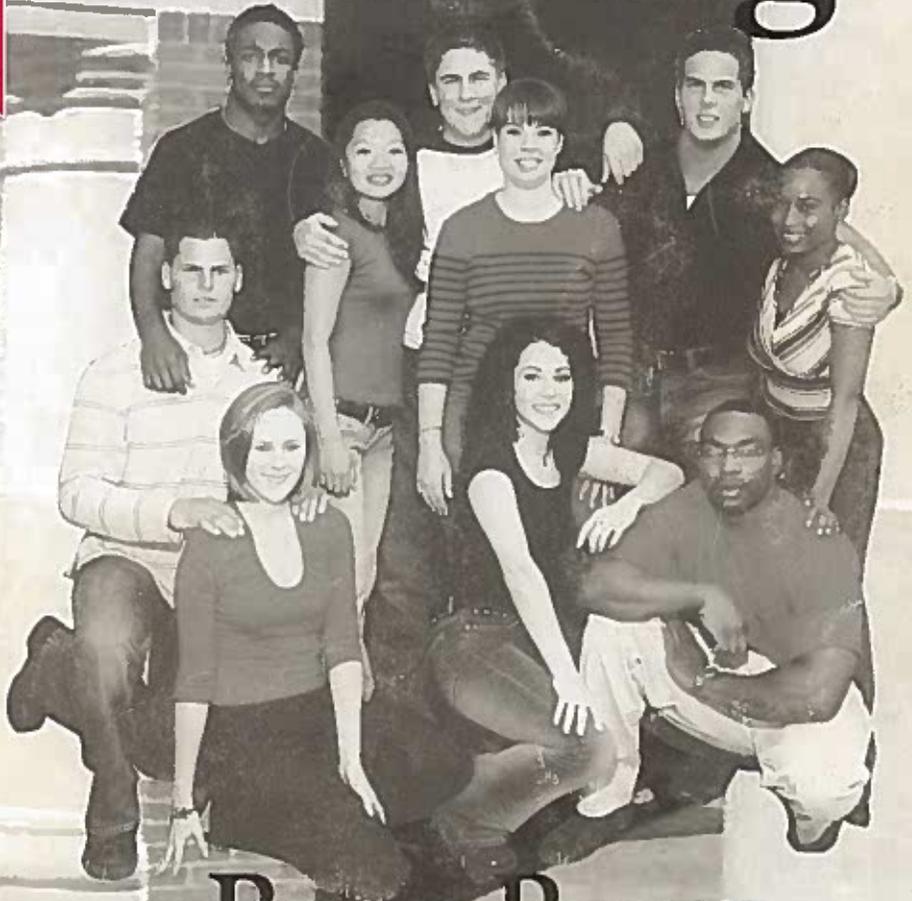


2003

2004



Catalog.....



Baton Rouge Community College

Imagine What You Can Do!

Baton Rouge Community College is an Equal Opportunity/Equal Access Employer



Baton Rouge Community College
5310 Florida Boulevard
Baton Rouge, Louisiana 70806
225.216.8700
225.216.8010 Fax

www.mybr.cc

CATALOG POLICY

This catalog is designed to provide you with critical information you will need to know about Baton Rouge Community College. Each student is responsible for being familiar with the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for noncompliance.

Rules and regulations described in this catalog have been adopted by the faculty and administration. If you find that extenuating circumstances might justify the waiver of a particular college regulation, you may file a petition with the Dean of Students according to established procedures.

The catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations. The college reserves the right to change without notice any academic or other requirements, course offerings, content, programs, procedures, rules and regulations or fees as needed. The provisions of the catalog are not to be regarded as an irrevocable contract between the student and the college.

GOVERNANCE

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Robert Estave, <i>Student</i>	Bogalusa
Cedric Washington, <i>Student</i>	Shreveport / Bossier
Walter G. Bumphus, Ph.D. <i>System President</i>	Baton Rouge

WELCOME TO BR COMMUNITY COLLEGE



*Myrtle E. B. Dorsey, Ph. D.
Chancellor*

Community colleges have the distinction of serving all constituent groups in the service area. Baton Rouge Community College (BRCC) is excited to serve the Greater Baton Rouge area by providing credit, non-credit, and corporate training courses and programs. We have received our candidacy for accreditation from the Southern Association of Colleges and Schools. We have also been approved by the U. S. Department of Education to offer Pell grants fall 2003. This establishes BRCC as a foundation for our community to receive an education. With the education each student receives at BRCC he/she will be able to obtain an associate degree and/or certificate, transfer to a four-year institution or go into the work world.

The College continues to move forward to add new courses and programs to our offerings. The business community is playing a pivotal role in the program development. BRCC is committed to addressing the workforce needs for the state of Louisiana. Course offerings are scheduled during the day, evening, and weekends to meet the needs of the students enrolled at BRCC.

We provide an excellent repertoire of support services to assist you in improving or enhancing your skills. Tutorial services, counseling, and advising are available for students. Please feel free to let us know what services you need.

We want your educational experience at BRCC to be well-rounded and beneficial to you. Thank you for selecting us as your first choice for college.

Imagine what you can do!

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ACADEMIC CALENDAR

Summer II Semester 2003

Advising and enrollment for summer and fall begins for continuing students	March 24	Mon
Advising and enrollment for summer and fall begins for new students	March 29	Sat
Payment Due	July 18	Fri
Classes close with low enrollments	July 22	Tue
Late Enrollment	July 23-27	Wed-Sun
Last day to enroll for Summer II semester	July 27	Sun (12am)
Faculty report	July 28	Mon
CLASSES BEGIN	July 28	Mon
Final date to add/drop classes (enrolled students only) . . .	July 29	Tue
Final date to drop classes and receive a "W"	August 6	Wed
Classes end	August 14	Thu
Final examinations	August 15	Fri
Faculty deadline for posting grades	August 18	Mon

Fall Semester 2003

Advising and enrollment for fall semester begins for continuing students	March 24	Mon
Advising and enrollment for fall semester begins for new students	March 29	Sat
Payment due date	July 30	Wed (6 pm)
LCTC System-Wide Conference Day	August 18	Mon
Faculty report	August 18	Mon
Classes close with low enrollments	August 19	Tue
Regular enrollment ends	August 19	Tue (6 pm)
College closed 8am to 1pm for Convocation	August 20	Wed
Late enrollment	August 20-23	Wed-Sat(12pm)
New student fall kick-off	August 22	Fri
24-hour enrollment	August 22-23	Fri-Sat (12pm)
Last day to enroll and register for fall semester	August 23	Sat (12pm)
CLASSES BEGIN	August 25	Mon
College closed for Labor Day holiday	September 1	Mon

Academic Calendar

Final date to add/drop classes (enrolled students only)	September 2	Mon
Final date to apply for fall graduation	October 1	Wed
Mid-semester exams	October 13-18	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services	October 20	Mon
Advising for spring and summer semesters begins for continuing students	October 27	Mon
Advising for spring and summer semesters begins for new students	November 1	Sat
Final date to drop classes and receive a "W"	November 7	Fri
Thanksgiving holiday (students)	November 26-29	Wed-Sat
College closed for Thanksgiving holiday	November 27-29	Thu-Sat
Classes end	December 6	Sat
Final examinations	December 8-13	Mon-Sat
Faculty deadline for posting grades	December 15	Mon
College closed for holidays	December 24-Jan 1	Wed-Thu

Fall 8-Week Semester 2003

Advising and enrollment for fall 8-week begins for continuing students	March 24	Mon
Advising and enrollment for fall 8-week begins for new students	March 29	Sat
Payment due date	October 1	Wed(6pm)
Classes close with low enrollment	October 7	Tue
Regular enrollment ends	October 7	Tue
Late enrollment	October 8-10	Wed-Fri
Last day to enroll for fall 8-week	October 10	Fri(6pm)
CLASSES BEGIN	October 13	Mon
Final date to add/drop classes (enrolled students only)	October 15	Wed
Final date to drop classes and receive a "W"	November 14	Fri
Thanksgiving holiday (students)	November 26-29	Wed-Sat
College closed for Thanksgiving holiday	November 27-29	Thu-Sat
Classes end	December 6	Sat
Final examinations	December 8-13	Mon-Sat
Faculty deadline for posting grades	December 15	Mon

Academic Calendar

Spring Semester 2004

Advising and enrollment for spring and summer begins for continuing students	October 27, 2003	Mon
Advising and enrollment for spring and summer begins for new students	November 1, 2003	Sat
College closed for holidays.	December 24-Jan 1	Wed-Thu
Regular enrollment resumes	January 5	Mon
Payment due date	January 6	Tue(6pm)
Faculty report	January 12	Mon
College closed 8 am to 1pm for Convocation	January 12	Mon
Classes close with low enrollments	January 13	Tue
Regular enrollment ends	January 13	Tue(6pm)
Late enrollment begins.	January 14-17	Wed-Sat(12pm)
New student spring kick-off	January 16	Fri
24-hour enrollment	January 16-17	Fri-Sat(12pm)
Last day to enroll for spring semester	January 17	Sat(12pm)
College closed for Martin Luther King Day holiday .	January 19	Mon
CLASSES BEGIN	January 20	Tue
Final date to add/drop classes (enrolled students only)	January 27	Mon
Mardi Gras Holiday (students).	February 23-25	Mon-Wed
College closed for Mardi Gras	February 24	Tue
Final date to apply for May graduation.	March 1	Mon
Mid-semester exams.	March 8-13	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services	March 15	Mon
Spring break (students)	March 15-20	Mon-Sat
Advising for fall semester begins for continuing students	March 22	Mon
Advising for fall semester begins for new students.	March 27	Sat
Final date to drop classes and receive a "W"	April 2	Fri
College closed for Good Friday.	April 9	Fri
Classes end	May 7	Fri
Final examinations	May 8-14	Sat-Fri
Commencement	May 17	Mon
Faculty deadline for posting grades.	May 17	Mon

Spring 8-Week Semester 2004

Advising and enrollment for spring		
8-week begins for continuing students . . .	October 27, 2003	Mon
Advising and enrollment for spring		
8-week begins for new students	November 1, 2003	Sat
Spring break (students)	March 15-20	Mon-Sat
Payment due date	March 10	Wed(6pm)
Classes close with low enrollment	March 16	Tue
Regular enrollment ends	March 16	Tue
Late enrollment	March 17-19	Wed-Fri(6pm)
Last day to enroll for spring 8-week	March 19	Fri (6 pm)
CLASSES BEGIN	March 22	Mon
Final date to add/drop classes (enrolled students only) .	March 24	Wed
College closed for Good Friday	April 9	Fri
Final date to drop classes and receive a "W"	April 16	Fri
Classes end	May 8	Sat
Final examinations	May 10-15	Mon-Sat
Faculty deadline for posting grades.	May 17	Mon
Commencement	May 17	Mon

May-Mester 2004

Advising and enrollment for summer		
begins for continuing students	October 27, 2003	Mon
Advising and enrollment for summer		
begins for new students	November 1, 2003	Sat
Payment due date	May 5	Wed (6pm)
Classes close with low enrollments	May 11	Tue
Regular enrollment ends	May 11	Tue
Late enrollment	May 12-14	Wed-Fri
Last day to enroll for May-Mester	May 14	Fri (6pm)
Faculty report	May 17	Mon
CLASSES BEGIN	May 17	Mon
Final date to add/drop classes (enrolled students only) . .	May 18	Tue
Final date to drop classes a receive a "W"	May 26	Wed
Classes end	June 3	Thu

Academic Calendar

Final examinations	June 4	Fri
Faculty deadline for posting grades	June 7	Mon

Summer I Semester 2004

Advising and enrollment for summer begins for continuing students	October 27, 2003	Mon
Advising and enrollment for summer begins for new students	November 1, 2003	Sat
Payment due date	May 26	Wed(6pm)
Classes close with low enrollments	June 1	Tue
Regular enrollment ends	June 1	Tue
Late enrollment	June 2-4	Wed-Fri(6pm)
Faculty report	June 3	Thu
Last day to enroll for Summer I	June 4	Fri (6 pm)
CLASSES BEGIN	June 7	Mon
Final date to add/drop classes (enrolled students only)	June 9	Wed
Final date to drop classes and receive a "W"	July 2	Fri
College closed for Independence Day holiday	July 5	Mon
Classes end	July 14	Wed
Final examinations	July 15-16	Thu-Fri
Faculty deadline for posting grades	July 19	Mon

Summer II Semester 2004

Advising and enrollment and summer begins for continuing students	October 27, 2003	Mon
Advising and enrollment and summer begins for new students	November 1, 2003	Sat
Payment due date	July 7	Wed (6pm)
Classes close with low enrollments	July 13	Tue
Regular enrollment ends	July 13	Tue
Late enrollment	July 14-16	Wed-Fri(6pm)
Last day to enroll for Summer II	July 17	Fri
Faculty report	July 19	Mon
CLASSES BEGIN	July 19	Mon
Final date to add/drop classes (enrolled students only)	July 20	Tue

Academic Calendar

.....	
Final date to drop classes and receive a "W"	July 28
Classes end	August 5
Final examinations	August 6
Faculty deadline for posting grades	August 9
	Wed
	Thu
	Fri
	Mon

Fall Semester 2004

Advising and enrollment for fall begins	
for continuing students	March 22
Advising and enrollment	
for fall begins for new students	March 27
Payment due date	August 4
LCTC System-Wide Conference Day	August 16
Faculty report	August 16
Regular enrollment ends	August 16
Classes close with low enrollments	August 17
College closed 8am to 1pm for Convocation	August 18
Late enrollment	August 18-21
New student fall kick-off	August 20
24-hour enrollment	August 20-21
Last day to enroll for fall semester	August 21
CLASSES BEGIN	August 23
Final date to add/drop classes	
(enrolled students only)	August 28
College closed for Labor Day holiday	September 6
Final date to apply for fall graduation	October 1
Mid-semester exams	October 11-16
Mid-semester grades due in the	
Office of Enrollment Services	October 18
Advising for spring and summer	
begins for continuing students	October 25
Advising for spring and summer	
begins for new students	October 30
Final date to drop classes and receive a "W"	November 5
Thanksgiving holiday (students)	November 24-27
College closed for Thanksgiving holiday	November 25-27
	Mon
	Sat
	Wed(6pm)
	Mon
	Mon
	Mon(6pm)
	Tue
	Wed
	Wed-Sat(12pm)
	Fri
	Fri-Sat (12pm)
	Sat (12pm)
	Mon
	Sat
	Mon
	Fri
	Mon-Sat
	Mon
	Mon
	Sat
	Fri
	Wed-Sat
	Thu-Sat

Academic Calendar

Classes end.	December 4	Sat
Final examinations.	December 6-11	Mon-Sat
Faculty deadline for posting grades	December 13	Mon
College closed for holidays.	December 24-Jan 1	Fri-Sat

Fall 8-Week Semester 2004

Advising and enrollment for fall		
8-week begins for continuing students.	March 22	Mon
Advising and enrollment for fall		
8-week begins for new students	March 27	Sat
Payment due date	September 29	Wed(6pm)
Classes close with low enrollment	October 5	Tue
Regular enrollment ends	October 5	Tue(6pm)
Late enrollment.	October 6-8	Wed-Fri
Last day to enroll for Fall 8-week.	October 8	Fri(6pm)
CLASSES BEGIN.	October 11	Mon
Final date to add/drop classes		
(enrolled students only)	October 13	Wed
Final date to drop classes and receive a "W"	November 12	Fri
Thanksgiving holiday (students)	November 24-27	Wed-Sat
College closed for Thanksgiving holiday	November 25-27	Thu-Sat
Classes end.	December 4	Sat
Final examinations.	December 6-11	Mon-Sat
Faculty deadline for posting grades	December 13	Mon

Spring Semester 2005

Advising and enrollment for spring and summer		
begins for continuing students	October 25, 2004	Mon
Advising and enrollment for spring and summer		
begins for new students.	October 30, 2004	Sat
College closed for holidays.	December 24-Jan 1	Fri-Sat
Regular enrollment continues.	January 3	Mon
Payment due date	January 5	Wed (6pm)
Faculty report	January 10	Mon
College closed 8 am to 1pm for Convocation	January 10	Mon

Academic Calendar

.....		
Classes close with low enrollments	January 11	Tue
Regular enrollment ends	January 11	Tue
Late enrollment begins	January 12-15	Wed-Sat(12pm)
New student spring kick-off	January 14	Fri
24-hour enrollment	January 14-15	Fri-Sat(12pm)
Last day to enroll for spring semester.....	January 15	Sat(12pm)
Martin Luther King Day Holiday (college closed) ..	January 17	Mon
CLASSES BEGIN	January 18	Tue
Final date to add/drop classes (enrolled students only)	January 22	Sat
Mardi Gras Holiday (students).....	February 7-9	Mon-Wed
College closed for Mardi Gras	February 8	Tue
Final date to apply for May graduation.....	March 1	Tue
Mid-semester exams	March 7-12	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services	March 14	Mon
Spring break (students)	March 14-19	Mon-Sat
Advising for fall semester begins for continuing students	March 21	Mon
College closed for Good Friday.....	March 25	Fri
Advising for fall semester begins for new students	March 26	Sat
Final date to drop classes and receive a "W"	April 1	Fri
Classes end	May 7	Sat
Final examinations	May 9-14	Mon-Sat
Commencement	May 16	Mon
Faculty deadline for posting grades.....	May 16	Mon

Spring 8-Week Semester 2005

Advising and enrollment for Spring 8-week begins for continuing students	October 25, 2004	Mon
Advising and enrollment for Spring 8-week begins for new students.....	October 30, 2004	Sat
Payment due date	March 9	Wed(6pm)
Spring break (students)	March 14-19	Mon-Sat

