAR

#### Fall Semester

ENGL	110	Freshman English I	3
BIOL	220	Human Anatomy and Physiology Lecture I	3
BIOL	220L	Human Anatomy and Physiology Lab I	1
		Social/Behavioral Science Elective	<u>3</u>
			<b>10</b>

#### Spring Semester

ALLH	210	Medical Terminology	3
BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
MATH	135	Pre-Calculus Algebra	<u>3</u>
			<b>10</b>

### SOPHOMORE YEAR

#### Fall Semester

HITG	105	Health Data Content and Structure	3
HITG	110	Introduction to Computer Applications for Health Care Professionals	3
HITG	208	Introduction to Medical Science	3
HITG	225	Basic Coding	<u>3</u>
			<b>12</b>

#### Spring Semester

HITG	109	Legal Aspects of Health Information	3
HITG	202	Health Care Delivery Systems	3
HITG	222	Advance Coding	3
HITG	223	Billing and Reimbursement Methods	<u>3</u>
			<b>12</b>

#### Summer Semester

HITG	227	Coding Review Seminar	3
HITG	241	Professional Practice Experience I	<u>3</u>
			<b>6</b>

**TOTAL CREDIT HOURS: 50**

**Advisors: Kim May; LaChandra Wells; LaTanaya Brittentine**

**HEALTHCARE ACCESS ASSOCIATE**  
Certificate of Technical Studies

**Fall Semester**

HITG	110	Introduction to Computer Applications for Health Care Professionals	3
ALLH	210	Medical Terminology	3
MGMT	200	Introduction to Business	3
HCAA	105	Basic Health Care Access Procedures	<u>4</u>
			<b>13</b>

**Spring Semester**

MGMT	260	Business Communications	3
COMM	215	Public Speaking	3
HCAA	200	Advanced Healthcare Access Procedures	3
HCAA	210	Healthcare Access Associate Exam	
		Review & Internship	<u>1</u>
			<b>10</b>

**TOTAL CREDIT HOURS: 23**

**Advisors: Kim May; Pamela McMillon**

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**EMERGENCY MEDICAL TECHNICIAN - BASIC**  
Certificate of Technical Studies

**Spring Semester**

EMTB	200	Emergency Medical Technician Lecture	9
EMTB	201	Emergency Medical Technician Practicum	<u>12</u>
<b>TOTAL CREDIT HOURS:</b>			<b>21</b>

**Advisors: Joann Brown; Katina Seamster**

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**SURGICAL TECHNOLOGY**  
Associate of Applied Science Degree

**FRESHMAN YEAR**

**Fall Semester**

ENGL	110	Freshman English I	3
ALLH	210	Medical Terminology	3
BIOL	220	Human Anatomy and Physiology Lecture I	3
MATH	135	Pre-Calculus Algebra	3
		Social/Behavioral Science Elective	<u>3</u>
			<b>15</b>

**Spring Semester**

BIOL	222	Human Anatomy and Physiology Lecture II	3
SURG	101	Introduction to Surgical Technology	2
SURG	114	Biomedical Science	1
SURG	103	Introduction to Surgical Tech Practice	3
ALLH	112	Pathology	3
ALLH	124	Perioperative Pharmacology and Anesthesia	<u>3</u>
			<b>15</b>

**Summer Term**

SURG	119	Procedures I	3
SURG	105	Surgical Tech Practicum I	4
SURG	116	Surgical Techniques	<u>3</u>
			<b>10</b>

**SOPHOMORE YEAR**

**Fall Semester**

SURG	221	Surgical Procedures II	3
SURG	222	Surgical Tech Practicum II	6
SURG	228	Personal and Professional Development	4
		Humanities Elective	<u>3</u>
			<b>16</b>

**Spring Semester**

SURG	225	Surgical Procedures III	3
SURG	226	Surgical Tech Practicum III	6
ALLH	120	Fundamental Science Review	<u>3</u>
			<b>12</b>

**Summer Semester**

SURG	238	National Exam Review	<b>4</b>
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**TOTAL CREDIT HOURS: 72**

**Advisors: Didaciane Keys; Nutisha Simmons**

**STERILE PROCESSING TECHNICIAN**  
Certificate of Technical Studies

**Fall Semester**

SPDT	100	Introduction to Central Services	4
SPDT	104	Surgical Instruments	4
SPDT	110	Introduction to Sterile Processing and Distribution	<u>4</u>
			<b>12</b>

**Spring Semester**

SPDT	200	Sterile Processing, Distribution and Material Management	2
SPDT	210	Sterile Processing Practicum	10
SPDT	221	Central Sterile Processing Review	<u>3</u>
			<b>15</b>

**TOTAL CREDIT HOURS:** **27**

**Advisors: Didaciane Keys; Cassandra Lynch**

**DIALYSIS TECHNICIAN**  
Certificate of Technical Studies

**Fall Semester**

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

**Spring Semester**

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

**TOTAL CREDIT HOURS: 24**

**Advisor: Didaciane Keys**

## POLYSOMNOGRAPHIC TECHNOLOGY

Associate of Applied Science Degree

### PRE-REQUISITES

ENGL	110	Freshman English	3
BIOL	220	Human Anatomy & Physiology Lecture I	3
BIOL	222	Human Anatomy & Physiology Lecture II	3
ALLH	210	Medical Terminology I	<u>3</u>
			<b>12</b>

### FRESHMAN YEAR

#### Fall Semester

PSGT	120	Polysomnography I	4
PSGT	125	Sleep Disorders	3
PSGT	130	Neuroanatomy & Physiology	3
PSGT	135	Neurophysiology of Sleep	3
PSGT	140	Respiratory Care Procedures	<u>3</u>
			<b>16</b>

#### Spring Semester

PSGT	145	Polysomnography Clinical I	6
PSGT	150	Sleep Scoring and Staging	4
		*Humanities Elective	<u>3</u>
			<b>13</b>

#### Summer Semester

PSGT	155	Polysomnography Clinical II	6
PSGT	160	Polysomnography II	<u>3</u>
			<b>9</b>

### SOPHOMORE YEAR

#### Fall Semester

PSGT	200	Special Topics	3
PSGT	205	Infant & Pediatric Polysomnography	3
PSGT	210	Polysomnography Clinical III	<u>6</u>
			<b>12</b>

**TOTAL CREDIT HOURS: 62**

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**Advisor: Joann Brown**

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## COURSE DESCRIPTIONS

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

## **ACCOUNTING (ACCT)**

**ACCT 160 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 202 FINANCIAL ACCOUNTING** - The principles of accounting, theory of debits and credits, financial statement analysis, and financial statement preparation will be studied. **(3-0-3)**

**ACCT 203 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 200. **(3-0-3)**

**ACCT 220 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 200. **(3-0-3)**

**ACCT 250 INTERMEDIATE ACCOUNTING** - This course includes advanced training in the preparation and interpretation of financial statements with individual analysis of their various components. **(3-0-3)**