Academic Calendar

Classes close with low enrollment	March 15	Tue (6pm)
Regular enrollment ends	March 15	Tue
Late enrollment	March 16-18	Wed-Fri
Last day to enroll for spring 8-week	March 18	Fri (6pm)
CLASSES BEGIN	March 21	Mon
Final date to add/drop classes (enrolled students only)	March 23	Wed
College closed for Good Friday	March 25	Fri
Final date to drop classes and receive a "W"	April 15	Fri
Classes end	May 6	Fri
Final examinations	May 7-13	Sat-Fri
Commencement	May 16	Mon
Faculty deadline for posting grades	May 16	Mon

May-Mester 2005

Advising and enrollment for spring and summer begins for continuing students	October 25, 2004	Mon
Advising and enrollment for spring and summer begins for new students	October 30, 2004	Sat
Payment due date	May 4	Wed(6pm)
Classes close with low enrollments	May 10	Tue
Regular enrollment ends	May 10	Tue
Late enrollment	May 11-13	Wed-Fri(6pm)
Last day to enroll for May-Mester	May 13	Fri(6pm)
Faculty report	May 16	Mon
CLASSES BEGIN	May 16	Mon
Final date to add/drop classes (enrolled students only)	May 17	Tue
Final date to drop classes and receive a "W"	May 25	Wed
Classes end	June 2	Thu
Final examinations	June 3	Fri
Faculty deadline for posting grades	June 6	Mon

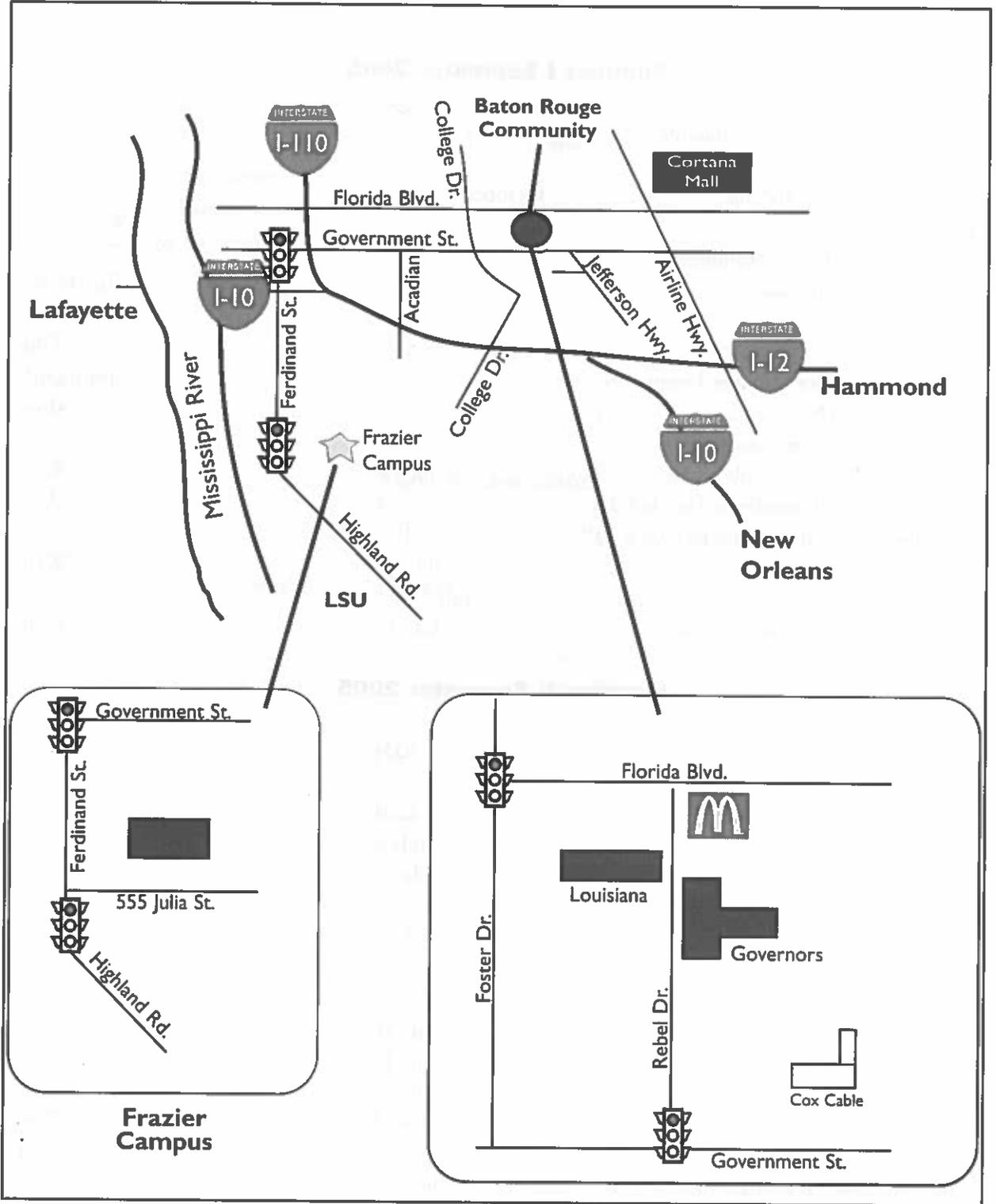
Summer I Semester 2005

Advising and enrollment for summer begins for continuing students	October 25, 2004	Mon
Advising and enrollment for summer begins for new students	October 30, 2004	Sat
Payment due date	May 25	Wed(6pm)
Classes close with low enrollments	May 31	Tue(6pm)
Regular enrollment ends	May 31	Tue(6pm)
Late Enrollment	June 1-June 3	Wed-Fri
Faculty report	June 2	Thu
Last day to enroll for Summer I term	June 3	Fri (6pm)
CLASSES BEGIN	June 6	Mon
Final date to add/drop classes (enrolled students only)	June 8	Wed
College closed Independence Day holiday	July 4	Mon
Final date to drop classes and receive a "W"	July 8	Fri
Classes end	July 15	Wed
Final examinations	July 14-15	Thu-Fri
Faculty deadline for posting grades	July 18	Mon

Summer II Semester 2005

Advising and enrollment for summer begins for continuing students	October 25, 2004	Mon
Advising and enrollment for summer begins for new students	October 30, 2004	Sat
Payment due date	July 6	Wed(6pm)
Classes close with low enrollments	July 12	Tue
Regular enrollment ends	July 12	Tue
Late enrollment	July 13-15	Wed-Fri(6pm)
Last day to enroll for summer II term	July 15	Fri(6pm)
Faculty report	July 18	Mon
CLASSES BEGIN	July 18	Mon
Final date to add/drop classes (enrolled students only) . . .	July 19	Tue
Final date to drop classes and receive a "W"	July 27	Wed
Classes end	August 4	Thu
Final examinations	August 5	Fri
Faculty deadline for posting grades	August 8	Mon

MAPS



HELPFUL INFORMATION

(Area Code 225)

Information	216.8000	Frazier Campus	219.0445
Academic Advising	216.8019	Grade Appeals	216.8200
Academic Affairs	216.8068	High School Students	216.8700
Academic Appeals.....	216.8200	Human Resources	216.8206
Academic Learning Center.....	216.8300	Institutional Research	216.8503
Academic Learning Support.....	216.8515	International Students	216.8700
Academic Probation/Suspension	216.8200	Library	216.8303
Administration and Finance	216.8040	Lost and Found	953.5800
Bookstore	216.8012	Mobile Computer Training	219.0445
Bursar's Office	216.8606	Process Technology Training (PTEC)	219.0435
Campus Security	268.4012	Public Relations.....	216.8400
Career Counseling.....	219.8019	Re-Admit Students	216.8700
Chancellor's Office	216.8402	Refunds	216.8606
Community Education	219.9514	Residency Information	216.8700
Computer Labs (Open)	216.8113	Scholarships.....	216.8005
Continuing Education.....	219.7843	Senior Programs.....	219.0445
Counseling.....	216.8019	Student Affairs	216.8200
Cross Enrollment.....	216.8700	Student Activities	216.8004
Disability Services	216.8019	Student Center	216.8004
E-Mail (Students)	216.8036	Student Government Association (SGA)	216.8060
Emergency	953.5800	Student Programs and Services (SPAR).....	216.8004
Enrollment Services	216.8700	TANF.....	216.8007
Evening and Weekend College.....	216.8703	Transcripts	216.8700
Facility Services.....	216.8201	Transfer Students.....	216.8700
Faculty Support (Governors Bldg.).....	216.6800	Veterans Affairs	216.8019
Faculty Support (Louisiana Bldg.)	216.8154	Workforce, Corporate &	
Financial Aid.....	216.8005	Continuing Education (WCCE).....	219.0445
First-Time Students	216.8700	Workforce Training	219.0434
		Youth Programs	219.0445

THE COLLEGE

On June 28, 1995, Baton Rouge Community College (BRCC) was established as a State of Louisiana open-admissions, two-year comprehensive community college serving an eight-parish area surrounding Baton Rouge. Despite Louisiana's strong vocational and technical college programs, prior to BRCC's inception, the state had only three existing community colleges located in the Shreveport and New Orleans areas. The creation of such an institution stemmed from an effort to provide greater access to higher education to a larger number of citizens in the Baton Rouge area. Initially, the community college was jointly administered by Baton Rouge's four-year universities, Louisiana State University and Southern University.

In January of 1996, Dr. Marion Bonaparte of New Jersey became the first Chancellor of the College, which then began operations at its temporary location at the Computer Center on the LSU campus. In April of 1996, BRCC formed a Citizens' Advisory Committee to address issues related to the College and to establish ties with the community. Dr. Bonaparte, with the help of community leaders and Governor M. J. "Mike" Foster's administration, began developing a master plan for the College's site and facilities.

In May 1997, Commissioner of Administration Mark C. Drennen and the Louisiana Legislature approved the purchase of a 60-acre tract of land. The property, located near the geographic center of Baton Rouge, allowed ample space for the future development and expansion of the campus. On July 24, 1997, construction began on the first building of the college at Florida

Boulevard and Rebel Drive.

Community and college leaders adopted a plan for the future growth of the college. Architects developed the "Millennium Master Plan," which was approved in May of 1998. The plan set up a framework for the future expansion of the physical environment of the college campus.

BRCC officials received the keys to the first building on June 1, 1998. The two-story building was designed to promote interaction between students and staff.

BRCC administrators moved their operations to the permanent facility and began the task of hiring qualified faculty and staff. State and school officials originally projected enrollment of 700 students. When the college opened its doors on August 20, 1998, the number of students enrolled had risen to 1,866.

The community marveled at the massive response when students from all over the eight-parish region came to BRCC. The student body reflected the diverse demographics of the region, including traditional and non-traditional, first-generation, and continuing education students.

Curricular offerings encompassed courses and programs leading to associate degrees, transfer credits, diplomas, and certificates. Articulation and cross-enrollment agreements with Louisiana State University, Southern University, and Southeastern Louisiana University were established. This allowed students to transfer to four-year colleges/universities without loss of any academic credit.

The need for additional space became evident as BRCC's enrollment climbed. To handle the increase the state appropriated the

60,000 square foot James M. Frazier, Sr. Building, located on Highland Road, east of the Mississippi River Bridge. After renovations were made, BRCC began operating at the site in the fall of 1999.

In May of 1999, the Louisiana Board of Regents approved a new specialized program for an associate degree in Process Technology to be offered at the College. BRCC's program was a direct link to the chemical industry, one of the largest industries in the greater Baton Rouge area and Louisiana Gulf Coast region.

On July 1, 1999, the Louisiana Community and Technical College System (LCTCS) became BRCC's governing board. The LCTCS appointed Dr. Sammie W. Cospser as the Interim Chancellor of the college on July 2, 1999, and he served in this capacity until September 2000. Dr. Raymond L. Garrity served as Interim Chancellor from September to November of 2000.

In the fall of 2000 Dr. Walter G. Bumphus became BRCC's second official Chancellor. Under his leadership, the college took pride in responding to the changing needs of both students and the community by adapting and creating programs for degree opportunities, workforce development, and continuing education. In December 2001, Dr. Bumphus was appointed as the LCTCS president. Upon his appointment, Dr. Leana Revell was appointed as the Interim Chancellor of BRCC.

In the spring of 2001, several significant events occurred in the college's history. In February 2001, BRCC solidified the Dual Enrollment Program with the East Baton Rouge Parish School System, offering area high school students the opportunity to earn college and high school credit simultaneously by suc-

cessfully completing BRCC courses. In addition, the college applied for accreditation candidacy with the Southern Association of Colleges and Schools.

With enrollment steadily increasing and predicted to reach 4,000 students in the fall of 2001, the state appropriated funds for additional buildings on BRCC's main campus. BRCC's second classroom building, the Louisiana Building, which complemented the structure of the first building, the Governors Building, opened for classes August 2002.

On September 9, 2002, Dr. Myrtle E. B. Dorsey became BRCC's third Chancellor. Taking the reins and carrying on the tradition of providing a "world class" institution, Chancellor Dorsey announced in December 2002 that BRCC had reached candidacy status with the Southern Association of Colleges and Schools (SACS).

Campus growth continues to flourish. The next phase of construction has begun to include the Learning Resource Center, the Science and Technology Building, the central mechanical plant, the Student Center and a parking garage.

Looking toward future needs, BRCC administration and state officials have developed a framework to meet the needs of a steadily increasing student population. College enrollment has reached 4,600 students, and officials are projecting an enrollment of 12,000 in the coming years. Baton Rouge Community College welcomes the opportunity to serve the greater Baton Rouge community as it continues to provide high quality, accessible, and affordable educational services.

Our Mission

Baton Rouge Community College is an open admissions, two-year, post-secondary public institution designed to be accessible, affordable, and of high educational quality. The mission of Baton Rouge Community College is to offer collegiate and career education through comprehensive curricula allowing for the transfer to four-year colleges and universities; community education programs and services; lifelong learning; developmental education; distance learning; and workforce and continuing education programs. The variety of offerings will prepare students to enter the job market, to enhance personal and professional growth, or to change occupations through training and retraining. The curricular offerings shall include courses and programs leading to transfer credits, certificates, and associate degrees.

Our Vision

Baton Rouge Community College aspires to be the leader in providing world class educational opportunities for our community. *WORLD CLASS* is

- *Excellence in teaching*
- *Access for all, and*
- *A sustaining resource for the economic development for the state of Louisiana.*

Our Values

As a dynamic and vital institution of higher learning serving the citizens of the Greater Baton Rouge community, it is imperative that we value:

- *Learning and scholarship for students, faculty, staff, and the community*
- *Mastery of core competencies*
- *Diversity of people and ideas*
- *Access for all to the programs and services we offer*
- *Partnerships for community and workforce development*
- *Leading edge technology and other tools to enhance the learning process*
- *Ethical behavior by students, faculty, and staff*

ADMISSIONS AND REGISTRATION

Baton Rouge Community College (BRCC) has an open-door admissions policy. Students are accepted without regard to race, religion, sex, national origin, age, physical disability, marital status, or veteran status. Graduates of a state-approved high school, individuals who have obtained the General Equivalency Diploma (GED), or individuals who demonstrate an ability to benefit are eligible for admission. Admission to the college does not, however, ensure admission to a particular program of study.

You may apply for admission to Baton Rouge Community College at any time. You are encouraged to complete the application and registration process well in advance of the term you plan to enter in order to gain the maximum pre-enrollment assistance from college staff. **The entire admissions, registration, and payment process must occur before the day classes begin. If you apply for admission after classes have begun, you will be allowed to enroll in the following term.**

Becoming a Student at BRCC

Before your first registration, you must submit in person, by mail, or via the Internet at <http://www.mybr.cc>, a completed Application for Admission, the nonrefundable application fee, transcripts, and any other records needed for admissions consideration, such as immunization and military service declaration. The information should be in the office of Enrollment Services before classes begin. If BRCC does not receive official copies of the appropriate transcript(s), you will not be eligible to receive financial aid.

In order to become a student at Baton Rouge

Community College, you must complete several steps in sequence to be admitted and be able to register for classes:

First, apply to the college and provide documentation (see pages 23-24);

Second, complete the admissions assessment (see pages 31-32);

Third, go to the Center for Advising, Counseling, and Disability Services for academic advising (see pages 32, 63-65);

Fourth, register (see pages 33);

Fifth, pay fees (see pages 37-38);

Sixth, attend new student orientation (see page 64); and

Finally, be in your seat on the first day of class!

Each section of this catalog is designed to provide you with specific information related to the steps listed above. Please carefully review the information in each section of the catalog and become familiar with its contents.

ADMISSIONS CRITERIA

Persons applying for admission to BRCC must:

- Complete and submit the application form online or in-person. (a \$7.00 application fee will be assessed)
- Present a copy of a high school diploma, a copy of a certified GED diploma, or demonstrate an ability to benefit. An official high school transcript must be turned in to the office of Enrollment Services within 30 calendar days from the day classes begin.
- First-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria. Immunization

Admissions and Registration

forms are available in the office of Enrollment Services. If your immunizations are not current, see your family physician or contact the health department at 225.342.1711.

- Submit a statement of compliance and written proof of draft registration and selective service status. Veterans of the armed forces of the United States must submit a copy of their discharge papers or discharge certificates in lieu of the statement of compliance.

Persons not registered for the federal draft may enroll in a college if both of the following occur:

The requirement for the person to register has terminated or become inapplicable.

The person must prove he/she did not knowingly and willfully fail to register and, in turn, must register.

- All admission requirements must be met within 30 calendar days of the official first day of class. You are responsible for submitting true, accurate, and unaltered documentation. Failure to furnish complete and accurate information may result in rejection of the application, expulsion from the college, and/or prosecution. Applications are good for one calendar year.

For additional information, please contact the office of Enrollment Services at 225.216.8700.

STANDARD ADMISSION STATUS

Standard Admission Status is acquired when all required records including official high school and/or college transcripts, GED or BRCC placement test scores, and immunization documents are received in the Office of Enrollment Services.

PROVISIONAL ADMISSION STATUS

You may be granted provisional admission until required documentation is received. Provisional admission status is a temporary arrangement that allows you to attend for one month (30 days) until your records, including immunization documents, have been received from other institutions of higher education or high schools. Admission will be canceled if the required records are unacceptable for admission or if they are not received within the 30-day grace period.

ADMISSION CATEGORIES

If you are attending BRCC for the first time, it is important to determine the specific criteria that will influence your admission and registration process. Each category has unique criteria that will apply to your admissions process whether you are a transfer student, an international student, seeking readmission, or involved with other K-12 or university institutions. Also, you should review the sections on student classification to help determine if you are a degree-seeking or nondegree-seeking student.

Admission Requirement Summary

Degree Seeking Students	High School Graduate or GED	Dual Enrollment Student	Early Admissions or Home-Schooled Student	International Student	Transfer Student
Application for Admission	X	X	X	X	X
Application Fee	X		X	X	X
High School Diploma or GED Documentation	X	X	X	X ¹	
College Transcript				X ¹	X ²
Assessment	X	X	X	X	X ³
Statement of Financial Support				X	
Immunization	X		X	X	X

Non-Degree Seeking Students	High School Graduate or GED	Job Improvement	Personal Interest
Application for Admission	X	X	X
Application Fee	X	X	X
High School Diploma or GED Documentation	X		
College Transcript		X ⁴	X ⁴
Assessment	X ⁴	X ⁴	X ⁴
Immunization	X	X	X

¹ Transcripts must be translated into English and submitted to an accredited agency for evaluation (World Evaluation Services, etc.).

² Must submit official transcripts from each institution attended.

³ Students who wish to take and have not successfully completed college English or math must submit placement scores.

⁴ Required if enrolled for courses with prerequisites.

Admissions and Registration

FIRST TIME STUDENTS

First time students are persons that have never attended any other university or college. The student must complete and return an application to the office of Enrollment Services by the appropriate deadline dates. Please refer to Admissions Criteria for application details.

TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at another college or university. Transfer students may enroll at BRCC if they are eligible for readmission at the last school attended. Transferring students must submit an application for admission, a nonrefundable \$7.00 application fee (\$45.00 for international students), and official transcripts from all previous institutions attended. You may be admitted provisionally until all required transcripts are received.

If you are on academic suspension from another college, you must participate in BRCC's student suspension program, Enabling Students on Suspension to Succeed. Failure to acknowledge attendance at another college or university will result in cancellation of admission.

ACADEMIC STATUS DETERMINATION FOR TRANSFER STUDENTS

A student who transfers to BRCC with an adjusted cumulative grade point average of 2.00 or higher as defined by the last institution attended will be admitted in good standing. Students who are transferring from another university or college on probationary or suspended status will be allowed to enroll in the summer session at BRCC to improve

their GPA prior to the fall term. Students who are on suspension or probation from another institution and wish to attend fall or spring classes should contact the office of Enrollment Services. It is the responsibility of each student on academic probation or suspension to check with his or her transferring institution prior to attending classes to verify that coursework completed at BRCC will be accepted by the transferring institution.

Transfer Credits

Transfer credits from all regionally-accredited institutions of higher education are recorded on your academic record. Developmental course credits are not accepted toward a degree or certificate, but are entered on your college record. Courses taken at institutions that are not accredited by a regional accrediting association are generally not accepted at BRCC. However, students transferring from non-regionally accredited institutions can request credit if faculty qualifications and student competencies can be documented. You may petition to gain acceptance of such coursework by:

- Establishing that another regionally-accredited institution has accepted the courses in question toward a degree or certificate.
- Providing verification from the Chief Academic Officer of the transfer institution that coursework meets SACS requirements.

Acceptance of transfer credits to meet degree and certificate program requirements will be governed by the following guidelines:

- Acceptance of courses taken before you transfer to BRCC is determined by the academic dean upon the recommendation of the faculty.

- Students lacking college-level credits in English or math will be required to take the BRCC Placement Test.
- Grades for transferred courses will be interpreted according to the BRCC grading scale and will be recorded as follows:
 - Grades of W, WA, WB, WC, WD, and WP will not be recorded.
 - Plus (+) or minus (-) symbols will be disregarded.
 - Grades of Pass, Credit, and Satisfactory will be treated alike.
 - Pass, Credit, and Satisfactory will count in hours earned.
 - Failing grades, including WF, will count for hours attempted.
 - Grades in remedial courses are recorded, but not included in GPA calculation.
 - Grades of NC (no credit) will not be recorded.
- Transcripts will be evaluated for degree-seeking students during their first semester at BRCC by the Office of Enrollment Services.
- A transfer grade of “C” is the lowest grade accepted in English Composition I and II.
- Transfer work earned in quarter-hour credits will be converted to semester hours by totaling the quarter hours times 2/3 to equal semester hours.
- A maximum of 45 transfer credits will be accepted toward degree requirements for the published degree program.

Readmission

If you are not enrolled for more than two semesters, you must submit a new application and pay an application fee. Students who do not attend for one calendar year will be readmitted under the catalog in effect at the time of readmission. Applications to BRCC are good for one calendar year when enrollment is not continuous.

A transcript of credits earned at any other college or university during the lapsed period is required. Students not enrolled at BRCC for a fall or spring semester will be subject to any updates and/or applicable fees published in the most current catalog at the time of readmission in order to comply with graduation requirements.

International Students

International Students must submit the following documents to be considered for admission:

- Original and current statement of financial support as evidence of sufficient funds to cover expenses (\$10,000) while studying in the U.S. The statement must be in English and signed by the student who submits the verification.
- Official secondary and/or post secondary scholastic records listing courses taken and examination results. Transcripts must be in English. All college credentials must be translated (and evaluated into English) by an official translating agency and certified as correct.
- An official copy of TOEFL (Test of English as a Foreign Language) scores for all students whose native language is not English. A minimum TOEFL score of 500 on the paper test or of 173 on the computer test is required.
- BRCC placement exam scores.
- Valid visa/passport.
- Completed transfer form if transferring from another institution in the United States.
- Immunization records.

All documents must be received before issuing an I-20. All international students must follow the regulations of the Immigration and Naturalization Service. International students are not eligible for resident tuition status.

Admissions and Registration

High School Student Options

Early Admissions Program

BRCC has an Early Admissions program permitting selected students to enroll at BRCC while enrolled in high school. Students enrolled in the Early Admissions program will attend classes at their respective high schools as well as attend selected classes at BRCC. Students receive high school credit for their high school classes and college credit for their BRCC classes.

Students qualify for this program if they

- Are 16 years of age or older.
- Are a high school junior or senior with a 3.00 grade point average.
- Have a letter of consent from the high school principal or designated official. Have a letter of consent from a parent or guardian.
- Meet course or program requirements.

Students should contact the Office of Enrollment Services for information regarding the Early Admissions Program.

Home-Schooled

Home-schooled students who wish to attend BRCC are encouraged to do so during the equivalent of the junior and senior years of high school. Admissions requirements for home-schooled students are similar to those for any other student. Home-schooled students should

- Be 16 years or older.
- Provide documentation from the state that the student is being home schooled.
- Provide evidence of high school transcripts recording course work completed to date, if applicable. A portfolio of work may be requested.

- Have a letter of consent from the parent, guardian, or home-school teacher.
- Demonstrate an ability to benefit through BRCC placement scores. Placement in courses will be based on assessment scores.

High School Dual Enrollment

BRCC's Dual Enrollment program also permits students to enroll at BRCC while being enrolled in high school. However, in the Dual Enrollment program students take a BRCC class taught at their high school by a BRCC instructor. Availability of courses is limited and is accessible only through participating high schools. Interested students should contact their school principal/counselor for details. Students in the Dual Enrollment program must meet the same qualifications as the Early Admissions program.

College-Level Options

Cross-Enrollment

BRCC has cross-enrollment agreements with Louisiana State University, Southeastern Louisiana University, and Southern University that permit BRCC students to register for a limited number of pre-approved courses at each of these institutions while enrolled at BRCC. If interested, you may contact the Office of Enrollment Services for information regarding registration and cross-enrollment procedures.

Students enrolled at Louisiana State University, Southeastern Louisiana University, or Southern University may cross-enroll for coursework at BRCC. If you wish to transfer BRCC credits back to your primary institution, you must obtain permission from the primary institution to ensure that the cred-

its are transferable. You should contact the registrar at the primary institution for information regarding registration and cross-enrollment procedures.

ROTC Cross Enrollment

Baton Rouge Community College has cooperative agreements with the Air Force, Army, and Navy ROTC units at local universities. Southern University offers a cross-enrollment program for Army and Navy ROTC. BRCC students may cross enroll in the Southern ROTC programs as first- and second-year students. Louisiana State University offers a cross-enrollment program for Air Force ROTC. BRCC students may cross enroll in the LSU Air Force ROTC program as first- and second-year students.

The ROTC programs require BRCC students to travel to the local universities for class and laboratory offerings. Interested students should contact the ROTC representatives at the respective university for additional information. For enrollment information in these programs, contact the BRCC Office of Enrollment Services.

Concurrent Enrollment

Concurrent enrollment allows qualified students to enroll in two postsecondary institutions at the same time. Students enrolled at BRCC must notify the Office of Enrollment Services whenever they enroll at another college or university. Upon completion of each semester of concurrent enrollment, students must have an official transcripts from the postsecondary institutions sent to BRCC. (Exception: Students who are officially cross-enrolled with Louisiana State University, Southeastern Louisiana University, or Southern

University are not required to notify the Office of Enrollment Services or submit transcripts for cross-enrolled courses.)

Academic standing is based on coursework completed at all postsecondary institutions.

RESIDENCY INFORMATION

Louisiana Residents

Eligibility for classification as a resident of Louisiana is determined by the Office of Enrollment Services in accordance with BRCC regulations and is based on evidence provided in the application for admission and related documents. Requirements for residency relate primarily to the location of the home and place of employment. A resident student is one who has lived and worked in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the term for which classification as a resident is sought. Residence may not be established for the sole purpose of education. Resident classification and all fees are audited after registration and adjusted if necessary. Factors considered in determining residence status include, but are not limited to, the following:

- Financial independence from parents residing in another state or country.
- Reliance on Louisiana resources for financial support.
- Continuous presence in Louisiana during periods when not enrolled as a student.
- Commitments indicating an intent to stay in Louisiana permanently.
- Payment of Louisiana income taxes as a resident during the past tax year.
- The absence of these indicators in other states during any period for which domicile in Louisiana

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is asserted.

Documentation used for verification of residency may include driver's license, voter registration card, and state tax records. Special provisions have been made for students moving to Louisiana for employment purposes and for military personnel stationed in Louisiana.

Non-Louisiana Resident

If you do not qualify as a Louisiana resident, you will be charged out-of-state tuition. College fees and tuition assessments are based upon your legal residence or that of your parent or legal guardian if you are under 18 years of age or are their legal dependent.

Non-U.S. Citizen (International)

Persons desiring to attend BRCC who are not U.S. Citizens or who do not possess a valid resident alien card are classified as International Students.

STUDENT CLASSIFICATIONS

Degree Seeking

A degree seeking first-year student is a student who has earned no more than 29 semester credit hours.

A second-year student is a student who has earned 30 or more semester credit hours.

A non-matriculating or non-degree seeking student is a student taking courses but not working toward a degree.

A student is classified as either full-time or part-time. A full-time student is one who is taking 12 or more semester hours during a regular semester or at least six semester hours during a summer semester. A

part-time student is one who is taking less than 12 semester hours during a regular semester or less than six semester hours during a summer semester.

Any student receiving financial aid should verify with the Office of Financial Aid and Scholarship the definition of "full-time" as applicable to financial aid guidelines.

Non-Degree Seeking

Non-degree seeking students may take courses at Baton Rouge Community College for personal enrichment. Non-degree seeking students may not be subject to all admissions requirements, however, they are required to meet all prerequisites for courses in which they enroll. If you move from non-degree to degree-seeking, you will be required to provide the necessary documentation and complete assessment requirements.

Audit Status

To audit courses, applicants must meet the admissions requirements of the college. The decision to audit a course should be made at the time of registration. You will be assessed the same tuition and fees for audited courses as for credit courses but college credit will not be earned for audited courses. An audit may not be changed to credit after entering or completing the course. The semester course load is inclusive of audited courses. You must be regular in attendance in your audited class and make regular class preparation. You may participate in all class activities, but you will not be required to take examinations and will be given neither grades nor credit in audited classes.

Americans with Disabilities Act (ADA)

BRCC policy provides equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, participation in, treatment in, or employment in the programs and activities operated and sponsored by the college pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state laws.

The college is committed to serving individuals with disabilities in employment, academic and other programs, public services, transportation, public accommodations, and telecommunications. Additionally, the college is committed to ending discrimination against individuals with disabilities, to bring them into the social and economic mainstream, and to provide enforceable standards that address discrimination issues against individuals with disabilities. The College mainstreams students with disabilities into all academic and college activities to the fullest extent possible. Qualified applicants with disabilities will not be denied admission nor subjected to discrimination in admission or recruitment to the college based on their disabilities.

Applicants for admission may voluntarily identify themselves as persons with disabilities during the admission process. Students requesting accommodations should contact the Office of Disability Services before the first day of class. They will routinely be provided information on services offered to students with disabilities. All admissions criteria and testing will be selected, administered, and evaluated in a manner that is accessible and that accurately reflects the applicant's ability rather than the level of the individual's disability.

ADMISSION ASSESSMENT

Baton Rouge Community College is committed to offering quality educational programs that help students reach their goals and realize their potential. For this reason, assessment is an ongoing part of all BRCC programs. Placement scores, assessments of academic achievement, surveys, testing, licensure examinations, and other measures of educational progress provide important information about how BRCC students perform as a group.

It is vital that you are placed in the proper level of class to assure appropriate levels of learning and to improve your chances for retention and success. The initial assessments determined by placement testing are used to determine whether your personal abilities match course entry expectations. You may be directed to developmental classes in reading, writing (English), or mathematics to strengthen your reading, writing (English), or math abilities prior to beginning college-level work.

Entry Assessment

The college is committed to maximizing student access to college programs and to increasing student success in collegiate and vocational programs of study. All students seeking degrees, course credits, diplomas or certificates in credit programs will be tested using the COMPASS test. The COMPASS test identifies college readiness in math, English and reading. It is used in advising and placement of students during registration. Many college courses require established test scores for entrance into the course. Therefore, students are required to take the COMPASS placement test prior to advising. Tests are administered daily in the Academic Learning Center. Call 225.216.8300 for appointments and

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information about testing or visit the Academic Learning Center web site.

Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). A TOEFL score of at least 500 on the paper test or of 173 on the computer test is required. Test scores are used for counseling and placement purposes only. Test scores older than five (5) years are not acceptable for course placement.

Applicants will not be refused admission to the college because of low test scores. If your test scores indicate a need for preparation in basic skills, you will be required to enroll in developmental education courses. Enrollment in general education courses may be restricted for students enrolled in developmental education courses.

All first-time applicants must have completed BRCC placement testing and have scores on file unless they

- Submit a transcript from an accredited institution showing a grade of "C" or better in at least three (3) hours of college-level mathematics within the last three (3) years or three (3) hours of college-level English within the last five (5) years;
- Submit a transcript from an accredited institution showing associate or higher degree;
- Select a non-credit certificate program;
- Select courses without prerequisites and complete Non-Degree Seeking forms; and
- Decide to audit a course.

Ability to Benefit

Prospective students who lack a high school diploma, GED, or equivalent must show their ability to benefit from a postsecondary program of study.

The BRCC Placement Test or Louisiana Department of Education approved placement test will be used to satisfy the requirements for the Ability to Benefit.

Contact With Academic Advisor

Academic advising is available for potential, returning, and current students throughout the academic year. Potential students may see an advisor to receive information about their placement tests and course offerings and to discuss their educational plans. New students receive orientation, schedule planning assistance, and mentoring from the Center for Advising, Counseling, and Disability Services. Current students see their faculty advisors to develop or revise their educational plans to coincide with their life goals. Continuing students who are unsure of their educational plans and/or life goals should seek assistance from the Center for Advising, Counseling and Disability Services.

As a BRCC student, you must seek academic advising before registering for each semester. Regular conferences assure that you are making progress toward completing certificate and degree requirements or taking the appropriate courses for transfer to a senior institution. Advisors also mentor you to excel in your course of study.

- Students in their first 15 hours of college credit should visit the Center for Advising, Counseling, and Disability Services for advising purposes.
- Students who have 16 to 44 hours of college credit should see their assigned faculty advisors for ongoing advising.
- Students seeking BRCC degrees who have 45 or more hours of college credit should request degree audits in the Office of Enrollment

Services. Degree audits are a pre-graduation check that will allow students to verify what courses are needed in order to graduate.

Louisiana 70806.

Registration Periods

Registration occurs until the posted deadline.

Once classes begin new registration for that term is closed

REGISTRATION

Registration occurs until the posted deadline. Once classes begin new registration for that term is closed. Registration is the process of enrolling in courses and obtaining your class schedule for the next term. Specific information about registration for a particular term is given in the published Schedule of Classes. You may register or modify an existing registration via the Web or in person at the BRCC main campus. A personal identification number (PIN) is needed to register online. If you have a "registration hold" indicated on your online record, you will need to resolve the hold before you can register.

As a new student, you will be eligible for web registration after you have completed your assessment and talked with an advisor in the Center for Advising, Counseling and Disability Services. As a returning student, you may register online at your convenience. You may establish or modify an existing schedule by adding or dropping classes via the web until the first day of classes. **Registration may be accomplished until the posted deadline. You must be registered for classes on the first day of class in order to attend classes. After the published date that classes begin, you may only modify your existing schedule.**

To pay your registration fees, you may use a financial aid award, charge on an approved credit card, pay by cash, money order, or check in the Office of Accounting and Finance. You may mail a check or money order to Baton Rouge Community College, 5310 Florida Boulevard, Baton Rouge,

Registration periods are provided for each term. The beginning dates for registration are published in the Academic Calendar. No registration is considered complete until tuition and fees have been paid in full or until a payment plan has been approved by the Office of Accounting and Finance. You must pay tuition or seek a deferment prior to the stated deadlines, or you will lose your registered classes.