**ACCT 255 MANAGERIAL ACCOUNTING** - This course provides a survey of managerial accounting theory and the application of those principles. It covers the relationship between managerial and financial accounting. The student will learn about the organizational role of management accountants in the management process. The course will cover the basic cost terms and applies them within a job order and a process cost system, cost volume analysis, budgeting, performance evaluation, pricing, and capital investment analysis will also be addressed. **Prerequisite:** ACCT 201. **(3-0-3)**

**ACCT 262 TAX ACCOUNTING** - 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. **(3-0-3)**

## **ALLIED HEALTH (ALLH)**

### **ALLH 112 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 120 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 124 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 210 MEDICAL TERMINOLOGY I** - 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)**

### **AVIATION MAINTENANCE TECHNOLOGY - AIRFRAME (AMTA)**

**AMTA 201 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 202 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 203 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 205 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 206 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 207 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 208 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 209 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 210 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 211 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 212 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 213 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 101 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 102 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 104 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 105 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 106 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 108 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 222 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 223 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 224 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 225 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 226 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 227 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 228 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 229 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 231 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 250 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)**

**BIOL104 GENERAL BIOLOGY LECTURE** - *[LCCN: CBIO1013, General Biology I]* Broad biological principles for science majors: scientific method, biological molecules, cell structure and function, genetics and evolution. **(3-0-3)**

**BIOL104L GENERAL BIOLOGY LABORATORY** - *[LCCN: CBIO1011, General Biology I Lab]* Laboratory designed to supplement General Biology I for science majors. **(0-2-1)**

**BIOL 105 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 104. (3-0-3)

**BIOL 105L GENERAL BIOLOGY LABORATORY - [LCCN: CBIO 1021, General Biology II Lab]** Laboratory designed to supplement General Biology II for science majors. *Prerequisite:* Biology 104L. (0-2-1)

**BIOL 200 GENERAL MICROBIOLOGY LECTURE - [LCCN: CBIO 2123, General Microbiology]** Microbial diversity; structure and function; interaction with hosts and environments. (3-0-3)

**BIOL 200L GENERAL MICROBIOLOGY LABORATORY - [LCCN: CBIO 2121, General Microbiology]** Laboratory designed to supplement General Microbiology for science majors. (0-2-1)

**BIOL 215 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)

**BIOL 220 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)

**BIOL 220L 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 222 HUMAN ANATOMY & PHYSIOLOGY LECTURE II - [LCCN: CBIO 2223, Human Anatomy and Physiology II]** Endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems. *Prerequisite:* BIOL 220. (3-0-3)

**BIOL 222L ANATOMY & PHYSIOLOGY LABORATORY II - [LCCN: CBIO 2221, Human Anatomy and Physiology II Lab]** Laboratory designed to supplement Human Anatomy and Physiology II lecture. *Prerequisite:* BIOL 220L. (3-0-3)

**BIOL 235 PARASITOLOGY** - A course involving the collection, staining techniques, basic morphology, life histories, classification, distribution, and identification of common parasites of man and other vertebrates. *Prerequisite:* BIOL 104. (3-2-4)

**BIOL 235L 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 264 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:* BIOL 104 and CHEM 130. (3-0-3)

**BIOL 264L 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: BIOL 104 and BIOL 104L; CHEM 130 and CHEM 130L. (0-2-1)**

### **BUSINESS (BUST)**

**BUST 250 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 299 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, MGMT 299, and HOPR 299 were replaced by this course. **Prerequisite: 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)**

### **CHEMISTRY (CHEM)**

**CHEM 130 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)**

**CHEM 130L 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)**

**CHEM 131 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. **Prerequisite: Chemistry 130, Chemistry 130L. (3-0-3)**

**CHEM 131L 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 130L. (0-2-1)**

**CHEM 132 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)**

**CHEM 132L 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)

**CHEM 133 INORGANIC AND EQUILIBRIUM CHEMISTRY LECTURE II - [LCCN: CCEM1133, CHEMISTRY II (Science Majors)]** Intermolecular forces; thermodynamics; general and heterogeneous equilibrium; kinetics; solutions; acid/base equilibrium and properties and electrochemistry. (3-0-3)

**CHEM 133L 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: CHEM 132 and CHEM 132L (0-2-1)**

**CHEM 230 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 130, 131, Lab., 131L. (3-0-3)**

**CHEM230L ORGANIC CHEMISTRY I LABORATORY - [LCCN:CCEM2211, ORGANIC CHEMISTRY I]** Safety, basic laboratory techniques, related to the topics in Organic Chemistry I. **Prerequisites: Chemistry 130L and 131L. (0-2-1)**

**CHEM 231 ORGANIC CHEMISTRY II LECTURE - [LCCN: CCEM 2223, Organic Chemistry II]** This course is a continuation of topics in Organic Chemistry I. **Prerequisite: Chemistry 230. (3-0-3)**

**CHEM 231L ORGANIC CHEMISTRY II LABORATORY - [LCCN: CCEM 2221, ORGANIC CHEMISTRY II]** Safety; basic laboratory techniques related to the topics in Organic Chemistry II. **Prerequisite: Chemistry 230L. (0-2-1)**

**CHEM 251 INORGANIC, ORGANIC AND BIOCHEMISTRY - [LCCN: CCEM 1003, General, Organic & Biochemistry]** A survey of general, organic, and bio-chemistry; primarily for Nursing and Allied Health. **Prerequisites: CHEM 130. (3-0-3)**

**CHEM 251L INORGANIC, ORGANIC AND BIOCHEMISTRY LAB -** This course covers inorganic, organic and biochemistry experiments. Topics include solubility, extraction, reactivity and electrophoresis. **Prerequisite: CHEM 130L. (0-2-1)**

### **COMPUTER INFORMATION SYSTEM (CISC)**

**CISC 140 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 150 SPREADSHEET APPLICATIONS** - This course is designed to provide a comprehensive presentation of Microsoft Excel. In this course, the student will experience advanced techniques of spreadsheet design. Hands-on learning is emphasized. Some course topics include: using formulas, data manipulation, formatting worksheets, charting techniques, understanding functions, what-if-analysis, internet data utilization, and database functions. **(3-0-3)**

**CISC 160 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 170 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 199 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 Surfing the Net, Web Page building. Not more than three (3) credits may be applied for computer information systems majors. **(3-0-3)**

**CISC 210 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 240 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)**

**CJUS 101 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)**

**CJUS 200 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 201 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)**

**CJUS 204 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)**

**CJUS 205 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)**

**CJUS 221 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)**

**CJUS 231 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 101 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 140 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 160 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 190 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 199 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 200 DISCRETE MATHEMATICS** - 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 215 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 225 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 240 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 230. (3-0-3)*

**CMPS 290 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 and CMPS 230. (3-0-3)*

**CMPS 293 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 160 or CMPS 230. (3-0-3)

**CMPS 294 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 160 or CMPS 230. (3-0-3)

**CMPS 295 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 296 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 160 or CMPS 230. (3-0-3)

**CMPS 299 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 180 CCNA 1: CISCO NETWORKING BASICS** – An introduction to the basics of networking including network terminology, local area networks (LAN), and wide area networks (WAN). Topics include network protocols such as TCP/IP, Open System Interconnection (OSI) models, cabling and routers. Introductory coverage of the fundamental principles of fiber optic cables and networks is included along with the usage of applicable hand tools. Fire and personal safety are also discussed. **Lab required (4-0-4)**