Personal Identification Number (PIN)

A Personal Identification Number (PIN) is a unique number that allows you to electronically access your student records, student services, and register for classes. When you sign onto the BRCC portal, you will be asked to select a six-digit number that will serve as your password to log in each time. Each semester, after the last day to drop, every BRCC student's PIN number is deactivated. You are required to seek advising from a faculty or advising staff member to receive a new PIN number.

After being advised, use your new PIN to add classes for upcoming semester(s). The new PIN also allows you to check other records, including final grades for the current semester. You should see an Academic Advisor in person for an all-course drop or resignation from the college.

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Family Education Rights and Privacy Act (FERPA)

Students attending Baton Rouge Community College have access to their personal official records.

You have the right to:

- Inspect and review the education records.
- Request the amendment of the education records to ensure that they are not misleading, inaccurate, or otherwise in violation of privacy or other rights.
- Contest disclosures of personally-identifiable information contained in the education records, except to the extent that the FERPA act and the regulations authorize disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of the FERPA act and the regulations.
- Obtain a copy of the institution's student record policy.

Baton Rouge Community College assumes that all students are independent. Parents of dependent students must prove such dependence through the presentation of the latest 1040 form filed with the IRS before they will be granted access to any student record of their dependents.

Certain information, designated as directory information, concerning you may be released by the college. The following directory information concerning you may be released by the college, unless you request in writing that this information be withheld:

- Student's name, address, telephone number, date, and place of birth.
- Date of enrollment.

- Division in which enrolled.
- Classification, major, degree(s) earned.
- Awards, participation in officially recognized activities and sports.
- Weight and height (members of athletic teams).
- Most recent educational agency or institution attended.

If you desire that any or all of the above information be withheld, you must notify the Office of Enrollment Services in writing each semester within 10 days after the final day of registration.

NON-TRADITIONAL CREDIT

A maximum of thirty (30) semester hours will be accepted through all types of non-traditional credits such as CLEP, Military Service Credits, and Advanced Placement. You may not receive credit through examination in courses in which you have earned a final grade at an accredited college or university.

Advanced Placement

BRCC will grant college credit to students who score three (3), four (4), or five (5) on one or more of the Advanced Placement Examinations of the College Entrance Examination Board. To be eligible, you must take the examination prior to enrolling in the college and you must be enrolled at BRCC for credit to be awarded.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows you to earn credit in selected subject areas. Credit by examination is available only to enrolled students. Scores on the general examina-

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tion must be submitted to BRCC prior to initial enrollment at the college if you desire to earn CLEP credit for subject examinations.

You may receive CLEP credit only in subjects in which you have not earned previous academic credit. You may not attempt credit by examination for a course in which a failing grade has been earned or for a basic course in areas in which acceptable college credit for more advanced courses has been obtained.

You are graded on a pass/fail basis and must earn the minimum scores indicated for a passing grade. The grade is not computed in your cumulative grade point average, nor does it replace an earned letter grade. You may not attempt credit by examination more than once in a given course. Grades are recorded on your transcript upon the successful completion of the examination. For further information, contact the Center for Advising and Counseling.

TRANSCRIPTS

Each student at BRCC may receive one official transcript without a charge. A \$3.00 fee will be charged for each additional official transcript request (unofficial transcripts are free). All financial obligations to the college must be satisfied before a transcript is issued.

Request for transcripts can be made in person by completing the transcript request form, by sending a letter to the Office of Enrollment Services, or by faxing a request to 225-216-8010. You must show a picture identification to obtain your transcripts in person. Transcripts will not be issued to persons other than the student.

Written requests for official transcripts to be mailed out should include the following information:

- Date(s) of attendance at BRCC
- Printed full name as appears on your application for admission

- Social security number
- Signature
- Date of request
- Address(es) to which official transcript(s) should be mailed

Request for unofficial faxed transcripts should also include:

- Fax number(s) to which unofficial transcript(s) is to be sent

Official transcripts will not be faxed.

Student Record Retention

Baton Rouge Community College retains a student's official academic records (transcripts) of enrollment and credit earned in perpetuity. All other student records are destroyed two years after the last enrollment at the college.

If you believe there is an inaccuracy in your transcripts you must notify the Office of Enrollment Services. Upon destruction of the supporting student records two years after your last enrollment, the transcript is regarded as the final accurate record of academic accomplishment.

ACADEMIC AMNESTY

Baton Rouge Community College provides an option for students who have dropped out of college or been suspended because of academic deficiencies. If you can demonstrate sufficient maturation and aptitude for college success, you may be afforded an opportunity for academic amnesty.

Academic amnesty may also be referred to as academic bankruptcy, fresh start, or academic renewal. Academic amnesty provides an opportunity for a student who has had a less than adequate academic record to apply for eligibility to erase all previous academic work and acquire a fresh start in regard to all college work. Although this option

Admissions and Registration

may sound quite appealing to students who have had difficulty in the past, it has consequences and is not appropriate for all students. All students seeking academic amnesty are asked to review their options with the Office of Enrollment Services prior to making a formal request for academic amnesty.

- At least two years must elapse between the end of the semester in which you were last registered for credit at any college or university.
- You must submit a letter requesting academic amnesty to the Office of Enrollment Services during the semester in which you decide to register. The letter should include evidence that conditions have been met and that there is reasonable expectation of satisfactory performance.
- The Office of Enrollment Services will evaluate each application and recommend only those who satisfy the requirements and show potential for success. Applying for academic amnesty does not ensure approval.
- No prior academic credit will carry forward as part of a degree program. However, the prior record will remain part of your overall academic record.
- If academic amnesty is granted, the date is entered upon your transcript along with a statement that prohibits the use of previously earned credits and quality points to (a) meet degree requirements, (b) compute the GPA that leads towards an undergraduate certificate or degree, or (c) determine graduation status.
- Upon being granted academic amnesty, you will be classified as a first-time student and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions.
- A student demonstrating competency in a given area may be allowed advanced standing (without

credit) or may earn a waiver of requirements for advanced standing.

BRCC will accept, in transfer, academic amnesty granted at another institution. However, **academic amnesty may be granted to a person only once, regardless of the institutions attended.**

- Students in the program are cautioned that many undergraduate, graduate, and professional schools compute the undergraduate GPA based on all hours completed when they consider applications for admission.

If you are denied academic amnesty, you have the right to appeal to the Academic Appeals Committee.

CHANGE OF NAME, ADDRESS, PHONE, OR E-MAIL

You are required to keep BRCC informed of your current mailing address, phone number, and e-mail address. Written correspondence, such as grades, fee payments, scholarship information, and other vital information will be sent via mail and will require correct addresses if the student is to receive the correspondence. Change of address or updates to information about phone numbers or e-mail accounts can be completed online or in person at the Office of Enrollment Services. If you have had a legal name change, please notify the Office of Enrollment Services to update your records. Social security card or driver's license documentation is required for name change.

VOTER REGISTRATION

If you are interested in registering to vote, voter registration cards are available in the Office of Enrollment Services.

SCHEDULE OF FEES

TUITION

All tuition and fees must be paid in full on or before the payment deadline listed in the Academic Calendar. Payments not received in the Bursar's Office by specified due dates will result in students being removed from registered class. A student is considered officially registered once tuition and fees are paid in full and all required admission documents have been submitted to the Office of Enrollment Services. BRCC accepts Cash, Check, Visa, Mastercard, Discover, Money Order, or Cashiers Check.

REFUND POLICY

Refunds are processed after the 14th class day (Fall/Spring semesters) or 7th class day (short sessions). Processing time is two to four weeks. Refunds for tuition and refundable fees paid by cash or check will be made by check. Refunds for tuition and refundable fees made by credit card will be credited to the credit card account. If you paid for tuition and refundable fees using the deferred installment plan, refunds are based on total tuition and fees, not what has been paid. All periods end at close of business day. You may contact the Bursar's Office for more details at 225.216.8606.

REFUND PERIOD Fall 2003

- 100 % REFUND BEFORE THE
1st DAY OF CLASS
AUGUST 24, 2003
- 75 % REFUND
AUGUST 25 - SEPTEMBER 3, 2003
- 50 % REFUND
SEPTEMBER 4-12, 2003

DEFERRED TUITION

Installment Pay Plan (DTIPP)

The Deferred Tuition Payment Plan is offered in the Fall and Spring semesters ONLY. Students who are eligible may elect to pay tuition and fees in installments.

At the time of installment plan initiation, 50% of tuition and fees and a \$25 processing fee are due. By the end of the 4th week of classes 25% is due, and by the end of the 8th week of classes the remaining 25% is due.

Payment Plan Eligibility

All continuing and transfer students:

- Must have a 2.0 cumulative GPA or higher
- All prior balances paid in full
- Must have no holds on account
- Must be registered for a minimum of 6 credit hours

All first semester students with no prior college credit:

GPA requirements are waived for first semester

How to Enroll

- The contract may be picked up from the Bursar's Office
- The student must read the contract in its entirety before signing
- Student MUST be present to sign the contract
- Contracts will not be accepted via mail or fax

Schedule of Fees

Fees and Late Payments

- **Deferred Payment Plan Non-Refundable Processing Fee will be \$25**
- **Late payment fee of \$25 per payment (maximum \$50.00)**
- **Student will be placed on probation for one semester (can not participate in deferred payment plan) if account goes to collection**
- **Account sent to collection when payment is 90 days overdue.**
- **Student may be reinstated on plan after probation expires and balances are paid in full**
- **Collection costs will be borne by the student**

Refunds

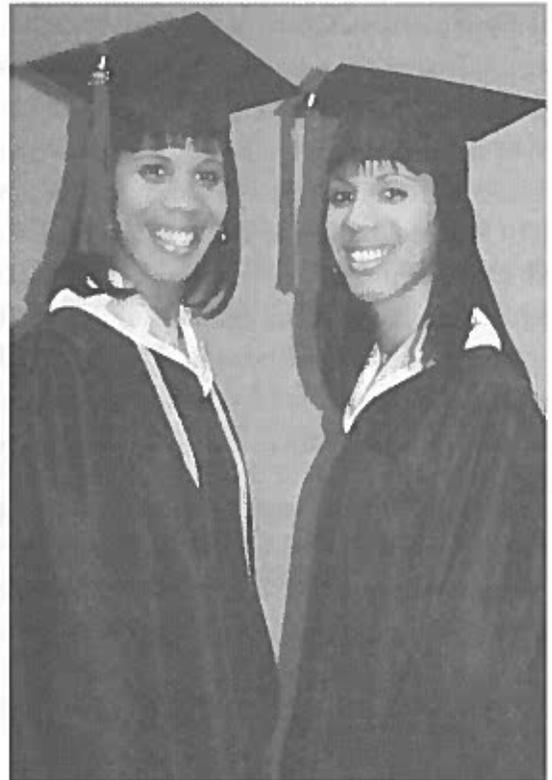
- **If courses are dropped, the refund, if any is applied to the balance due**
- **If courses are dropped and no refund is due, the balance is owed and must be paid in full**
- **Refunds are based on total tuition and refundable fees owed and not tuition and fees paid at the time of registration**

SENIOR EXEMPTION POLICY

Presently, the Baton Rouge Community College is unable to allow the exemption as defined for Senior (over 55) Tuition in Louisiana Revised Statute 17:1807 due to the fact that funds have not been allocated by the Legislature to cover the cost.

Until such time as the Legislature provides the necessary funding, Baton Rouge Community College will operate according to the following procedure.

BRCC offers an exemption of tuition and late registration fees to any person who is 65 years of age or older and a Louisiana resident. The Senior Tuition Program is available on the first day of late registration (late registration fee waived). Tuition and fees paid prior to late registration are not reimbursable. Further information may be obtained from the Office of Enrollment Services. Notify the Bursar's Office cashier of your desire to participate in this program.



FINANCIAL AID AND SCHOLARSHIPS

PURPOSE OF FINANCIAL AID

BRCC subscribes to the principle that the purpose of financial aid is to assist students who have a demonstrated financial need as determined by an approved need-analysis system or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, or part-time employment. The financial aid administered to students may be from federal, state, institutional, or private funds. Students must reapply for financial aid each year. If you are interested in applying for financial assistance, contact the Office of Financial Aid and Scholarships.

General Eligibility Requirements

All financial aid is dependent upon the availability of federal, state, private, and institutional resources. To be eligible for financial aid, you must

- Be accepted as a degree-seeking student.
- Be making satisfactory academic progress for financial aid purposes.
- Be a U.S. citizen, national, or permanent resident alien.
- Not be in default on a prior student loan.
- Not owe a repayment or overpayment of a federal grant.
- Be registered for Selective Service, if required.
- Have a standard high school diploma or GED certificate.
- Have transferred all coursework taken at other colleges.
- Not have been convicted for sale or possession of illegal drugs.

Financial Aid Awards

Financial aid award amounts may be adjusted based on the student's enrollment status determined

at the end of the add/drop period or, in the case of late awards, at the time the award is approved. A financial aid recipient must meet all eligibility requirements at the time the award is made.

Tuition, fees, books, or deferments outstanding at the time the award is made will be collected from the financial aid payment. If a balance is available for other expenses, a check will be mailed to the student's address of record. Address changes should be updated in Enrollment Services to help ensure timely receipt of financial aid refunds.

Repayment of Unearned Federal Financial Aid

If a student who received Title IV federal financial aid completely withdraws from all classes within the first 60% of the term (9th week of the semester) or stops attending all classes without notification, a prorated portion of the financial aid may need to be repaid. The student will be billed for the amount of aid that must be repaid, and holds will be placed on the student's record until the bill is settled. A detailed handout that explains the repayment calculations is available upon request from the Office of Financial Aid and Scholarships.

Application Priority Deadlines

Students who wish to receive priority consideration for financial aid should apply as soon as the Free Application for Federal Student Aid (FAFSA) is available, usually after January 1.

Priority deadlines:

Fall—June 1

Spring—November 1

Summer—April 15

Students whose files are completed by the priority deadline will be given priority in processing and

Financial Aid and Scholarships

awarding. A file is considered complete when all documents needed by the Office of Financial Aid and Scholarships are on file; the student and /or spouse/parents, if applicable, have provided complete (signed, when necessary) and correct data; and the file has been reviewed.

Students who apply after the priority date may still receive financial aid at a later date, but may have to pay for their own tuition, fees and books, since late applications may not be processed before classes begin.

Financial Aid Application Instructions

You must be enrolled as a degree-seeking student at BRCC.

You must provide the Office of Enrollment Services with a copy of your high school transcripts or GED certificate. If you are a transfer student, provide a copy of your transcript from each higher education institution you have attended for evaluation.

You must complete the FAFSA and submit it to the federal processor as soon as possible. Be sure to include BRCC's federal school code number when you list the institutions you want to receive the results. You may submit the FAFSA by Regular mail (allow at least 6 weeks for processing) or World Wide Web at www.fafsa.ed.gov (allow at least 7 to 14 days for processing)

Submit the BRCC Financial Aid Data Form to the Office of Financial Aid and Scholarships.

Research and apply for scholarships.

Other important information:

Verification – The federal processor selects some applications for an accuracy review called “federal verification.” If you are selected for this process, you will be required to complete a Verification Worksheet and provide copies of the tax returns for individuals whose incomes were included on your application. The federal processor will notify you if you have been selected for verification.

Federal Eligibility Matches – The federal processor matches your name and social security number with a variety of federal agencies. Agency matches are performed against the files of the Social Security Administration, Immigration and Naturalization Services, Selective Service, and the National Student Loan Data System. If any discrepancies or questions about your information occur you will be asked to provide additional documents or take additional action to confirm your eligibility for federal assistance. The federal processor will notify you of the results of these matches and whether additional information is required in order for your application to be processed.

Financial Aid and Scholarships

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

Satisfactory Academic Progress (SAP)

Qualitative Standards

Any student whose cumulative grade point average falls below 1.75 will be placed on financial aid probation. If the cumulative grade point average is below the minimum in the table, the student is no longer eligible for financial aid. The hours in the chart include transfer hours.

Hours attempted	Minimum GPA
6-29	1.50
30-90	2.0

Quantitative Measure

BRCC offers two-year degrees that require approximately 60 semester hours to graduate. Applying the 150% rule, the maximum credit hours (excluding English as a Second Language) that you can attempt at BRCC and receive federal and state aid is 90 semester credits ($60 \times 150\% = 90$). This is the maximum number of credit hours you can attempt in order to earn semester credit hours. Once you earn 90 semester credits, you are considered to have earned the equivalent of an Associate Degree. For you to be making progress toward graduation, you must also complete 67% of all courses attempted. The Office of Financial Aid and Scholarships monitors your progress and will cancel all financial aid once you have earned 60 semester credits or have completed less than 67% of attempted work. If you wish to earn a second Associate Degree, you may

request that your eligibility be extended to a maximum of 120 attempted semester hours or 90 earned hours, or whichever comes first. You must present a written statement from the Office of Enrollment Services confirming that you have met all of the requirements for the first degree. Additional courses beyond the first degree are limited to the courses required for the second degree. You may be liable for all financial aid that you received for any ineligible courses.

The following scale will be applied in determining whether or not a student is making satisfactory academic progress.

Your academic progress will be evaluated at the end of each spring semester unless you experience academic problems, such as academic probation, academic suspension, withdraws from all courses, etc. You must meet both qualitative and quantitative standards. Once the Office of Financial Aid and Scholarships has determined that you are not making satisfactory academic progress, the office will attempt to notify you in writing. However, notification from the Office of Financial Aid and Scholarships is not a requirement. It is your responsibility to be familiar with satisfactory academic progress and monitor your progress each semester.

CREDIT HOURS			
Registered For	Must Complete	Registered For	Must Complete
6/7	5	24/25	17
8/9	6	26	18
10	7	27/28	19
11/12	8	29	20
13	9	30	21
14/15	10	31/32	22
16	11	33	23
17	12	34/35	24
18/19	13	36	25
20	14	37/38	26
21/22	15	39	27
23	16	40	28

Satisfactory Academic Progress Review Procedure

Satisfactory academic progress will be measured at least annually, usually at the end of the spring semester, except for a student who is on financial aid probation. Progress for a student who is on financial aid probation will be reviewed at the end of each semester.

Academic Standards and Rate of Completion

The Office of Financial Aid and Scholarships will determine whether or not a student has successfully completed at least the minimum expected percentage (67%) of hours attempted at BRCC with at least the minimum required GPA. Grades of A through D will be considered as semester hours successfully completed. Audited courses, credit earned by placement tests, continuing education courses, or programs not approved by the U.S. Department of Education are not eligible for financial aid funding.

Time Frame

During each review, the Office of Financial Aid and Scholarships staff will determine the aggregate number of hours a student has attempted. Courses for which a student has received an incomplete, from which he/she has withdrawn, which have been repeated and/or which are defined as developmental classes will be counted in the aggregate. Once a student has attempted 90 hours for an Associate's Degree the student is ineligible to receive further consideration for financial aid. During the last semester in which the student will reach the 90-hour limit, the student may receive aid for the number of hours in which he or she is enrolled.

Transfer Student Information

Under the Satisfactory Academic Progress (SAP) section, transfer hours must be taken into account in determining whether or not a student complies with the 90-hour time frame component. Transfer hours are not used in the computation of GPA or rate of completion components. A transfer student must have a transcript from each college/university attended, including foreign schools, on file in the BRCC Office of Enrollment Services and must have the transcript(s) evaluated by that office. A student who has attended a school outside the United States must also have the transcript(s) evaluated, at his/her own expenses, on a course-by course basis by SPANTRAN.

Probation

A student who has not met the standards of academic progress, except time frame, will be placed on financial aid probation. If otherwise eligible, a student may receive consideration for financial aid during the probationary semester. During the probationary semester, a student is expected to enroll for six (6) or more semester hours, successfully complete all hours for which enrolled, earn a "C" or better in each class, or bring himself/herself into compliance with the satisfactory academic progress requirements.

Continued Probation

Except for time frame, a student who is on financial aid probation and enrolls for six (6) or more semester hours, successfully completes all hours for which enrolled and earns a C or better in each class, but does not bring him/herself into compliance with the requirements, will be continued on financial aid probation.

Financial Aid and Scholarships

Suspension

A student who fails to meet the standard of satisfactory academic progress during the semester of probation, or who has reached the 90-hour time frame limit, will be placed on financial aid suspension and is ineligible to receive further consideration for financial aid.

A student who fails to successfully complete any classes for which enrolled during this semester will be placed on financial aid suspension.

Regaining Eligibility

- Except for time frame, you may regain eligibility for financial aid by:
- Enrolling at your own expense and bringing yourself into compliance with the requirements,
- Enrolling for six (6) or more semester hours, successfully completing all hours for which enrolled and earning a "C" or better in each class,
- Filing an appeal with the Office of Financial Aid within 15 business days from receipt of the suspension letter.
- The appeal must be in writing and supporting documentation regarding special circumstances must be provided.

Appeals are considered for extenuating circumstances such as injury, illness, and death in the immediate family, or undue hardship. You must provide sufficient supporting information to explain your reason for lack of progress. If you have not met the maximum time frame requirement, you must file an appeal to be able to receive consideration for financial aid.

If an appeal is approved, you will be placed on financial aid probation. During the probationary

period, you are expected to successfully complete each class for which enrolled and to earn a grade of at least a "C" in each class. If you are suspended a second time, you may file a second appeal. However, if you are suspended a third time, you may not file a third appeal.

FINANCIAL AID PROGRAMS

(Beginning Fall 2003)

- **Grants**—Grants may be awarded if you show financial need based on the FAFSA. Grants administered by BRCC Office of Financial Aid and Scholarships are based on the guidelines set for each program by the provider.
- **Federal Pell Grant**—The federal government provides this program if your estimated family contribution (EFC) is below a certain level and you are an undergraduate student seeking your first degree in an eligible academic program (see General Eligibility Requirements for additional details). The annual award amount is determined by your estimated family contribution and may range from \$400 to \$4000. Your federal Pell Grant award will be pro-rated if you enroll for less than 12 semester hours each term.

SCHOLARSHIPS AND AWARDS

A variety of scholarships are available from both institutional and private sources. Scholarship selection may be based on demonstrated need, academic excellence, character, leadership, or other specific qualifications, depending on the funding source. The funding source also determines the amount of the scholarship award. For additional information on scholarships and priority dates, contact the Office of Financial Aid and Scholarships.

**BRCC FEDERAL SCHOOL CODE
037303**

**BATON ROUGE
COMMUNITY COLLEGE
FOUNDATION SCHOLARSHIPS**

The BRCC Foundation offers a number of privately-funded scholarships that are donated by organizations and individuals interested in supporting BRCC students.

- **Donor-Selected Foundation Scholarships** are those in which scholarship donors choose scholars based on their own application process, without direct input from BRCC. To apply, you must contact each organization and follow through with its application process. Most donors choose their scholars in March or April for the upcoming year and then close the application process.
- **BRCC-Selected Foundation Scholarships** are those in which donors have asked BRCC's Scholarship Committee to choose the recipients. This Committee uses a single scholarship application form and then matches the applicants with the scholarship criteria.

**Criteria for BRCC Foundation
Scholarships and Awards**

The student must have earned a cumulative GPA of 3.0 or above from a Louisiana high school and must meet one of the following requirements:

- A score of 19 or above on the ACT.
- A score of 70 or above in English, 81 or above in Reading, and 41 or above in Algebra on the COMPASS Exam.

FIRST GENERATION SCHOLARSHIPS

The Baton Rouge Community College First Generation Scholarship Program was established to encourage students not otherwise attending an institution of higher education to further their education.

Criteria for First Generation Scholarship

- Neither parent attended an institution of higher education.
- Financial need meets federal definition guidelines.
- Student maintains full-time enrollment of twelve (12) semester hours.
- Student successfully completed the classes listed below from a state-approved high school by the end of the senior year:
 - Two (2) units of science (biology, general science, or the equivalent subject);
 - Three (3) units of mathematics;
 - Advanced English; or
 - The General Equivalency Diploma (GED).

**PROCESS TECHNOLOGY
SCHOLARSHIPS**

The curriculum leading to the Associate of Applied Science in Process Technology was developed in collaboration with the petro-chemical industry. This program is a rigorous study of common operating processes found in petro-chemical plants and prepares the student to enter the employment market as a process operator. The job market in this field is exceptionally strong in the greater Baton Rouge area. The following PTEC scholarships are offered:

- ExxonMobil
- Formosa Plastics
- Dow Chemical

Financial Aid and Scholarships

Criteria for PTEC Scholarship

The student must be a Louisiana high school graduate and pursuing an Associate of Applied Science in Process Technology. Some Process Technology Scholarships may require pre-employment testing by the administering company or process technology-related testing for eligibility.

STATE SCHOLARSHIPS

The Louisiana Honors Award, the Louisiana Performance Award, the Louisiana Opportunity Award, and the Louisiana Tech Award for technical majors (PTEC) are available at state-supported public colleges/universities.

Information on the **Tuition Opportunity Program for students (TOPS)** may be obtained from high school counselors, BRCC Office of Financial Aid and Scholarships, or the Louisiana Office of Student Financial Assistance (225.922.1012 or 800.259.5626, ext. 1012).

Veterans Orphan Scholarships are awarded through the Department of Veterans Affairs of the state of Louisiana.

Vocational Rehabilitation Grants for disabled students are awarded through the department of Rehabilitation Services, 3651 Cedarcrest Avenue, Baton Rouge, Louisiana 70816.

FEE EXEMPTIONS

BRCC offers fee exemptions to students who meet the specified criteria as determined by Louisiana State law and by the standards of the LCTCS Board of Supervisors. Students must provide appropriate documentation to be eligible for an exemption. Students automatically forfeit their exemption if they:

- Fail to maintain the required scholastic average.
- Resign from the college during a semester.
- Are dropped by the college (i.e., suspension, expulsion).

Louisiana State Exemptions

Children of fire fighters, policemen, deputy sheriffs, correctional officers, or sanitation workers killed or permanently disabled in the performance of their duties are admitted tuition-free if they meet the academic requirements of a full-time student and maintain at least a 2.0 grade point average each semester.

Veterans Services

Baton Rouge Community College is committed to serving those members of the community who have served or are serving in military services. All programs offered at BRCC are approved by the Department of Education for payment of the Department of Veterans Affairs educational benefits. A full-time staff person is available to assist veterans in the application process to ensure that the student's program meets the guidelines of federal regulations. Veterans are encouraged to have all application materials submitted to the college at least 6 weeks prior to classes beginning.

Veterans and members of the selected reserves may be eligible to receive educational benefits while enrolled in and pursuing an approved program of education and training. Veterans have 10 years from their date of active duty discharge in which to use their educational benefits. Spouses and children of disabled/deceased veterans have 8 to 10 years from their initial date of eligibility. Members of the selected reserves have 10 years from the date of basic eligi-

Financial Aid and Scholarships

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bility as noted on their DD form 214 issued by their unit.

To be eligible for veteran educational benefits, a student must

- Be eligible under one of the benefit programs of the Department of Veterans Affairs.
- Be pursuing courses at least as a half-time student to receive monthly benefits.
- Maintain a 2.0 grade point average.
- Pursue one major at a time.
- Take only courses applicable to the stated, current major.

Veterans Dependent Scholarships are awarded by the Louisiana Department of Veterans Affairs to children of Louisiana resident veterans who were killed or disabled as a result of performing military services. The award allows students to enroll tuition free. Fee exemption certificates should be presented to the BRCC Center for Advising, Counseling, and Disability Services (CACDS). Correspondence regarding this certificate should be addressed to:

Department of Veterans Affairs
Veterans Dependent Scholarship
P.O. Box 94095, Capital Station
Baton Rouge, LA 70804-9095

Louisiana National Guard fee exemptions are available to Louisiana residents who are active members in good standing in the Louisiana National Guard. These students are exempt from paying tuition. Applicants should apply through their unit commanders at least six (6) weeks prior to registration. The fee exemption certificate must be received in the BRCC Center for Advising, Counseling, and Disability Services (CACDS) before the exemption may be given. Recipients

cannot be on scholastic probation.

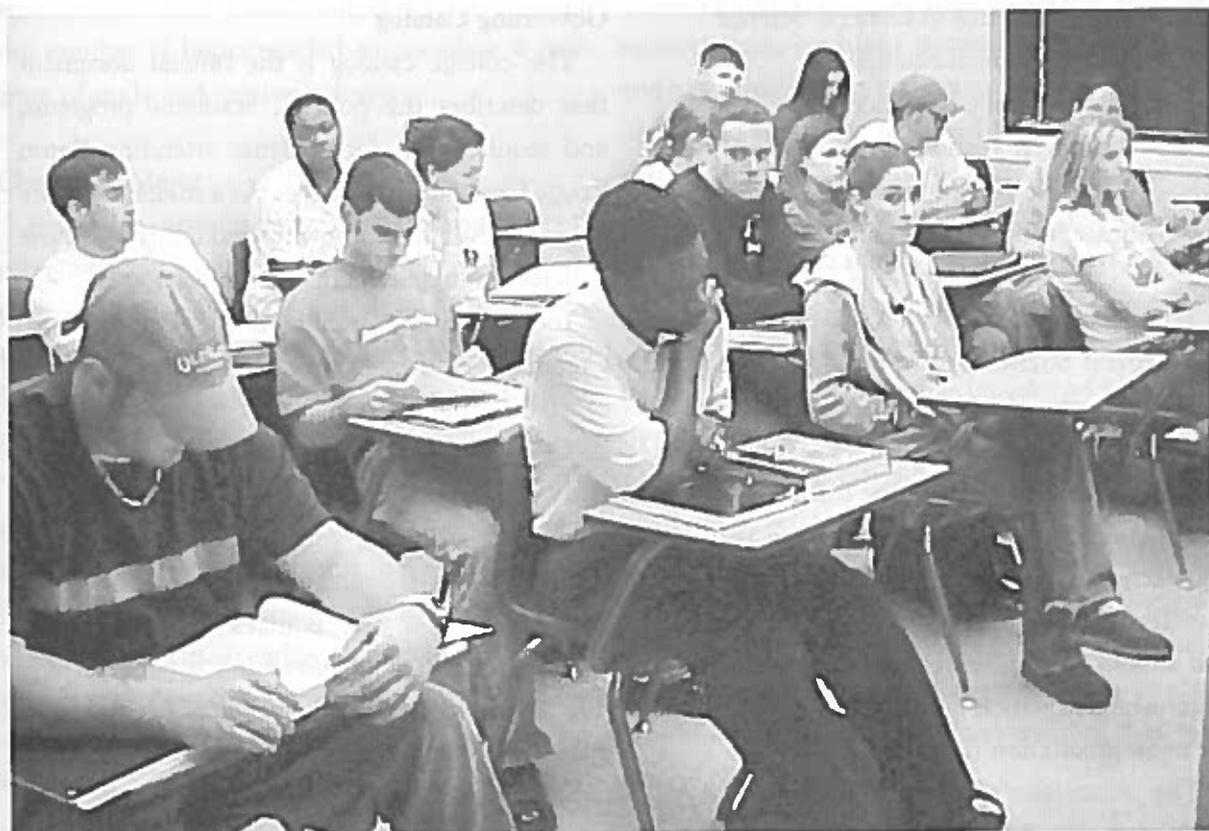
HOPE SCHOLARSHIP TAX CREDIT

Students enrolled in the first two years of college can receive a Hope Scholarship federal income tax credit covering 100% of the first \$1,000 of tuition and fees and 50% of the second \$1,000. Students must be enrolled at least half-time in a degree, certificate, or other program leading to a recognized education credential. The scholarship is in the form of an income tax credit that can be claimed by eligible students or their parents on their tax returns or for two tax years. The credit does not cover any fees that are not academically related, such as student activity fees. Only students attending an eligible college that is regionally accredited and meets other federal guidelines can claim the credit.

The credit is phased out starting at \$80,000 modified adjusted gross income on joint returns or \$40,000 on individual returns. The credit is not available on joint returns over \$100,000 or individual returns over \$50,000. The amount of tuition and fees covered by the Hope Tax Credit will be reduced by other grant and applicable scholarship aid received. For example, if a Pell grant covered a student's entire tuition costs, the student would not be eligible to receive any tax credit. Other tax considerations may apply in specific situations, so you may want to consult your tax advisor. Students convicted of a felony related to the possession or distribution of a controlled substance such as a heroin or marijuana are not eligible for any tax credit. The Internal Revenue Service has authority to make determinations regarding eligibility for tax credits.

LIFETIME LEARNING TAX CREDIT

Students who do not qualify for the Hope Scholarship Credit may be able to claim a Lifetime Learning Credit on their federal tax return for qualified tuition, covering 20% of the first \$10,000 in tuition. The Lifetime Learning Credit has the same limits on income as the Hope Credit. Students do not need to be enrolled half-time. Persons interested should consult with their tax advisor.



ACADEMIC POLICIES

The college's academic programs provide an education that enables you to succeed personally and professionally in a changing and complex global society. The academic programs are designed to prepare students for transfer to four-year institutions and/or prepare for satisfying and rewarding careers. The college academic experience is designed to encourage truthfulness and expression of ideas and opinions without constraint from political creed, religious doctrine, economic pressure, or personal bias.

Baton Rouge Community College offers the choice of several degrees and certificates. These include:

- Associate of Arts in Liberal Arts
- Associate of Science in General Science
- Associate in General Studies
- Associate of Applied Science
 - Business Technology
 - Process Technology
- Certificate in Business Technology

The Associate of Arts (AA), Science (AS), and General Studies (AGS) degrees are designed for students who plan to transfer to a university to complete their bachelors' degrees. These associate degrees provide many of the basic general education courses required during the first two years of a bachelor's program. **If you are interested in transferring into a specific four-year program, you should consult with the college or university to establish which courses will readily transfer upon graduation from BRCC.**

The Associate of Applied Science (AAS) degree is designed to prepare you to enter a career

upon completion of your degree with no further study required. The general education courses required in the AAS degree may articulate with other colleges, but the AAS degree is not designed with the intent of providing full transfer to a four-year institution.

Certificate programs are designed to provide a defined set of work skills that can be used for employment purposes. Students in certificate programs may take a limited number of general education courses that will transfer to four-year institutions, but the focus of the certificate program is to upgrade or establish employable skills that will allow students to enter the workforce.

Governing Catalog

The college catalog is the official document that describes the policies, academic programs, and requirements for students attending Baton Rouge Community College. As a student, you are held responsible for knowing and adhering to the policies and requirements that affect you.

Your governing catalog is the Baton Rouge Community College catalog in effect at the time of your initial enrollment in credit courses at BRCC. If you change your major after initial entry, the governing catalog will be the catalog in place at the time of your change of major. A BRCC catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except as may be otherwise provided by law or policies of the LCTCS Board of Supervisors. You may officially declare any subsequent catalog as your governing catalog and fol-

low its requirements until its expiration. However, if your governing catalog has expired, your graduation requirements will be based on the degree requirements in the catalog in effect at the time of your graduation.

Students may expect to graduate under the requirements published in the catalog year in which they were officially accepted into the specific degree program. The college reserves the right to make and designate the effective date of changes in curriculum, course offerings, fees, and other regulations.