**CNET 185 CCNA 2: ROUTER AND ROUTING BASIC** – An introduction to basic Cisco router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of Cisco IOS and router configuration files, routing protocols, and access control lists. An introduction to Giga-bit Ethernet and IPv6 is covered along with network monitoring concepts and the utilization of tools such as the network analyzer. **Lab required (4-0-4)**

**CNET 191 CCNA PRACTICUM/COOPERATIVE EDUCATION** – 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. (3-0-3)

**CNET 211 CCNA 3: SWITCHING BASICS AND INTERMEDIATE ROUTING** – A course focusing on advanced topics including IP addressing techniques, intermediate routing protocols, CL1 configuration of switches, Ethernet switching, VLANs, Spanning Tree Protocol, and VLAN Trunking Protocol. Documentation requirement and techniques are discussed as well as troubleshooting within a multiprotocol networking environment. **Lab required.** Prerequisite: CNET 185 (4-0-4)

**CNET 216 CCNA 4: WAN TECHNOLOGIES** – This course focuses on advanced IP addressing techniques, Network Address Translation (NAT), Port Address Translation (PAT), and (DHP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, Network Management and Introduction to Optical Networking. In addition, the student will prepare for the CCNA exam. Security concepts including firewalls and encryption are considered, and detailed emphasis on the application of voice, data, and video convergence concepts are covered in this course. **Lab required (4-0-4)**

**CNET 220 CCNA CERTIFICATION REVIEW** – Review of subjects commonly found on network engineering certification exams such as the Cisco Certified Network Associates (CCNA) ratings. (3-0-3)

**CNET 226 CCNA PRACTICUM/COOPERATIVE EDUCATION** – Professional career-related activities encountered in the area of specialization offered through an individual agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. A practicum may be a paid or unpaid learning experience, and may include a lecture component. **Requires departmental approval (3-0-3)**

### **COMMUNICATION (COMM)**

**COMM 200 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)

**COMM 210 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)

**COMM 215 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 110 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 120 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 130 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 140 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 160 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 201 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 210 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 functionality 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 220 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 230 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)**

### ***DENTAL HYGIENE (DHYG)***

**DHYG 101 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 120 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 101. **Co-requisite:** DHYG 121. **(6-0-1)**

**DHYG 121 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 120. **(0-8-2)**

**DHYG 122 DENTAL ANATOMY** - Study of the morphological characteristics of the teeth. A laboratory course in identifying and drawing teeth is included. **Prerequisites:** BIOL 220, BIOL 222. **Co-requisites:** DHYG 120, DHYG 123. **(2-2-1)**

**DHYG 123 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:** BIOL 200, BIOL 220, BIOL 222. **Co-requisites:** DHYG 120, DHYG 121, DHYG 122. **(3-1-2)**

**DHYG 125 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:** MATH 133, BIOL 220, BIOL 222, DHYG 101. **Co-requisites:** DHYG 120, DHYG 122, DHYG 123. (3-4-2)

**DHYG 126 CLINICAL DENTAL HYGIENE LECTURE** A continuation of DHYG 120. Special emphasis is placed on the dental hygiene process of care and treatment of patients that are medically compromised. **Prerequisites:** DHYG 120, DHYG 121, DHYG 123, DHYG 124, DHYG 125. **Co-requisites:** DHYG 127 (6-0-2)

**DHYG 127 CLINICAL DENTAL HYGIENE I -** A continuation of DHYG 121. 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 120, DHYG 121, DHYG 122, DHYG 123, DHYG 124, DHYG 125. **Co-requisites:** DHYG 126. (0-8-2)

**DHYG 128 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:** BIOL 200, DHYG 123, DHYG 124. **Co-requisites:** DHYG 126, DHYG 127. (3-0-2)

**DHYG 129 PREVENTIVE DENTISTRY -** This course provides the concepts of preventive dentistry. The history of disease prevention is also discussed during this course. **Prerequisites:** DHYG 120, DHYG 121. (4-0-1)

**DHYG 130 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:** MATH 124, MATH 130, DHYG 120, DHYG 121. (4-0-1)

**DHYG 131 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 120, DHYG 121, DHYG 123. **Co-requisites:** DHYG 126, DHYG 127. (3-0-2)

**DHYG 134 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:** BIOL 200, BIOL 220, BIOL 222. **Co-requisites:** DHYG 122, DHYG 123. (2-1-1)

**DHYG 214 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:* BIOL 200, DHYG 126, DHYG 127, DHYG 128, DHYG 129, DHYG 131. *Co-requisites:* DHYG 216, DHYG 217. (6-0-2)

**DHYG 216 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:* DHYG126, DHYG127, DHYG129, DHYG131. *Co-requisites* DHYG 214. (0-16-1)

**DHYG 217 CLINICAL DENTAL HYGIENE LECTURE II** - A didactic course to accompany DHYG 216. 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 216. (4-0-1)

**DHYG 230 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:* CHEM 130, MATH 133, Successful completion of all first year dental hygiene courses. (3-3-2)

**DHYG 232 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 214, Successful completion of all first year dental hygiene courses. *Co-requisites:* DHYG 234, DHYG 236 (4-0-1)

**DHYG 234 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 236. *Prerequisites:* DHYG214, DHYG216, DHYG 217. *Co-requisites* DHYG 232, DHYG 236, DHYG 238. (0-16-3)

**DHYG 236 CLINICAL DENTAL HYGIENE LECTURE III** - This course is a didactic course designed to accompany DHYG 234. 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 214, DHYG 216, DHYG 217. *Co-requisites* DHYG 234. (4-0-1)

**DHYG 238 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:* BIOL 220, BIOL 222, DHYG 214 and successful completion of all first year Dental Hygiene courses. Course requirement: Approval by Dental Hygiene Program Director. (4-4-1)

**DHYG 240 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 234, DHYG 236. *Co-requisites* **DHYG 242. (0-16-4)**

**DHYG 242 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 232, DHYG 236, DHYG 238.** Successful completion of all first year dental hygiene courses. *Co-requisite:* **DHYG 240. (4-0-2)**

**DHYG 250 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 234, DHYG 236.** Successful completion of all first year dental hygiene courses. **(2-0-1)**

**DHYG 252 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 236, DHYG 238.** Successful completion of all first year dental hygiene courses *co-requisites:* **DHYG 240, DHYG 242. (2-0-1)**

**DHYG 254 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 240, DHYG 242. (4-0-2)**

### **DIALYSIS TECHNICIAN (DYLT)**

**DYLT 101 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 103 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 105 HEMODIALYSIS PRINCIPLES, DEVICES, & PROCEDURES** - A discussion of the principles of dialysis, hemodialysis devices and hemodialysis procedures. **(3-0-3)**

**DYLT 106 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 109 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 110 HEMODIALYSIS PRACTICUM I** - Hands-on training of students at the dialysis center in the care of the hemodialysis patient. **(2-2-4)**