If the college makes changes in curriculum, courses, and/or the other requirements, the changes may be applied to students already enrolled, provided those changes do not increase the number of hours needed to complete a program of study and receive a degree.

Change of Major

If you are contemplating changing your major, you are encouraged to discuss your plans fully with your academic advisor. You should also record your change of major in the Office of Enrollment Services to establish the catalog in place that describes the degree plan for your major.

Students who change their major will be accountable, in terms of governing catalog and graduation requirements, only for work done in the new major. The coursework and grade point average earned in an earlier major will continue as part of the transcript and records, but only those courses and grades applicable to the new major will be used to determine graduation.

Academic Year

The academic year consists of 16-week and eight-week offerings during the fall and spring semesters. In the summer terms, there are concentrated three-week and six-week offerings. It is possible for you to complete the required coursework for an associate's degree within two years if you successfully complete approximately 16 hours each fall and spring semester.

Academic Load

A full-time course load ranges from a minimum of 12 credit hours to a maximum of 18 credit hours in the fall and spring semesters. During the three-week (pre-summer and pre-fall) terms, a full load consists of three credit hours. During the six-week summer term, six hours is considered a full load, and nine credit hours is the maximum course load. Shortened terms are modified in length, but are equally full in class hours per course and in requirements for course completion; therefore, you should modify the number of hours taken accordingly.

Your decision about the best course load in any given term depends on the amount of time you have to complete your academic work in addition to other responsibilities in your life, such as hours worked, travel time, and family responsibilities. College coursework requires more than attending class. You need to allow time for reading, studying, assignments, library research, reflection, and group projects. As a rule of thumb, plan to devote two hours outside of class for every hour that you attend class.

Academic Policies

It is better to take fewer courses and do well academically than to enroll in more courses than you can handle. Taking too many courses can result in withdrawing from some classes or not achieving academic success in your courses. Your course selection should also take into consideration the difficulty of the courses selected for the semester. An academic advisor can assist you in determining an appropriate academic course load.

Requests for exception to an academic course load maximum should be sent to the division academic dean. BRCC reserves the right to limit the credit hours in which you can enroll if your academic record indicates the need for college preparatory coursework or if you are placed on academic probation or suspension. Students receiving financial aid or veterans benefits should contact the Office of Financial Aid for information concerning the requirements for full-time status.

Class Attendance

Class attendance is regarded as an obligation as well as a privilege. All students are expected to be punctual and to regularly attend all classes in which they are enrolled. Students must be officially enrolled in any class that they attend. Both tardiness and early departure from class are considered absenteeism. Failure to attend classes may jeopardize a student's scholastic standing, may disrupt the ability to receive financial aid, and/or may result in a student being dropped from classes for excessive absences. A student is responsible for all work missed.

Students must comply with the attendance requirements of each instructor. Individual faculty members determine specific policies regarding make-

up of missing exams, submission of excused absences, and the use of attendance in grading. These policies will be printed in the course syllabus.

It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Excused absences will be granted at the discretion of the individual instructor. Examples of absences that may be considered excused would include, but are not limited to, student illness, religious holidays, college-sponsored activities, jury duty, or military obligations. Unavoidable circumstances beyond a student's control should be discussed with the instructor. A student with frequent absences should meet with the instructor to discuss his/her progress in the class, or should voluntarily withdraw from the course. If the student wants to withdraw from the class he/she must do so in person or by written request through the Office of Enrollment Services.

When a student has accumulated a total of three weeks of unexcused absences, the instructor may drop the student from the class. A grade of "W" will be recorded for drops occurring prior to the official withdrawal date. A letter will be assigned for all students with excessive absences occurring after the official withdrawal date.

Students who are dropped from courses for excessive absences may appeal the action (see Student Handbook).

Academic Honesty and Integrity

Cheating in any form, including plagiarism, will be considered a matter of grave concern and may result in disciplinary action.

Plagiarism is defined as using and passing off as one's own the ideas, data, or writings of

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another or presenting as one's own an idea or product that is derived from an existing source.

Cheating is defined as obtaining information through fraud or deceit, either by the use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is defined as conscious, pre-planned, deliberate cheating with materials prepared in advance.

Resulting disciplinary action may include, but is not limited to, reduction of a grade in the course involved, suspension, or expulsion from BRCC. You may appeal disciplinary action taken against you by following the grievance policy.

Mid-term Grades

In order to verify you are aware of your progress in each course, you will receive a mid-term grade(s) that reflect the work that you have completed to date. The notification of mid-term grades is an important opportunity for you to evaluate your performance in each course in which you are enrolled. Mid-term grades are mailed to the mailing address on record in the Office of Enrollment Services; therefore, please **make sure your current address listed with the college is correct.**

Final Examinations

To receive credit for a course in which you are registered, you must take the final examination. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. Final examination schedules are published in the Schedule of Classes and are available in the Office of Enrollment Services.

You may be absent from a final examination only with the written approval of the professor and the academic dean. If you do not attend the final examination and do not have an approved absence, you may receive a failing grade for the course.

Please review the information on withdrawal from courses and incomplete grades if you feel you will not be able to successfully complete your course by taking the final examination. Final grade reports are mailed to you by the Office of Enrollment Services.

Satisfactory Academic Progress

Baton Rouge Community College, in an effort to maintain a level of quality in your learning, requires that the academic record be evaluated term-to-term in order to determine if you are making satisfactory academic progress.

- You must maintain at least a 2.0 cumulative grade point average to be considered as making satisfactory academic progress;
- If you receive an academic suspension, you will be considered as not having made satisfactory academic progress; and
- If you successfully complete no credit hours, you will be considered as not having made satisfactory progress.

A further discussion of satisfactory academic progress and its relationship to financial aid eligibility is located in the financial aid section of this catalog.

Grades

You should learn and understand the evaluation and grading system used in your courses.

Academic Policies

Your professor will discuss how grades will be awarded at the beginning of each term and will publish this information in the course syllabus. You should meet with your professor during the term to discuss your academic progress if you have any questions or concerns.

Grade Rating		Quality Points
A	Exceptional	4
B	Above average	3
C	Average	2
D	Below average	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
P	Pass	0
Au	Audit	0

Your coursework will be reflected in a final letter grade awarded by the professor at the end of each term. If you believe you have been assigned an incorrect grade, you must resolve the grade issue with your professor within 45 days of the date the original grade was posted. Only in extreme circumstances will grades be changed beyond this timeframe.

Grade Point Average (GPA)

Each grade awarded contributes to determining your grade point average. (*Exception: Students enrolled in developmental education courses will be eligible to earn letter grades; however, those grades will not be used to compute the GPA or to fulfill degree requirements.*) The cumulative grade point average (GPA) determines your academic status and indicates your eligibility to remain in college. Each grade awarded results in quality point allotments per semester credit hour. The college uses the following system of grading symbols and designation of quality points:

Course Number	Attempted Credit Hours	Earned Grade	GPA Hours	Hours Earned	Quality Points
ENGL 101	3	A	3	3	12
HIST 102	3	B	3	3	9
BIOL 210	4	C	4	4	8
COMP 101	3	F	3	0	0
SPCH 120	3	W	0	0	0
	<u>16</u>		<u>13</u>	<u>10</u>	<u>29</u>

To calculate your overall grade point average (GPA):

- Multiply the course credit hours by the quality points to get a total quality points for each course.
- Add the total quality points for all courses.
- Add the total credit hours for all courses.
- Divide the total number of quality points by the total credit hours for all courses having quality points.

For example, assume that you have taken the previously illustrated schedule, made the grades recorded, and want to know your GPA.

Although you signed up for five courses (16 semester credit hours), you withdrew from SPCH 120 prior to the withdrawal deadline, so you don't count that course at all. Thirteen credit hours will be computed in your GPA even though you passed only ten credits because you do have to count the course you completed but failed. Now look at the preceding quality-point list and multiply the number of hours you completed in each course by the number of quality points assigned for each grade. You have earned a total of 29 quality points for your final grades in 13 credit hours. Divide your 29 quality points by the 13 credits used for your GPA to arrive at your GPA of 2.23.

While in this example the student has received three passing grades, the one failing grade has brought the student's overall GPA to 2.23. A GPA of less than 2.0 is considered to be less than satisfactory academic progress and will result in the student being placed on academic probation for the following term.

A grade point average is computed on all work that a student completes with the following exceptions: courses with grades of "P," "W," and "AU." The temporary grade of "I" or Incomplete carries no grade value, but will convert to an "F" if work in the course is not completed within 90 days. The grade awarded when an "I" is removed will be used in calculating the grade point average. Developmental grades are not included in GPA calculation.

Incomplete Grades

"I" grades are issued only after the last day to drop and before final grades are issued. An Incomplete or "I" grade will be awarded to a student who has experienced a serious, documented problem and to whom each of the following four conditions applies:

- A final grade has not been awarded;
- Present work in the class reflects at least a "C" average;
- The student is actually able to make up the work missed; and
- The instructor is willing to work with the student to complete the class.

You must petition the instructor for an "I" grade. The instructor of record is responsible for awarding and removing an "I" grade. If the instructor of record is unavailable, you should contact the academic dean for assistance.

Incomplete grades are not given in place of a mid-term grade. Incomplete grades are not given for students with excessive absences. If you have excessive absences, you should initiate a drop in accordance with the deadlines printed in the current academic calendar.

When an incomplete grade is awarded, you have a limited time to complete the work. You have up to 90 days from the end of the semester to complete the missed work and/or to take the final exam. You are required to complete the course within the deadline regardless of whether or not you are enrolled at BRCC. Failure to complete the required work within 90 days will result in an automatic "F" grade for the class.

Repeat/Delete Policy

You may repeat a course that you have previously taken at BRCC. An "E" is recorded beside the first grade, and the first grade is not computed in the grade point average. The last grade received becomes the official grade for the course and is used in computing the grade point average. In an associate degree program, a maximum of twelve (12) credit hours of course work numbered above 099 may be deleted from the BRCC cumulative grade point average under this Repeat/Delete Policy. Only six (6) hours may be repeated in a certificate program. Developmental education courses are not included in the computation of the grade point average; therefore, no limitation is placed on the number of developmental courses or hours that may be repeated.

NOTE: Other colleges and universities may compute all grades in calculating a student's cumulative grade point average.

Academic Honors

The Dean's List consists of students who complete a minimum of twelve (12) or more credit hours and who earn a minimum grade point average of 3.50 or higher, with no grade below "C" for the semester.

Honors include students who complete a minimum of twelve (12) credit hours and earn a minimum grade-point average of 3.00-3.49 with no grade below "C" for the semester.

Graduation with Honors

Honors designations are determined by the cumulative grade point average of all work prior to graduation. Three honors grades are recognized:

- Chancellor's Honors 3.85 – 4.00 GPA
- Dean's Honors 3.50 – 3.84 GPA
- Honors 3.00 – 3.49 GPA

NOTE: Developmental and English as a Second Language courses are not used in determining eligibility for academic honors and graduation with honors.

Academic Probation/Suspension

Students of Baton Rouge Community College are governed by the following academic standards:

A student who earns a GPA below 2.0 on all hours attempted in a given semester will be placed on academic probation.

A student will remain on probation the next semester of attendance. Failure to earn a minimum GPA of 2.00 on all hours attempted during the probationary semester will result in suspension for one semester, and a student may not attend classes unless enrolled in BRCC's student suspension program.

After the end of the semester of suspension, the student may re-enter BRCC on probation. If a 2.00 GPA cannot be earned during the semester, the student will be suspended once more.

Students suspended at the end of the spring semester may attend summer sessions. Students whose summer grades raise their overall GPA to 2.00 will be taken off suspension/probation and allowed to attend the fall semester. Students who earn a 2.00 on all hours attempted in the summer but who fail to earn an overall mini-

Academic Policies

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mum GPA of 2.00 will remain on academic suspension/probation throughout the fall semester.

Students who are suspended may re-enroll after sitting out the semester of suspension.

Students receiving second suspensions will be suspended for one academic year. Appeals should be addressed to the Academic Appeals Committee.

A student who has been suspended two or more times or who has been suspended following probation because of poor grades and who still fails to earn the minimum 2.0 semester grade-point average during the first semester after a second suspension shall not be eligible to appeal.

A fourth academic suspension shall result in expulsion from the college.

Student Suspension Program

Enabling Students On Suspension to Succeed (ES³) is a special program for students who have been suspended from school for scholastic reasons for the first time. Students interested in the student suspension program should contact the Center for Advising, Counseling, and Disability Services for more information. The program includes intensive advising and counseling, mentoring, and special seminars designed to help students raise their GPA's to good standing as soon as possible.

If you wish to participate, you will be asked to write a letter to explain the key events/decisions which resulted in your being placed on suspension and to discuss what you will do differently if allowed to return for the next semester. The letter should be addressed to the ES³

Admission Committee, Center for Advising, Counseling, and Disability Services 5310 Florida Boulevard, Baton Rouge, Louisiana 70806. The letter must provide contact information, including local mailing address, cell, home and/or work phone number, and e-mail address. Students who are not selected to participate may reapply for admission for the next regular semester (fall or spring).

APPEALS

Grade Appeal

If you feel that you have been incorrectly awarded a grade or that a grade has been recorded in error, it is your responsibility to notify the Office of Enrollment Services within 45 days to make corrections or to request a change of grade(s). You must initiate a grade appeal within 45 days of the end of the semester in which the grade was received. The procedure for appealing a grade is found in the Student Code of Conduct under Student Grievance Procedure.

Suspension Appeals

First-time suspensions may be appealed if you can provide written verification of: 1) your serious illness during the semester you were suspended (a physician's affidavit is required) or 2) the death of a member of your immediate family (parent or guardian, sibling, or family member residing in your home). In the case of the death of a family member during a semester, a certificate of death, an affidavit attesting to the relation of the deceased to the student, and the last residence of the deceased must be provided.

Academic Policies

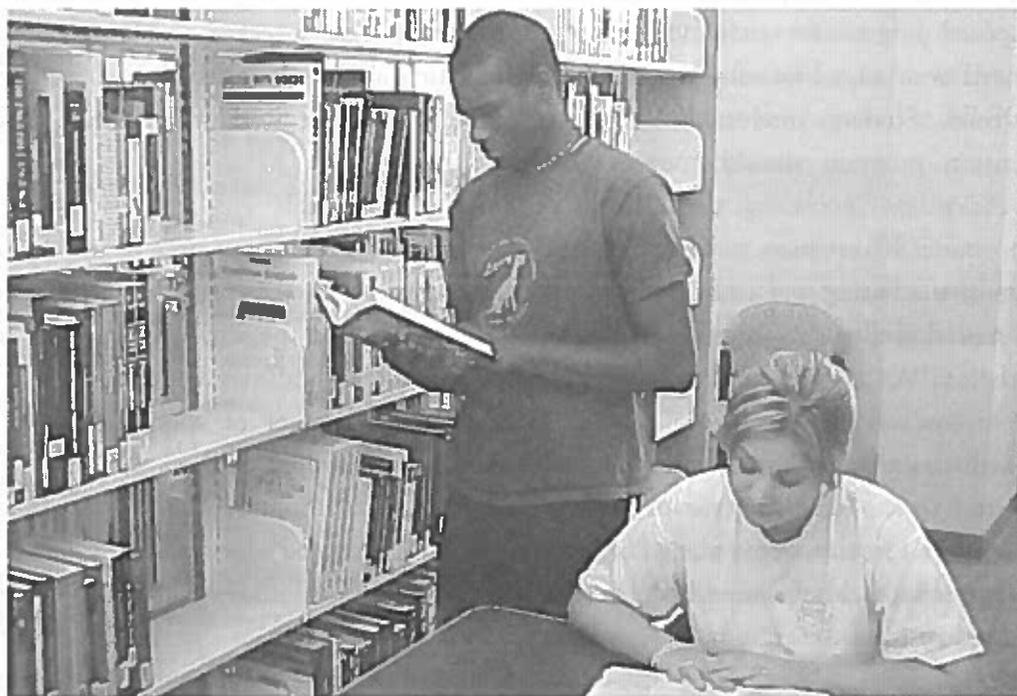
WITHDRAWAL

If you are considering withdrawal from one or all your courses, consult with your professor, assigned faculty advisor, or the Center for Advising, Counseling, Disability Services prior to withdrawal. The staff and faculty at BRCC are committed to assisting you in succeeding and may be able to provide helpful alternatives to dropping your courses.

If you both decide that it remains in your best interest to drop the course, you may do so. Course drops occurring during the first week of class can be completed online by the student. After the first week of class, students should go to the Office of Enrollment Services or the Center for Advising, Counseling, and Disability Services to obtain drop slips.

Students on financial aid must contact the Office of Financial Aid and Scholarships if they do an all course drop or college withdrawal. The following guidelines apply to a course or all course withdrawal:

- You must withdraw before the published or posted deadline.
- Withdrawal dates are listed in the Academic Calendar.
- If you withdraw from a class prior to deadlines, you will receive a grade of "W" on your transcript.
- If you fail to officially withdraw, you will receive a grade of "F" in all courses.
- All college accounts must be cleared.



ACADEMIC LEARNING SUPPORT

Developmental Education

Everyone deserves an equal opportunity to learn and grow in college, but success is often hindered by a lack of basic reading, writing, and mathematics skills. To rise to college-level expectations, you must possess strong college-level skills. The Developmental Education Department assists in fulfilling the mission of BRCC by providing academic support for students who need basic learning skills that make transition to college life easier.

The primary focus of developmental education is to prepare you for the higher education learning environment. The college offers developmental education courses in reading, writing (English), and mathematics and provides special assistance through programs like English for non-native speakers. The college also offers seminars that assist you in identifying your goals while providing you with the skills necessary to earn higher scores to enhance your comprehension and retention skills.