**DYLT 112 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 202 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 MATH 133 or higher. (3-0-3)**

**ECON 203 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: MATH 133 or higher. (3-0-3)**

### **EDUCATION (EDUC)**

**EDUC 209 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 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 olds 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 235 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 239 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 247 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. **Prerequisite: EDUC 209, PSYC 235, MUSC 268, FIAR 294, BIOL 105, and HPRE 229. (3-0-3)**

**EDUC 249 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 265 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 200 EMERGENCY MEDICAL TECHNICIAN LECTURE** - A didactic course designed to educate the student on all aspects of the Emergency Medical Technician Basic. ***Co-requisite:*** EMTB 201. (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:*** EMTB 200. (0-12-12)

### **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)

**ENGL 110 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. (3-0-3)

**ENGL 111 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:*** ENGL 110 or ENGL 112. (3-0-3)

**ENGL 200 INTRODUCTION TO LITERATURE** [*LCCN: CENL 2323, INTRODUCTION TO LITERATURE*]- Introduction to various literary genres; includes critical analysis and writing about literature. *Prerequisites:* ENGL 110 and ENGL 111. (3-0-3)

**ENGL 201 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:* ENGL 111 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:* ENGL 111 or permission of the instructor. (3-0-3)

**ENGL 213 AFRICAN-AMERICAN LITERATURE** [*LCCN: CENL 2403, INTRODUCTION TO AFRICAN AMERICAN LITERATURE*]- Introduction to African American literature; includes critical analysis and writing about literature. *Prerequisite:* ENGL 111 or permission of instructor. (3-0-3)

**ENGL 214 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:* ENGL 111 or permission of the instructor. (3-0-3)

**ENGL 225 CREATIVE WRITING** - Creative style and techniques in traditional and contemporary forms of poetry and short fiction are stressed in this course. *Prerequisite:* ENGL 111 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:* ENGL 111 or permission of instructor. (3-0-3)

### **ENGINEERING TECHNOLOGY (ENGR)**

**ENGR 110 ENGINEERING ORIENTATION** - Introduction to the engineering profession: engineering problem solving, use of scientific calculation and introduction to the design process. (1-0-1)

**ENGR 112 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. (0-6-3)

**ENGR 114 INTRODUCTION TO CIRCUIT ANALYSIS I** - Non-calculus introduction to elementary electric and magnetic concepts, DC network theorems, and magnetic circuits. (3-0-3)

**ENGR 115 CIRCUIT ANALYSIS I LABORATORY** - Laboratory study of selected topics studied in Introduction to Circuit Analysis I. **(0-2-1)**

**ENGR 116 INTRODUCTION TO CIRCUIT ANALYSIS II** - Devoted to sinusoidal AC circuits, resonance, transformers, two-part system parameters and computer use in circuit analysis. Basic circuit analysis techniques and network theorems are applied to sinusoidal AC circuits. **Prerequisites: MATH 130 and ENGR 114. (3-0-3)**

**ENGR 117 CIRCUIT ANALYSIS II LABORATORY** - Consists of laboratory experiments designed to reinforce the theoretical instruction covered in ENGR 116. **(0-2-1)**

**ENGR 120 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. (0-6-3)**

**ENGR 224 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: PHYS 221 and MATH 140. (3-0-3)**

**ENGR 225 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 Euler's equation of motion. **Prerequisite: MATH 140. (3-0-3)**

### **FINE ARTS (FIAR)**

**FIAR 110 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: FIAR 110. (3-0-3).**

**FIAR 130 DRAWING I** - Drawing 130 consists of a basic approach to linear representation with attention to space, gesture, value, texture, and shape. **(0-6-3)**

**FIAR 131 DRAWING II** - This course is a continuation of linear representation with added problems in space, gesture, value, texture, and shape. **Prerequisite: FIAR 130. (0-6-3)**

**FIAR 200 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)**

**FREN101 ELEMENTARY FRENCH I - [LCCN: CFRN1013, 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 120 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)**

### **FIRE SERVICE MANAGEMENT (FSMC)**

**FSMC 110 HAZARDOUS MATERIALS AWARENESS** - This course provides training for the emergency responder who, in the course of duty, may be the first on the scene of an incident involving hazardous materials. These responders are not expected to take any action other than recognizing the hazard and contacting trained personnel. This course meets NFPA Standard 472 and EPA 40 CFR Part 311 for Awareness Level Response dependent studies course which spans the entire 15 week semester. **(3-0-3)**

**FSMC 120 HAZ MAT OPERATIONAL LEVEL** - This course addresses the emergency responder with the knowledge to respond to releases or potential releases of hazardous substances as part of the initial response at the site. The knowledge acquired should enable the responder to contain the release and prevent exposures of the hazardous substance. Practical exercises and teamwork are included in this course. Upon completion, the student should be able to demonstrate competency in knowledge of the basic hazard and risk assessment techniques; selection and use of proper personal protective equipment; understanding of basic hazardous material terms, basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available within the unit; implementation of basic decontamination procedures; and

understanding of relevant standards, operating procedures, and termination procedures. This course meets the needs of emergency responders for OSHA 29 CFR 1910.120 EPA 40 CFR Part 311, an NFPA 472. **(3-0-3)**

**FSMC 130 FIREFIGHTER I** - This course is designed to exceed the standards for NFPA 1001 standard for Fire Fighter Professional Qualifications. Addressed in this course are cognitive knowledge and motor skills required by NFPA. Throughout the course, students shall demonstrate and identify the proper use of tool and appliance in a safe manner; don and doff personal protective equipment, roper ladder carry and raises, and safely climb and lock into a 100 foot aerial ladder. The students will also be required to demonstrate proper water application for structural fire- fighting in single family dwellings, commercial building, and industrial fire settings. **(3-0-3)**

**FSMC 140 FIREFIGHTER II** - Students are introduced to fire protection covered in the NFPA 472 standards for Professional Competence of Responders to Hazardous Materials Incidents for Awareness and Operations levels. The Awareness level covers the use and application of the North American Emergency Response Guidebook and initial response objectives for hazardous and terrorist scenes. Operations level objectives encompass ways to protect and decontaminate responders; defensive maneuvers, such as, damming, diking, and diversion; and identification of tank rail cars and trucks. Training includes the American Heart Association Healthcare Provider course. This course instructs students on proper techniques of checking for responsiveness, rescue breathing, and cardiopulmonary resuscitation for adults, children, and infants. Also addressed is the use of an Automatic External Defibrillator for adults and children. **(3-0-3)**

**FSMC 150 FIRE SERVICE INSTRUCTOR I** - This course is designed to enable instructors in the fire service in instructional methodology. Topics to be covered include training objectives, lesson plans, methods of instruction, concepts of adult learning, testing and evaluation. Participants will prepare lesson plans and make oral presentations. This course meets objectives of SFPA 1041: Fire Service Instructor Professional Qualifications Level. **(3-0-3)**

**FSMC 260 FIRE SERVICE INSTRUCTOR II** - This course provides information on how to design a course, determine course objectives, develop course outlines, select appropriate tests and supporting aids, and coordinate support for the class. The course emphasizes an approach that is oriented toward performance-bases local training. **(3-2-4)**

**FSMC 270 FIRE OFFICER I** - This Fire Officer training program is designed to prepare fire officers or aspiring fire officers to become leaders in the fire service. This course is an introduction to a fire officer's duties. Content includes the requisite mind set, report writing, diversity, workplace safety, decision making, quality assurance, supervisory practices and pre-incident planning. Work-based learning to include managing task assignments, member assistance programs, applying human resource management policies, citizen's complaints, safety regulations and accident investigation. Content includes determining fire cause, emergency operations, compliance issues, scene safety, IMS, strategy/tactics, size-up and action planning and the PIO function. Work-based learning to include directing training evolutions, managing public inquires, determining preliminary fire cause, pre-incident planning, incident action planning and emergency operations. **(3-2-4)**

**FSMC 280 FUNDAMENTALS OF FIRE OPERATIONS (BT) PART** - Students are introduced to fire protection and emergency medical services. This program meets or exceeds all requirements set by the Louisiana Commission on Fire Protection an NFPA Standard 1001,

Firefighter I and II under IFSAC and NPQS. Students are introduced to fire protection. This course will present and discuss fire chemistry, behavior of fire, fire hazards of materials, fire suppression systems, alarms and detection systems, process fire hazards, and transportation fire hazards. Life safety and building codes are emphasized. Demonstration and observation of fire protection systems and equipment are included in this course. **(3-0-3)**

**FSMC 290 INCIDENT COMMAND SYSTEM (ICS)** - This course integrates the National Incident Management System (NIMS) guidelines and meets the NIMS Baseline Training requirements using all-hazards, all-agency approach. It is the first in a series of modules (100, 200, 700 and 800) designed to meet all-hazard, all-agency NIMS and ICS requirement for operational personnel. The 100 module integrates the NIMS guidelines and meets the NIMS Baseline Training Requirements using an all-hazard, all-agency approach. ICS 200 introduces NIMS and explains the purpose, principles, key components and benefits of NIMS. The module also contains “Planning Activity” screens giving students an opportunity to complete some planning tasks during this course. The 700 and 800 modules introduce participants to the concepts and principles of the National Response Framework. Lab consists of the appropriate use and accurate completion of the incident command forms. **(3-2-4)**

### ***HEALTHCARE ACCESS ASSOCIATE (HCAA)***

**HCAA 105 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 200 ADVANCED HEALTHCARE ACCESS PROCEDURES** – This course is designed to 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 210 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)***

**HIST 104 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)**

**HIST 105 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)**

**HIST 114 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)**

**HIST 115 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:** HIST114. (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)

**HIST 230 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 (HITG)***

**HITG 105 HEALTH DATA CONTENT AND STRUCTURE** - Introduction to the health information management profession and the health record. This course will provide an overview of the functions, content, and structure of the health record, data access and retention, forms and screen design, indexes and registers, data storage and retrieval systems, quantitative and qualitative analysis; numbering and filing systems; and healthcare data sets. (3-0-3)

**HITG 109 LEGAL ASPECTS OF HEALTH INFORMATION** - Study of legislative and regulatory processes with an emphasis on health information laws and regulations related to PHI and HIPAA privacy standards. An overview of healthcare compliance, confidentiality, ethical, legal, and privacy issues, and data security applied to health record practice. **Prerequisites:** HITG 105 and 110. (3-0-3)

**HITG 110 INTRODUCTION TO COMPUTER APPLICATIONS FOR HEALTHCARE PROFESSIONALS** Orientation to computer concepts and technology related to health information technology which includes but is not limited to organization of computer systems, word processing, excel, PowerPoint, and databases. Introduction to e-health concepts including definitions, users, and technology. (2-0-2)

**HITG 202 HEALTHCARE DELIVERY SYSTEMS** - 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. **Prerequisites:** HITG 105 and 110. (3-0-3)

**HITG 208 INTRODUCTION TO MEDICAL SCIENCE** - A study of the nature and etiology of disease. An introduction to symptomatology, clinical diagnosis, and treatment of diseases. Review of basic anatomical structures, assessing the major pathological conditions, and an introduction to the pharmacological treatment of diseases per body system. **Prerequisites:** ALLH 210; BIOL 220, BIOL 220L, BIOL 222, BIOL 222L, HITG 105 and HITG 110. (3-0-3)

**HITG 209 ENTRY LEVEL REVIEW SEMINAR** - Lectures, presentations, mock exams, and administration of a comprehensive exam related to the first twelve months of professional courses in preparation for a national certification examination. **Prerequisites:** HITG 109 and 202. (4-0-1)

**HITG 215 HEALTH INFORMATION TECHNOLOGY AND SYSTEMS** - Overview of computer technology concepts related to healthcare and application of the tools and techniques for collecting, storing, and retrieving data. **Prerequisites: HITG 105 and HITG 110. (3-0-3)**

**HITG 225 BASIC CODING LECTURE AND LAB** - Classifying diseases and operations using ICD-10-CM/PCS along with coding/sequencing guidelines, clinical vocabularies, terminologies/nomenclatures. The interaction of different Prospective Payment Systems with classification systems will be emphasized. Evaluating the accuracy of diagnostic and procedural coding along with data quality, the Uniform Hospital Discharge Data Set. **Prerequisites: HITG 105, 110, and 208. (3-1-3)**

**HITG 222 ADVANCED CODING** - Overview of the CPT-4/HCPCS coding system with emphasis on basic coding rules and application of CPT/HCPCS coding procedures in the ambulatory care setting utilizing manual and automated encoding systems. **Prerequisites: HITG 105, HITG 110, and HITG 208. (3-1-3)**

**HITG 223 BILLING AND REIMBURSEMENT METHODS** - Overview of reimbursement methodologies inclusive of Prospective Payment System, Diagnosis Related Groups, Resource Based Relative Value System, Ambulatory Patient Groups, Case Mix Analysis, and other reimbursement program such as managed care, Medicare, etc. An introduction to revenue cycle management to include billing processes, claims management, and chargemaster. **Prerequisites: HITG 105, HITG 110, and HITG 208. (3-0-3)**

**HITG 227 CODING REVIEW SEMINAR** - Lectures, presentations, mock exams, and administration of a comprehensive exam related to coding guidelines, classification systems, and reimbursement methods in preparation a national certification examination. **Prerequisites: HITG 208, HITG 217, HITG 222, and HITG 223. (3-0-3)**

**HITG 231 HEALTHCARE STATISTICS & QUALITY IMPROVEMENT** - Computation and display of healthcare statistical data for administrative purposes, quality improvement concepts and tools, accrediting and licensing standards for health record documentation, case management, risk management, and medical staff credentialing processes. **Prerequisites: HITG 105 and HITG 110. (3-0-3)**

**HITG 233 ORGANIZATIONAL RESOURCES AND MANAGEMENT** - Study and application of the basic functions of management, and human, financial, and physical resources. Topics include: planning, organizing, controlling, leading, team-building, orientation and training programs, workflow processes, budgets, resource allocation, staffing, and ergonomics. **Prerequisites: HITG 105 and HITG 110 (3-1-3)**