BRCC's developmental education provides a comprehensive program that involves assessment, instruction, and performance monitoring. BRCC is committed to providing developmental education students with institution-wide support and high faculty involvement and interest. The faculty provide effective, individualized instruction that includes continuous assessment and feedback. Students in the program will enjoy technologically advanced learning environments. The institution is "student-friendly," and the faculty and staff are committed to your success.

Students enrolled in developmental education courses earn letter grades. Students earning grades of "D" or "F" are required to repeat developmental courses. The number of hours and quality points earned in developmental education courses cannot be applied towards a degree. Hours and quality points are not used to compute grade point averages.

Adult Education

BRCC offers Adult Basic Education (ABE) and General Education Development Preparation (GED Prep). Adult Basic Education is designed to provide basic instruction in mathematics, reading, language, and workforce readiness skills at grade equivalency of 0-9. Students are placed in specific course levels based upon diagnostic test results. The General Education Development Preparation provides instruction in five subject areas at the 9-12 grade levels. The high school completion program provides coursework in writing, social studies, science, literature, and mathematics. Basic academics, life skills, and employability competencies are presented in the context of situations encountered by adults in everyday life and work. There is no charge for this ABE and GED instruction.

These programs are provided in collaboration with the East Baton Rouge Parish School Board's Adult Education Program. ABE and GED services are provided at the Frazier Center. Students and community residents wishing to take advantage of these services should contact the Academic Learning Center at the Frazier Center for more information (225.219.0439).

Academic Learning Support

Academic Learning Center (ALC)

The Academic Learning Center (ALC) provides learning assistance services designed to help students achieve their educational goals. In collaboration with faculty, staff, and community agencies, programs in the ALC provide opportunities for remediation, reinforcement, and enrichment to all BRCC students and to the community.

Services and resources in the ALC support faculty instruction, supplement coursework, and aid personal development. These services include peer and professional tutoring, writing assistance, diagnostic services, and consultation and referral. Software, videotapes, audiocassettes, Internet access, and print materials are available in the center. ALC staff provides workshops for students and faculty; designs self-paced, individualized courses; and administers the Tutor Development Program, which is certified by the College Reading and Learning Association. The ALC also oversees the college's placement test services and provides alternative testing facilities upon request. The ALC staff encourages all students to become acquainted with the ALC early in their first semester and to take advantage of the free services and resources.

In collaboration with East Baton Rouge Parish School Board's Adult Education Program, the Academic Learning Center offers General Educational Development Preparation (GED Prep) and a Pre-College Program of Study. Students follow a prescribed, individualized, self-paced program based on diagnostic test results. These programs are provided free of charge at the ALC at the Frazier Center. For more informa-

tion, contact the Academic Learning Center at 225.216.8300 or 225.219.7822.

Specific information about the Academic Learning Center's services can be found on the ALC web page at www.mybr.cc/alc.

Library (Learning Resource Center)

The BRCC Library provides vital services as part of the educational program of the institution and is staffed by professional librarians, library specialists, and student assistants. The library offers a diverse collection of books, periodicals, videos, audiocassettes, CD-ROMs, Internet access for research, and a variety of online databases, such as Infotrac, Galenet, EBSC Vocational Search, Lexis-Nexis, Academic Universe, Webspirs, ProQuest, and others. In addition, there are computers, accessible seating space, study carrels, and a study room for small groups.

The BRCC Library is a member of the Louisiana Library Network and the LOUIS System. Both provide access to local online catalogs and catalogs of surrounding institutions. Inter-Library Loan privileges for students are provided through LALINC. The library offers media equipment for loan to faculty and for student use within the library; the equipment includes slide projectors, overhead projectors, 35 mm camera, camcorder, digital camera, video duplicating machine, tape recorder, CD player, and television/VCR. For a minimal fee, the library offers scanning capabilities, color copies, laminating, and faxing. An open-use black and white copier is available for a nominal charge. Bibliographic instruction tailored to individual or class needs is

Academic Learning Support

available and library tours are welcome.

Library services are available in the Frazier Building and are staffed with professional librarians, library specialists, and student assistants. Computers with Internet access and online databases are available in addition to a varied collection of books, periodicals, videos, audiocassettes, and similar media equipment supporting the programs offered at the Frazier Center. Study carrels are also available.

BRCC students and the public are welcome to use the library during scheduled hours of operation and are encouraged to make use of all services provided. Failure to comply with all library policies will result in a loss of library privileges and services. All borrowed materials must be returned and fines paid by the end of each semester, or final grades and transcripts will be withheld.

Student E-mail Accounts

Beginning in the Fall 2003, BRCC students will have the opportunity to sign up for a BRCC student e-mail account. The BRCC e-mail account will allow you access to the Internet and will provide opportunities for you to routinely receive college wide information via the web.

You can easily access Blackboard course sites, register for courses online, review your account online, and pay fees online. To sign onto your e-mail account, go to <http://www.mybr.cc/> and follow the directions for login. The BRCC Computer Usage Policies apply to all who use of student e-mail accounts.

Computer Usage Policy

BRCC is committed to providing basic computer services for students that will enable them to actively use technology in their studies. All students should be familiar with the computer usage regulations that apply to use of BRCC computer services. We expect that students will be professional and ethical and will demonstrate good judgment when using technology resources. When you use college technology resources, the following policies apply:

- 1. Equipment/Services.** Equipment/Services are the property of the State of Louisiana to be used only for legitimate college purposes. Computers, software, computer media, such as diskettes, CD-ROMs, cartridges, tapes, optical disks, etc., are the property of the state to be used exclusively for legitimate college-related purposes. Likewise, Internet/Intranet services, e-mail, and other online services are to be used exclusively for legitimate college-related communications.
- 2. Content.** No obscenities, vulgarities, sexual communications, racial, age, disability, ethnic or gender-oriented disparaging communications, or other defamatory or derogatory information is to be transmitted, received, printed, or stored. The recipient of any improper (discriminating, harassing, obscene, defamatory, or derogatory) communication is to immediately lodge a complaint with the Dean of Students.
- 3. E-mail.** Student use of the Internet/Intranet, e-mail, or other online communications; and

Academic Learning Support

the materials stored on any BRCC computer, including computer hard drives and other media, such as diskettes, CD-ROMs, etc., is not privileged nor private. This lack of privacy extends to anything you create, receive, print, or send on college paper or electronic documents, such as e-mail, printers, or information systems. All materials stored on BRCC computers, on any media, such as hard drives, diskettes, CD-ROMs, optical disks, logbooks, and stored electronic documents, such as e-mail transmissions, are subject to review for cause at any time by supervisory personnel.

4. **Abuses.** Information Technology's network personnel track usage and periodically review equipment for patterns of abuse. Abuses will be brought to the attention of the Dean of Students. Abuses include, but are not limited to, all use of Intranet access, e-mail, or other on-line services that is unrelated to legitimate college purposes. Access to chat sites and adult sites that offer access to sexual/pornographic materials, hate information, or racially offensive materials is strictly prohibited.
5. **Copyrighted/Patented Materials.** You should be aware that certain online information is copyrighted or patented, including texts, pictures, videos, and sounds. You are not to duplicate or download any software or materials that are copyrighted, patented, or otherwise identified as intellectual property.
6. **Other Policies.** This policy is intended for

use in conjunction with all other policies related to the use of computer equipment, software, and computer-related services.

7. **Enforcement and Penalties for Violation.** Any student who violates any provision of this policy or other relevant Baton Rouge Community College policies, or applicable city, state, or federal laws or regulations, may face sanctions up to and including expulsion.

Open Student Computer Lab

The Open Student Computer Laboratory provides a workplace for you to complete class assignments by providing the academic resources necessary for your success. The laboratory contains updated computers, software, a fax machine, and a printer for your use. The Open Student Computer Laboratory is supported by the Student Technology Fee.

The laboratory is located in Room 119 of the Governors Building and is open Monday through Friday from 7AM until 7PM and Saturday mornings during the regular semester term. Equipment for the production of Baton Rouge Community College identification cards is also located in the lab. With the exception of registration periods, a valid BRCC student identification card is required for entry into the laboratory.

Distance Education Electronic Learning

Classes are provided via electronic means for students who wish to enhance their knowledge and improve their skills any time and any place convenient for them. Courses are available

Academic Learning Support

through the Workforce, Corporate, and Continuing Education (WCCE) Division and cover a wide range of topics ranging from computers to personal enrichment. These courses are not designed to be used for college credit or acquisition of degrees and can be started any time during the year. Please consult the WCCE Schedule of Classes or call 225.219.0445.

College-credit classes are available in a variety of subjects. Each course is the equivalent of the on-campus section of the same course in terms of objective, content, rigor, and transferability. Baton Rouge Community College's Distance/Electronic classes are designed to allow you to enhance your knowledge and improve your skills any time and any place convenient for you.

Baton Rouge Community College's Distance/Electronic Learning Education Program allows you to take certain courses through distance learning classes, which may be offered through television (VHS), the Internet, or other types of technology. Electronic courses are available as video-based telecourses; online and Internet courses; and CD-ROM, audio-visual, compressed-video, multimedia, vendor-packaged, and web-enabled courses.

Students must meet stated prerequisites or assessment scores when applicable. Students taking electronic web-base Internet courses must have proficient computer skills, access to a computer, an Internet connection, an e-mail account, and Netscape Navigator 3.1 or Internet Explorer 3.02 or higher. In some instances, additional software packages will be required. For more informa-

tion about distance learning courses, contact 225.216.8303.



STUDENT SERVICES

Baton Rouge Community College believes that the college is responsible for providing a safe environment for student learning, as well as for providing activities that take place outside of the classroom that enrich your academic experience. The Center for Advising, Counseling, and Disability Services assists you in becoming acquainted with the college and provides advising, counseling, and career exploration services for all enrolled students. The Office of Student Programs and Resources (SPAR) coordinates a variety of campus activities and college organizations, and works closely with the Student Government Association. We encourage all students to actively participate in student activities and to make use of the wide variety of services available to them at BRCC.

Campus Public Safety Department

BRCC makes every effort to provide a safe and secure learning environment for students, faculty, staff, and visitors to the college. Our public safety officers enforce all federal, state, and local laws and all college policies.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. Students, employees and others can be provided a copy of the campus crime statistics by contacting the BRCC Public Safety Office or by visiting our website @ www.mybr.cc.

Pursuant to the *Campus Sex Crimes Prevention Act*, the BRCC Public Safety Department receives

and maintains information on sex offenders who are enrolled, employed or volunteering on the campus. This information can be obtained by contacting the BRCC Public Safety Office.

Crime Reporting, Services and Other Campus Emergencies

Students, staff and visitors are encouraged to immediately report to the BRCC Public Safety Office incidents on campus involving; criminal activity, vandalism, theft, accidents, serious illness, where assistance is needed, and where security measures are required. The campus Public Safety emergency number is 225.268.4012.

Lost and Found

Lost and Found items for students, faculty, and staff can be claimed at the Public Safety Office. Unclaimed items are kept only through the end of each semester. Please call the non-emergency number of the Public Safety Office at 225.216.8001.

Parking

BRCC students, faculty, and staff must fill out a parking permit form within the first week of classes of each semester. The parking permit requires the student, faculty or staff to provide vehicle registration and driver's license information. Students must also provide proof of tuition fees paid. A motor vehicle registration fee will be assessed each semester. A parking decal will be issued after the permit is completed and all fees paid. This decal shall be displayed to avoid receiving a parking citation. All students, faculty and

Student Services

staff shall abide by the parking regulations of the college. A parking citation may be issued if the vehicle is observed to be in violation of parking regulations. Parking or driving is prohibited on lawns, sidewalks, grass, fire zones, loading zones or anywhere that hinders the free movement of traffic. Complainants of an issued citation may appeal at the Public Safety Office.

Parking in "Handicapped" only spaces will require a valid handicap parking permit. The BRCC Public Safety Office can issue a temporary medical permit for a maximum period of 15 days. The permit can be reissued if additional time is needed with proper medical documentation.

For more information regarding parking on campus, contact the Office of Public Safety or visit www.mybr.cc.

Center for Advising, Counseling, and Disability Services

The Center for Advising, Counseling, and Disability Services (CACDS) provides five basic services to empower students to attain higher levels of academic, personal, vocational, and professional growth. The five basic services provided are

- Advising
- Orientation
- Career Services
- Personal Counseling/Mentoring
- Students with Disabilities

In every contact you have with any CACDS staff member, our goal is to encourage you to assume greater ownership of your progress at BRCC. The CACDS is continually developing

programs to be even more effective at helping you raise the bar and achieve your personal best. Check the CACDS web pages (www.mybr.cc/advising/index) to see our latest program information.

Advising

Whether you are a new, returning, or continuing student, advising helps you achieve your academic goals with greater efficiency. At BRCC, academic advising is a shared responsibility with both student and advisor having distinct roles to play. Your advisor will be a BRCC professor or staff member interested in helping you identify and achieve your goals.

The CACDS staff advises new and returning students. Correct initial course placement is critical for success, so BRCC placement test scores and prior transcripts are used in determining course placement. If your goal is to transfer to another institution, your advisor will help you plan classes that will transfer. Advising provides an additional opportunity to obtain needed information and to develop a mentoring relationship with your advisor.

Because of BRCC's dynamic nature of rapid growth and ongoing program development, students who take a semester or more off will find a number of significant innovations have occurred. CACDS staff work with returning students to review their goals. In some cases, returning students find new and exciting opportunities to help them attain their goals.

Continuing students change advisors after they have identified a major and have complet-

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ed 15 hours. They are assigned to professors who teach courses in their major interest areas. The faculty advisor is the person with whom continuing students "touch base" and finalize their semester schedule plans and the person to whom they ask career-related questions. Because professors are very knowledgeable about the subject you have chosen to study, they can provide you with valuable insights about career paths, career options, and graduate study.

New Student Orientation

Orientation helps you learn more about how BRCC can help you achieve your goals and about the services offered to assist you. New students at BRCC typically have many objectives: continuing their education after high school, gaining an Associate Degree, advancing in a current job, gaining entry skills for a career, taking preparatory classes to transfer to a professional school, or taking freshman and sophomore classes as a cost-effective measure before transferring to a university for a bachelor's degree.

Orientation is traditionally an on-campus, in-person, group session; but it also may be conducted in the computer lab. The college plans to offer an orientation program through the BRCC website for students who find it difficult to come to campus. For details on the next group orientation session, please contact the CACDS at 225.216.8019.

Career Services

Career Services is housed in the Center for Advising, Counseling, and Disability Services. You can use a computer program called e-DIS-

COVER to explore career-related issues. e-DISCOVER is an interactive program that allows you to find careers that match your interests, abilities, and values; to determine how to obtain the training needed for particular careers; and to find employment in your chosen field. If you are interested, contact the CACDS Office.

If you have difficulty identifying a suitable career goal by using traditional career interest inventories, an online personality-based inventory is available. The inventory shows the major features of your personality and occupations that might suit you best. Any interested student should contact the CACDS to schedule an appointment for career service workshops.

Personal Counseling

If you have an immediate need for personal counseling, you should go to the Center for Advising, Counseling, and Disability Services for assistance. Personal counseling and crisis intervention are provided on a limited, short-term basis. For long-term care or in-depth therapy, students are referred to community resources. Personal counseling services include individual and group sessions and seminars on anger management, career planning, conflict resolution, career decision making, stress and anxiety reduction, and other topics.

Services for Students with Disabilities

BRCC is committed to ensuring that all of its programs and services are accessible to all students with disabilities. Students requesting accommodations because of a disability must apply for services in the Center for Advising, Counseling, and Disability Services. Students

Student Services

are strongly encouraged to apply for services at least four weeks prior to the first day of classes. BRCC cannot guarantee that accommodations and/or services will be available on the first day of classes to those students who choose to apply for services later than four weeks prior to the first day of classes. However, students have the right to apply for services at any time during their enrollment at BRCC.

The Center for Advising, Counseling, and Disability Services coordinates services for students with disabilities attending BRCC. A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities (i.e., seeing, hearing, learning, walking, talking, taking care of one's self); or an individual who has a record of such impairment; or an individual who is regarded as having such impairment. (Americans with Disabilities Act, Public Law 101-336/1990). This definition is very broad and may include persons with:

- Learning disabilities;
- Mobility impairments;
- Deafness or hearing impairment;
- Blindness or visual impairment;
- Psychological disorders; and
- One or many serious contagious and non-contagious diseases, including AIDS, epilepsy, cancer, heart disease, chronic fatigue syndrome, and tuberculosis.

The services and accommodations offered include

- Counseling (career, academic, personal);
- Priority registration;
- Liaison assistance with agencies and other

college personnel;

- Tutors, readers, scribes, note takers, and special testing;
- Interpreters for the deaf;
- Technical assistance with program and instructional modification;
- Adaptive equipment; and
- Sensitizing and awareness seminars and workshops.

BRCC does not provide students with disabilities with personal devices or with assistance for personal use, including, but not limited to, wheelchairs; eye glasses; hearing aids; transportation; special classes; personal assistance for eating, dressing or other personal services; or readers for personal use.

Contagious/Communicable Diseases

BRCC meets all requirements of the Communicable Disease Prevention and Control Act and the Open Records Act. The college is committed to providing a working and educational environment free of health hazards to its employees and students. Individuals with a contagious/communicable disease will normally be allowed to attend class with written approval of their doctors. The identity of such individuals is confined to those persons within the college with a direct need to know and will not be revealed without an individual's consent. Questions concerning the policy and enrollment procedures of an individual with a contagious/communicable disease should be referred to the Center for Advising, Counseling, and Disability Services (225.216.8503).

Student Programs and Resources (SPAR)

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. The Office of Student Programs and Resources (SPAR) oversees a number of important programs and services for students. The SPAR office is located in the Student Center and oversees programs that include campus activities, student clubs and organizations, Student Government Association, service learning opportunities, and the publication of the college newspaper.

Participation in college programs provides opportunities for making personal connections on campus with other students, faculty, and staff. These activities are designed to enhance the college experience and the career and educational goals of each student. Suggestions for new activities and programs may be submitted to the SPAR office by students, faculty, or staff.