**HITG 241 PROFESSIONAL PRACTICE EXPERIENCE I** - On-site supervised work experience in hospitals, affiliation sites, or non-traditional settings related to the practical application of routine health record procedures, storage, retrieval systems, legal aspects, and basic coding. (Simulated and/or directed). **Prerequisites: HITG 209 and HITG 224 (0-12-2)**

**HITG 248 PROFESSIONAL PRACTICE EXPERIENCE II** - Supervised work and learning experiences in campus laboratory and healthcare facilities with an emphasis on concepts taught in advanced health information courses (basic and advanced coding, quality management and information Standards, reimbursement systems, and organizational resources and management). (Simulated and/or directed). **Prerequisites: HITG 231, HITG 233 and HITG 110 (0-16-3)**

**HITG 250 ADVANCED REVIEW SEMINAR** - A capstone course designed to focus on reflection of professional practice experiences, test-taking strategies, and the administration of mock examination in preparation for the RHIT examination. **Prerequisites: HITG 209 and HITG 224 (6-0-3)**

### **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 olds 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 a field 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)

### **MATHEMATICS (MATH)**

**MATH 088 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 089 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 090 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. **Prerequisite:** MATH 091 or satisfactory score on the placement exam. *(This course may not be counted toward fulfillment of degree requirements.)* (3-0-3)

**MATH 126 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. **Prerequisite:** MATH 092 or higher. (3-0-3)

**MATH 133 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 or higher, Math Placement Score, or MATH 090. (3-0-3)

**MATH 135 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 of 20 or higher appropriate placement test score, or MATH 133. (3-0-3)

**MATH 136 CONTEMPORARY MATH - [LCCN: CMAT1103, 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. **(3-0-3)**

**MATH 140 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 133. (3-0-3)**

**MATH 200 FINITE MATHEMATICS - [LCCN: CMAT1313, 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 133. (3-0-3)**

**MATH 210 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 133 or higher or consent of instructor. (3-0-3)**

**MATH 230 LINEAR ALGEBRA -** Topics include: systems of linear equations, vector spaces, linear transformations, matrices, and determinants. **Prerequisite: MATH 162 or higher. (3-0-3)**

**MATH 264 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: MATH 140 or higher. (4-0-4)**

**MATH 265 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: MATH 264. (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 252 TELEVISION PRODUCTION** - This course is a pre-professional skills and lecture class. It is designed to teach students the basic aspects of video production. The student will learn how to operate television equipment, such as cameras, lighting instruments, and audio equipment and video editors. **Prerequisite: JOUR 200 or permission of the instructor. (3-0-3)**

### **BUSINESS MANAGEMENT (MGMT)**

**MGMT 200 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. **(3-0-3)**

**MGMT 201 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 200 and ENGL 110. (3-0-3)**

**MGMT 240 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 243 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. **Prerequisite: MGMT 200\*. (3-0-3)**

**MGMT 250 PRINCIPLES OF MARKETING** - This course is a comparative survey of the major functions of marketing and marketing management. (This course is only offered for the MGMT Certificate Program). **(3-0-3)**

**MGMT 260 BUSINESS COMMUNICATIONS** - This course will emphasize the development of writing and presentation skills to produce effective business communications. Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills will also be addressed. Topic discussion includes leadership, effective participation, and group behavior. Student will use current software (power point presentation, graphics, spreadsheets, and word-processing) to develop business presentations. (This course replaces MGMT 202, effective fall 2006). **(3-0-3)**

**MGMT 273 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 200 or higher; completion of or concurrent enrollment in MATH 135, ECON 202 or ECON 203 \*MGMT Certificate Program. (3-0-3).**

**MGMT 283 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 MATH 135. **(3-0-3)**

### **MILITARY SCIENCE (MILS)**

**MILS 101 INTRODUCTION TO LEADERSHIP** - The course 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 include 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 leadership activities include 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 TECHICIANS (MLTC)**

**MLTC 100 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 105 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 239 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 101. (2-1-3)**

**MLTC 240 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 101. (1-1-1)**

**MLTC 241 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 101. (2-1-3)**

**MLTC 242 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 101. (1-1-2)**

**MLTC 243 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 101. (2-1-3)**

**MLTC 244 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 101. (2-1-3)**

**MLTC 245 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 101. (1-1-2)**

**MLTC 246 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 101. (2-1-3)

**MLTC 247 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 248 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 249 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 250 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 251 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 252 CLINICAL CHEMISTRY PRACTICUM** - This course provides practical experiences in the clinical laboratory of a hospital affiliate. Emphasis is placed 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 253 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 270 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 271 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 AudioSuite (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 100 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), bedside care, and basic nursing procedures. This course is taught in a 7½ week session. **Pre-requisitions: None. (4-0-4)**

**NURS 104 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 *Co-requisites:* CHEM130, BIOL200, BIOL 220, ENG. 110 and MATH 133. (2-0-2)

**NURS 125 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 based on King's General System's Framework 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:* CHEM 129, ENGL 110, MATH 133, BIOL 200, BIOL 220 and admission into the Associate of Science Nursing Program. (4-2-6)

**NURS 135 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:* ENGL 110, ENGL 111, MATH 133, MATH 200, BIOL 200, BIOL 220, BIOL 222, CHEM 129, Psychology 250 and admission into the Associate Science Nursing Program. (4-0-4).

**NURS 140 CONCEPTS & PROCESSES OF NURSING I** - This course explores the professional role through a comprehensive and systematic assessment, using the nursing process and King's General Systems Framework. 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 125, MATH 200, BIOL 222, ENGL 111. (2-2-4)

**NURS 160 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:* MATH 200, BIOL 222, ENGL 111, NURS 125. (2-2-4)

**NURS 200 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 125 Basic Principles of Nursing. (2-0-2)

**NURS 220 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 140, NURS 160, PSYC 250. (2-2-4)

**NURS 225 NURSING CARE OF THE CHILDBEARING FAMILY** - Focus will be on the processes of pregnancy, labor, delivery, the post partal 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 140, NURS 160, PSYC 250. (2-2-4)

**NURS 230 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. *Prerequisites:* NURS 220, NURS 225, NURS 210, SPCH ELECTIVE. (2-0-2)

**NURS 250 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. (6-3-9)

### **ADMINISTRATIVE TECHNOLOGY SPECIALIST (OSBT)**

**OSBT 115 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 120 KEYBOARDING SKILLBUILDING** – A course that further develops keyboard techniques emphasizing speed and accuracy. (3-0-3)

**OSBT 125 – PERSONAL AND PROFESSIONAL DEVELOPMENT** – a course that develops an awareness of interpersonal skills essential for job success. (3-0-3)

**OSBT 130 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 130 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 is emphasized. (3-0-3)

**OSBT 140 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 145 MACHINE TRANSCRIPTION** – A course designed to teach transcription of a wide variety of business communication from machine dictation. Prerequisites: cmpls215 microcomputer business applications. **(3-0-3)**

**OSBT 150 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: CMPS215 Microcomputer Business Applications. (3-0-3)**

### **PHLEBOTOMY (PHLE)**

**PHLE 101 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 210 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 101, and acceptance into the Phlebotomy Program. (2-24-9)**

### **PHYSICS (PHYS)**

**PHYS 100 PHYSICAL SCIENCE I - [LCCN: CPHY1023, 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 133 or higher. (3-0-3)**

**PHYS 101 PHYSICAL SCIENCE II - [LCCN: CPHY1033, 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 133 or higher. (3-0-3)**

**PHYS 105 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)**

**PHYS 120 METRICATION** - This course is an introduction to the metric system. History of measurements, English-metric units conversion techniques, standard international units and actual measurements of basic observations in the metric system, are included. **(2-0-2)**

**PHYS 221 GENERAL PHYSICS LECTURE & LABORATORY I - [LCCN: CPHY 2114, PHYSICS I (ALGEBRA/TRIG BASED) LEC + LAB]** - Algebra/Trig-based physics: vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations, elasticity & equilibrium; thermodynamics. The course material is presented in a combined lecture and laboratory format. (Not intended for engineering majors.). **Prerequisites: MATH 140 and MATH 264. (3-4-5)**

**PHYS 222 GENERAL PHYSICS LECTURE & LABORATORY II - [LCCN: CPHY 2124, PHYSICS II (ALGEBRA/TRIG BASED) LEC + LAB]** - Gravitational fields; waves; electrostatics; circuits; magnetism; and light. The course material is presented in a combined lecture and laboratory format. (not intended for engineering majors.) **Prerequisite: PHYS 221, Math 140 and Math 264. (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)**

**POLI 200 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)**

**POLI 210 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 120 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 125 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 130 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 135 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 140 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 145 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 120. (0-16-4)**

**PSGT 150 SLEEP 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 120. (3-0-3)**

**PSGT 155 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 145. (0-24-6)**

**PSGT 160 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 120. (3-1-3)**

**PSGT 200 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 160. (3-0-1)**

**PSGT 205 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 160. (2-0-2)**

**PSGT 210 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 155. (0-24-6)**

### ***PSYCHOLOGY (PSYC)***

**PSYC 210 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)**

**PSYC 220 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: PSYC 210. (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. **(3-0-3)**

**PSYC 231 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. **(3-0-3)**

**PSYC 240 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 emphases on the contemporary environment. **(3-0-3)**

**PSYC 250 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: PSYC 210. (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. **(3-0-3)**

## **RADIOLOGIC TECHNOLOGY (RADT)**

**RADT 103 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 107 CLINICAL RADIOGRAPHY I** - This course will provide the student with a six-week 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 entering clinical. 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 and extremities. **Prerequisite:** BIOL 220, BIOL 222, RADT 103, and clinical acceptance. **(2-24-3)**

**RADT 112 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 103, clinical acceptance. **Co-requisites:** RADT 107 & 113. **(3-0-2).**

**RADT 113 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 103, clinical acceptance. **(0-2-1)**

**RADT 117 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. 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 103, RADT 107, RADT 112 and RADT 113. **(0-24-3)**

**RADT 118 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 112, RADT 113. **Co-requisite:** RADT 119. **Course Rationale:** Required of all students enrolled in the Radiologic Technology Program. **(2-0-2)**

**RADT 119 RADIOGRAPHY EXPOSURE I LAB** - This course is accompanied by 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 103, RADT 107, RADT 112 and RADT 113. **Co-requisite:** RADT 118. **Course Rationale:** Required of all students enrolled in the Radiologic Technology Program. (0-1-1)

**RADT 122 RADIOGRAPHIC PROCEDURES AND POSITIONING II** - 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 112 and RADT 113. **Co-requisites:** RADT 117 and RADT 123. (3-0-2)

**RADT 123 RADIOGRAPHIC PROCEDURES AND POSITIONING II** - 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 112 and RADT 113. **Co-requisites:** RADT 117 and RADT 122. (0-1-1)

**RADT 147 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 117, RADT 122 and RADT 123. (0-32-3)

**RADT 200 RADIOLOGIC PHYSICS** - This course introduces the student to the principles of radiation physics. Special emphasis is placed on the production of x-ray and use of electromagnetic radiation along with a review 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 is discussed along with an introduction to advanced equipment operation and quality control. **Prerequisites:** RADT 118, RADT 110 and RADT 147. **Course Rationale:** Required of all students enrolled in the Radiologic Technology Program. (3-0-2)

**RADT 207 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 118, RADT 119, RADT 117, RADT 122 and RADT 123. (0-24-3)

**RADT 215 EXPOSURE II** - This is a continuation course of material taught RADT 118. The basic principles of computer technology, terminology and application in radiology are taught. In addition, it 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, and markers as are vendor-driven exposure indicators in cassette-based and cassette less digital imaging. Basic computed tomography equipment is introduced to give the student basic knowledge of cross-section anatomy and how it relates to computerized tomography and other diagnostic procedures requiring a cross section anatomy approach. *Prerequisite:* RADT 118, RADT 119 and RADT 200. (2-0-2)

**RADT 220 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 200 and RADT 215. (2-0-2)

**RADT 232 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 118, RADT 119, RADT 117, RADT 122, RADT 123. *Co-requisite:* RADT 233. (3-0-2)

**RADT 233 RADIOLOGIC PROCEDURES AND POSITIONING LAB III** - This course accompanies RADT 130, 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 118, RADT 119, RADT 117, RADT 122, RADT 123. *Co-requisite:* RADT 232. (0-1-1)

**RADT 235 RADIOGRAPHIC EQUIPMENT OPERATIONS AND QUALITY CONTROL II** - This course provides the student with a thorough understanding of radiographic imaging equipment used in fixed, mobile, or fluoroscopic equipment and the evaluation of these systems through systematic quality control testing. 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 200 and RADT 228. (3-0-2)

**RADT 237 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 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 207. (0-24-3)

**RADT 244 RADIOGRAPHIC PATHOLOGY AND CRITIQUE** - In this course, the student will evaluate imaging for adequate positioning skills, proper radiographic technique, film identification and diagnostic quality. Emphasis is placed on basic concepts concerning medical and surgical diseases and their relationship to radiologic technology. **Prerequisite:** RADT 215 and RADT 232. (2-0-2)

**RADT 255 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 and preparation for final competency testing. **Prerequisite:** RADT 200, RADT 207, RADT 232 and RADT 233. (4-0-2)

**RADT 257 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 237. (0-24-1)

**RADT 260 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 255. (12-0-2)

### **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 103 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. (2-1-2)

**RESP 104 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. (3-1-4)

**RESP 109 CLINICAL APPLICATIONS AND PROCEDURES I** - This course is an introduction to 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. **(0-16-3)**

**RESP 119 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. **(2-0-2)**

**RESP 121 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. **(3-1-3)**

**RESP 123 CLINICAL APPLICATION AND PROCEDURES II** - This course is a continuation to 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. **(0-16-3)**

**RESP 127 PULMONARY DISEASE** – This course is an in depth review of the etiology, pathology, radiological, diagnostic, and prognosis of cardiopulmonary disease. **(3-0-3)**.

**RESP 130 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. **(3-0-1)**

**RESP 218 ADVANCED PHARMACOLOGY** - This course is a continued study of pharmacological principles/practices of drugs which affect the cardiopulmonary system. **(2-0-1)**

**RESP 226 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. **(0-16-3)**

**RESP 230 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 respiratory hemodynamics, sleep studies, shock, pharmacology, nutritional assessment of patients with respiratory disease, ECG, PFT, assessment 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. **(1-0-1)**

**RESP 231 CRITICAL CARE CONCEPTS II** - This course is a continuation of RESP 122, assessment, modification of mechanical ventilation, initiate, conduct, or modify respiratory care techniques in an emergency setting, chest tube, and other special procedures **(3-1-3)**

**RESP 235 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 the normal functions of the heart and lungs. **(3-0-3)**

**RESP 240 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. **(2-1-2)**

**RESP 256 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. **(2-0-2)**

**RESP 262 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. **(0-24-3)**

**RESP 276 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. **(2-0-2)**

### **SOCIOLOGY (SOCL)**

**SOCL 210 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)**

**SOCL 220 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)**

**SOCL 235 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)**

**SOCL 256 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)***

**SPAN100 ELEMENTARY SPANISH I [LCCN: CSPN1013, 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)**

**SPAN 101 ELEMENTARY SPANISH II [LCCN: CSPN 1023, ELEMENTARY SPANISH II]**- Continuation of the study of Spanish on the elementary level. **Prerequisite:** SPAN 100 or placement test. **(3-0-3)**

**SPAN 200 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:** SPAN 101 or placement test. **(3-0-3)**

**SPAN 201 INTERMEDIATE SPANISH II [LCCN: CSPN 2023, INTERMEDIATE SPANISH II]** - Continuation of the study of Spanish on the intermediate level. **Prerequisite:** SPAN 200. **(3-0-3)**

### ***SPLP (SPEECH LANGUAGE PATHOLOGY)***

**SPLP 200 INTRO TO SPEECH LANGUAGE PATHOLOGY** - This course introduces the student to the profession of speech/ language pathology and hearing by providing an overview. A survey of the etiology, nature, and management of speech/language and hearing disorders. **(3-0-3)**

**SPLP 230 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 240 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 250 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 260 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 270 INTRODUCTION TO COMMUNICATION DISORDERS** - This course introduces the student to the profession of speech/ language pathology and hearing by providing an overview. A survey of the etiology, nature, and management of speech/language and hearing disorders. **(3-0-3)**

**SPLP 280 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 250 and 260. **(3-0-3)**

**SPLP 290 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 299 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 100 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 104 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 110 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 200 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 210 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 221 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 101 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 103 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 105 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 114 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 116 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 119 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 221 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 222 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 225 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 226 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 228 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 238 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)**

# UNIVERSITY ADMINISTRATORS AND FACULTY

## CHIEF EXECUTIVE OFFICER

<b>GILLIAM, SAM</b> (2015)	Interim Chancellor
<b>TURNER-WILLIAMS, MELVA</b> (2003)	Executive Associate to the Chancellor B.A., Grambling State University M.P.A., Grambling State University Ph.D., Jackson State University

## EXECUTIVE STAFF

### CHANCELLOR'S LEADERSHIP TEAM

<b>JONES, ROSETTA</b> (2013)	Vice Chancellor for Academic and Student Affairs B.S., Mississippi State University M.Ed., End's., Delta State University Ph.D., Mississippi State University
<b>ROBINSON, REGINA</b> (1986)	Vice Chancellor for Research, Sponsored Programs and Institutional Effectiveness B.S., Northwestern State University M.A., Louisiana Tech University Ph.D., Louisiana State University Health Sciences Center
<b>PUGH, BENJAMIN</b> (2001 )	Vice Chancellor for Finance and Administration B.S., Southern University and A&M College M.S.A., Central Michigan University
<b>SNEED, JANICE</b> (1994)	Vice Chancellor for Community and Workforce Development B.S., Grambling State University M.B.A., Centenary College

## CHANCELLOR'S CABINET

- BROWN, JOANN** (1991)                      Division Chair/Assistant Professor - Allied Health Sciences  
A.S., Southern University at Shreveport  
B.S., Louisiana State University  
M.B.A., University of Phoenix
- HESTER, SONYA D.** (1993)                      Faculty Senate President/Associate Professor - English  
B.A., Grambling State University  
M.A., Grambling State University
- DIXON, DARRIN**    Director, Small Business Development  
B.S., Southern University and A & M College  
M.B.A., University of Phoenix
- FAGBEYIRO, GABRIEL** (1987)                      Assistant Vice President/Chief Information Officer  
B.S., Grambling State University  
B.S., Grambling State University  
M.B.A., Grambling State University  
Ed.D., Grambling State University
- HESTER, BARRY** (1994)    Division Chair/Professor –  
Science, Technology, Engineering, and Mathematics  
B.S., Grambling State University  
M.S., North Texas State University  
Ph.D., University of Nevada
- HESTER, CYNTHIA** (2008)                      Division Chair/Assistant Professor - Business Studies  
B.S., Grambling State University  
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Behavioral Sciences  
B.A., Southern University and A & M College  
M.A., Southern University and A & M College
- JACOBSEN, BRANDY** (2009)    Assistant Vice President, Financial Services  
B.B.A., University of Louisiana at Monroe  
M.P.A., Louisiana Tech University
- LACOUR, JOSEPH, JR.** (2011)    Director, Facilities Planning & Operations  
A.A.S., Community College of the Air Force (X3)  
B.S., Southern Illinois University
- NELSON, MARSHALL** (2001)    Chief, University Police Department  
B.S., Wiley College  
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**VARNER, TIFFANY (2004)**

Director, School of Nursing  
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MSN, Southern University and A & M College

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B.S., Northwestern State University  
M.Ed., Ed.S., Northwestern State University  
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Division Chair/Associate Professor - Humanities  
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Ph.D., Texas Woman's University

## FACULTY

- ALAK, JOHN I. B.** (2001) Professor - Biomedical Science  
B.S., Tuskegee University  
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- ALAK, PAULINE** (2012) Instructor - Nursing  
LPN, Southern Community College
- ANYANECHI, KENECHUWU** (2003) Assistant 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  
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- BAKER, GADDIE W.** (2002) Assistant Professor - Speech  
B.A., Grambling State University  
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School of Allied Health
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- BARNETT, BEVERLY** (2004) Assistant Professor - Nursing  
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MSN, Northwestern State University  
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B.S., Southern University and A & M College  
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Clinical Lab Scientist – Generalist, State License  
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<b>SCERE, RUBIE</b> (1988)	Coordinator - Human Services B.A., Southern University and A & M College M.A., Louisiana Tech University
<b>SCOTT, MELANIE</b> (2012)	Instructor - Nursing BSN, Grambling State University
<b>STRONG, ROGER</b> (2013)	Instructor - Nursing BSN, Grambling State University MSN, University of Phoenix
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