Student Center

BRCC recognizes that students have need of an area where they can gather between classes without interrupting the teaching atmosphere of the institution. The Student Center features ping pong, pool, a dart board, a television, snack machines, and a microwave. In addition, the Student Government Association, clubs, organization mailboxes, and conference room are maintained through the Office of Student Programs and Resources, which is located in the center.

Student Activities

Students at BRCC play a vital part in the planning and implementation of student activities on

campus. Members of the Student Advocates Association meet with the Director of Student Programs and Resources on a regular basis to discuss productive activities for the BRCC community. The Student Government Association also provides scantron sheets for your use and publishes a student newspaper to keep you informed of campus events. Some of the activities BRCC offers include:

FALL

- Fall Fest/Health Fair
- World AIDS Day
- United Way Campaign
- Guest Speakers
- International Student Week
- Leadership Institute
- Student Newsletter
- Poetry Night
- Intramural Sports
- Ping Pong Tournaments
- Pool Tournaments
- Golf Club Faculty/Student
- Two-Man Scramble

SPRING

- Spring Fling/Health Fair
- Alcohol Awareness Week
- Student Awards Ceremony
- Mardi Gras Ball
- SGA Spring Elections
- Black History Month
- Unity Breakfast
- Easter Egg Hunt
- Guest Speakers
- Conferences
- Leadership Institute

Student Services

Student Newsletter
Intramural Sports
Ping Pong Tournaments
Pool Tournaments
Golf Club Handicap Tournament
Spades Tournaments

SUMMER

Health Fair
Big Bang
Free Sno-Balls
Ice Cream Give-A-Way
Regional Golf Tournament
Friends and Family Bowling Night

Student Government Association (SGA)

Students make up the entire membership of this organization. Every student enrolled at BRCC is a member of the SGA; there are no eligibility requirements to join. You decide how involved you will become with the meetings, activities, and governmental issues. In fact, being an active member of the SGA enables you to take part in planning and implementing programs and measures that will affect the entire student body of BRCC.

SGA is a student-driven organization that conducts and regulates all campus-wide elections and referenda. SGA members work closely with BRCC's administration and professors, the Legislative Branch of the State of Louisiana, and leaders of other statewide student organizations to establish policies affecting students enrolled in higher education in the state. By attending meetings, you gain firsthand knowledge of issues that will affect your education.

Student Organizations

The college recognizes that student organizations provide a framework for students to develop their own special talents and interests. Objectives of organizations include assisting students in developing leadership qualities and providing profitable use of leisure time. Information about current organizations and guidelines for starting a new organization may be obtained from the Office of Student Programs and Resources. The clubs and organizations at BRCC include:

African American Culture Club (AACC)
Art Club
Athletic Students Association (ASA)
Christian Students Association (CSA)
Circle K
College Islamic Association (CIA)
Dance Team
Golf Club
Gospel Choir
International Students Association (ISA)
Library Club
Out-Right
Sigma Eta Alpha (SHA)
Strategic Games Association
Student Advocates Association (SAA)
Student Writers Association (SWA)
Theatre Guild
Veterans Club

Service-Learning

The Department of Service-Learning and Volunteerism is located in the Student Center.

Student Services

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With the participation of many professors at BRCC, you are allowed to earn extra credit through service-learning experiences. By volunteering in agencies within the Baton Rouge Community, you are able to apply information taught in the classroom setting to real life situations and to enhance the greatness of our community. For more information on whether a class offers service-learning points, visit with your instructor or stop by the Student Center and receive your free packet on service-learning and volunteerism.

Bulletins and Posters

Official notices, bulletins, and posters are placed on bulletin boards throughout the college. Information about class schedules, events on the school calendar, and student activities will be posted. Any student-related material to be posted or distributed must be approved by the Office of Student Programs and Resources. Specific guidelines for posting notices are available from the Director of Student Programs and Resources.

Bookstore

BRCC contracts bookstore services for the convenience of students, faculty, and staff. A list of required textbooks, study aids, and supplies for all BRCC courses is available in the bookstore. Textbooks, supplies, BRCC logo clothing, gift items, and snacks can be purchased in the bookstore. At the end of each semester, you may sell back previously purchased books. The bookstore hours are from 7:45AM to 6PM

on Monday through Thursday and from 7:45AM to 5PM on Fridays. The bookstore is also open on Saturdays the week before classes begin, the first week of classes, and the week of finals. Contact the bookstore at 225.216.8012 for more information.

Insurance

Student health and accident insurance coverage information is available for all students at BRCC through a third party company. Insurance plans are available for review in the office of Enrollment Services.

Smoke-Free Building

BRCC has a smoke-free environment. Smoking is prohibited in any indoor facility, including classrooms, offices, labs, student lounge, shop areas, or hallways. Smoking by employees, students, and visitors is permitted outside of the building only in designated areas.



WORKFORCE, CORPORATE & CONTINUING EDUCATION

CONTINUING EDUCATION

Continuing Education delivers a wide range of flexible educational services that enhance life-long learning and personal enrichment for professional development, employment competencies upgrades and leisure learning. Non-credit occupation-related programs and courses, seminars, and workshops are continuous, convenient and customer-oriented. New classes starting at various times during the academic year. Programs and courses vary from short-term to long-term. Continuing Education instructors are college faculty and professionals from the community chosen for their knowledge, expertise, and experience in their fields.

Continuing Education Units (CEUs) may be provided upon successful completion of approved vocational course competencies. In all recognized educational institutions, one CEU is awarded for each ten (10) contact hours of instruction in a specified continuing education program or activity. The CEU is a means of recording and accounting for continuing education programming or meeting certification requirements of certain professional organizations.

COMMUNITY OUTREACH PROGRAMS

Community Outreach Programs advocate the creation of opportunities for community members—individuals, schools, businesses and public and private organizations. These programs have three basic components: lifelong learning, community involvement, and efficient use of resources.

BRCC works collaboratively to build partnerships with the community members to address the community's needs for education and training.

YOUTH ACADEMY

The BRCC Youth Academy focuses on academic achievement. The goal is to teach youth problem-solving skills in each course that will assist them in the classroom and in other settings as well. Courses such as Pre-Algebra, Chemistry Made Easy, Creative Writing, Reading Comprehension and Study Skills are included in the schedule of classes. Choices of personal enrichment courses round-out the day such as Sculpture, Sketch & Paint, Music Appreciation, Kidiquette, Advanced Computer Skills, Youth Entrepreneurship, and fitness programs. Whether children are struggling or excelling with specific subjects, the Youth Academy has courses that will move them forward in their educational process. All instructors are either college professors or certified teachers from the school system.

SENIOR ACADEMY

The BRCC Senior Academy designs programs especially for seniors age 55 and older. The purpose of the Academy is to engage seniors in life-long learning through several choices of enjoyable and interesting courses. Instruction is provided at a pace that is comfortable for seniors, and the size of classes remains small. Discover the advantages of enrolling in this unique BRCC program since the classes

- are designed for students 55 years and older.
- are of interest to seniors.
- are appropriately paced to the interest and age of the students.
- are scheduled during the day.
- are held within a comfortable and safe environment.

WORKFORCE TRAINING

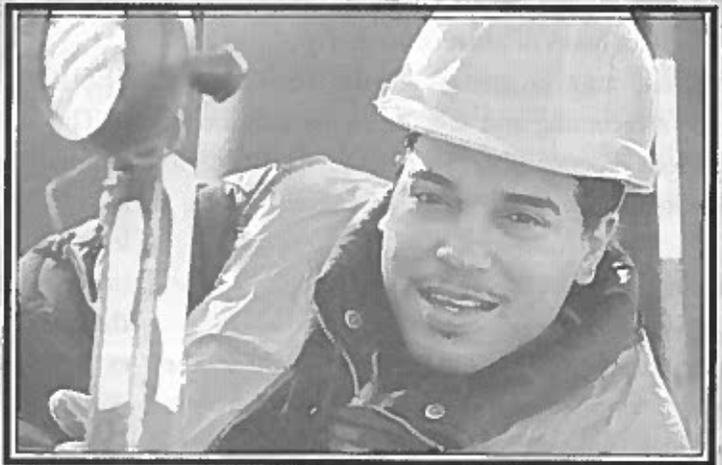
Workforce Training is focused and offered on a contract basis. BRCC can train workers for specific job requirements. The training is customized to the industry's specific needs. Customized training programs are special training initiatives designed for the needs of employers. These programs are offered at the request of businesses, government, or community-based organizations for their employees. The course content and times are coordinated with the

employer. Incumbent Worker Training funds are available for business and industry to provide customized training for existing employees.

The Incumbent Worker Training Program benefits business and industry by developing the skills of current employees, and by increasing employee productivity and nurturing economic development. We offer application development assistance, training program design, budget and equipment bid assistance.

Prepare yourself for the future.

**Enter the
workforce by
taking courses
at
BRCC through its
WCE program.**



225.219.0445

PROGRAMS OF STUDY

Evening and Weekend College

The Evening & Weekend College is designed to address community educational needs in the development of programs and services offered to enhance career opportunities. The program administers credit and non-credit course offerings in the college's service region. Classes are offered Monday through Friday evenings, as well as Saturday mornings and afternoons.

BRCC provides a rich selection of evening and weekend courses to assist students who are unable to attend classes during the day. At the Frazier Center, an all-day Friday schedule is available for students who wish to take classes in a condensed timeframe. A variety of courses are offered at both the main and Frazier Center during the evening hours and on Fridays and Saturdays. Weekend courses are scheduled to allow students to earn from 3 to 12 credit hours in each of the full semesters (Fall, Spring, Summer). Check your schedule of classes for evening and weekend offerings.

Prerequisite/Corequisites

Prerequisites are specific courses that should be completed prior to enrolling in a designated course. The prerequisite identifies the knowledge base required in order for you to be successful in the course. You may appeal the prerequisite requirement with the respective academic dean.

Corequisites are classes designed to be taken at the same time as a designated companion course. Courses with corequisites allow you to successfully transfer and apply knowledge from one class to another. Lectures and labs are frequently designed as co-enrollment companion courses, allowing presentation of both theory and laboratory application during the same term.

Course Cancellations

BRCC reserves the right to cancel any course listed in the schedule of classes. If you are in the last semester of studies prior to graduation and a required course is canceled, please consult your advisor and the appropriate academic dean immediately.

Assignment of Class Instructor

BRCC reserves the right to change instructors listed in the schedule of classes due to course cancellation or other conditions that necessitate the reassignment of instructors. You are advised that the listing of an instructor's name in the schedule of classes is not a guarantee that the specific instructor will teach the course.

Change of Major

You may transfer from one degree or certificate program to another. As a non-degree-seeking student, you may also declare a major at any time. You must complete forms for declaring a new major and file them with the office of Enrollment Services. The degree requirements are those listed in the most current issue of the catalog at the time the change of major is made. It is your responsibility to notify the office of Enrollment Services of a decision to use a catalog published after your admission to the college (see Governing Catalog).

Concurrent Degrees

You may work to receive two degrees concurrently and the degrees may be awarded at the same time. In this case, you must complete the course requirements of both degrees and at least the minimum credits for the larger number of credits required for the two degrees. At least two semes-

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ters before the completion of the two degrees, you must notify the office of Enrollment Services in writing of your academic goals.

Course Waiver/Substitutes

If you have attended another college or university and have taken courses that may be equivalent to BRCC courses, you may petition for a course waiver or substitute. Application for course waiver/substitute is made in the office of Enrollment Services. You will be asked to provide a course syllabus, college catalog, or other information from the college or university attended that will be used in determining the comparability of courses. The academic dean and professors will make a final determination of courses that will be accepted for substitution.

Graduation Requirements

Two components are required to establish your progress toward achieving your associate degree or certificate. The first of these is a degree audit and the second is application for graduation. You should meet on a regular basis with your academic advisor to assure that you are making progress toward your graduation goals. It is possible for you to enroll in courses that are not part of a degree program, may not transfer to another institution, or will not support the degree that you wish to obtain. Therefore, it is important that you regularly focus on your goal progress. When you have completed 45 semester hours of coursework, you should request an official degree audit from the office of Enrollment Services to validate your progress toward graduation. You should take the audit and meet with the appropriate academic dean. This audit will allow you to identify courses

that must be completed prior to graduation and to clarify questions that you may have about receiving your degree.

After the degree audit has been completed, you are required to apply for graduation during your final semester. Deadlines for applying for graduation are posted in the Academic Calendar, but it is wise to complete your application for graduation early in the final semester of coursework. A \$25 graduation fee must be paid in the Office of Finance and Accounting. This fee is a one-time fee good for one year from the time of application.

College commencement exercises are held in May at the end of the spring semester. Students completing programs in the fall or summer terms are encouraged to participate in commencement. Participation in the ceremony is voluntary. Summer graduates who would like their names included in the commencement program must have their graduation applications submitted by the spring graduation application deadlines.

Diplomas will be mailed to students when semester grades are recorded and all college work has been evaluated for each graduate. If graduation requirements are not met, you will be required to complete deficits prior to the awarding of your diploma.

Associate Degree Graduation Requirements

Candidates for an Associate of Arts (AA), Associate of Science (AS), Associate in General Studies (AGS), and/or Associate of Applied Science (AAS) degrees must meet the following requirements:

- Apply for graduation prior to the deadline established in the Academic Calendar.
- Complete all required coursework defined in

Programs of Study

- the program of study of the governing catalog.
- Complete the BRCC General Education Core requirements.
- Complete English 101 and 102 with a grade of "C" or better.
- Earn a minimum of 25% of required program coursework through instruction at BRCC.
- Have a cumulative grade point average (GPA) of 2.0 or better.
- Fulfill all financial obligations to BRCC.
- Attend an exit interview in the Office of Financial Aid if you receive financial aid.

Certificate Requirements

Candidates for receiving a certificate must meet the following requirements:

- Apply for graduation prior to the deadline established in the Academic Calendar .
- Complete all required coursework defined in the program of study of the governing catalog.
- Complete English 101 with a grade of "C" or better.
- Earn a minimum of 25% of required program coursework through instruction at BRCC.
- Have a cumulative grade point average (GPA) of 2.0 or better.
- Fulfill all financial obligations to BRCC.
- Attend an exit interview in the Office of Financial Aid if you receive financial aid.



GENERAL EDUCATION CORE REQUIREMENTS

BRCC's general education core requirements reflect the college's belief that all students need to communicate and reason effectively in order to succeed. While courses within your major are designed to develop a depth of knowledge and specific professional skills, general education courses expose you to a greater breadth of information, encouraging an appreciation for the realms of arts, humanities, and sciences.

To fulfill the general education core requirement you must complete the minimum hours of coursework indicated by your respective degree plans.

For the Associate of Arts in Liberal Arts, the Associate of Science in General Science, and the Associate in General Studies, 29 hours of coursework are required, as follows:

I.	English Composition	6
II.	Speech	3
III.	Mathematics	6
IV.	Social/Behavioral Science	3
V.	Natural Science	3
VI.	Computer Science	3
VII.	Arts/Humanities	3
VIII.	Seminars	2

Regulations

- You must complete the general education requirement prior to graduating from BRCC. You should begin working on the requirement in your first semester.
- Only those courses on the approved list below may be used to satisfy general education requirements.
- General education courses will be graded on the "A, B, C, D, F, P" system.
- Students must earn a grade of "D" or better in all general education courses used to fulfill requirements, and a "C" or better in English 101 and 102.
- A request for an exception to the general education requirements must be submitted to the dean of the division in which the course is offered. The student's request and dean's evaluation are forwarded to the Vice Chancellor of Academic Affairs for a final decision.



General Education Core Requirements

<u>Area/Courses</u>	<u>Credit Hour</u>	<u>Area/Courses</u>	<u>Credit Hour</u>
I. ENGLISH COMPOSITION		IV. SOCIAL SCIENCE	
All students must earn credit in ENGL 101 and 102, or the equivalent. A grade of "C" or better must be earned in ENGL 101 and 102.		Economics	
English		201 Principles of Macro Economics3	
101 English Composition I.....3		202 Principles of Micro Economics.....3	
102 English Composition II.....3		203 Economic Principles.....3	
103 English Composition I Honors.....3		Geography	
II. SPEECH		201 Introduction to Geography.....3	
Speech		203 Cultural Geography.....3	
101 Fundamentals of Speech.....3		Political Science	
120 Techniques of Speech.....3		110 American Government.....3	
220 Comm. for Business Professionals.....3		Psychology	
III. MATHEMATICS		200 Psychology of Adjustment.....3	
Students may earn credit toward their degrees in either MATH 101 or 110, but not both. Students earning credit in MATH 120 may not also earn credit toward their degrees in MATH 101, 110, or 111. All students must have credit in MATH 101, 110, 120, or 130, plus one additional course from the following:		201 Introduction to Psychology.....3	
Mathematics		Sociology	
101 College Algebra: Five-hour Format.....3		200 Introduction to Sociology.....3	
110 College Algebra.....3		V. NATURAL SCIENCE	
111 Plane Trigonometry.....3		Biological Sciences	
120 College Algebra and Trigonometry.....5		101 General Biology I.....3	
130 Introduction to Contemporary Math.....3		102 General Biology II.....3	
131 College Mathematics.....3		103 General Biology I Honors.....3	
200 Finite Mathematics.....3		104 General Biology II Honors.....3	
201 Calculus for Non-Science Majors.....3		120 Biology for Science Majors I.....3	
202 Basic Statistics I.....3		121 Biology for Science Majors II.....3	
210 Calculus I.....5		Chemistry	
211 Calculus II.....5		101 Chemistry I.....3	
212 Multidimensional Calculus.....3		102 Chemistry II.....3	
		104 Chemistry for PTEC Majors/Lab.....4	
		130 Chemistry for Non-Science Majors I.....3	
		131 Chemistry for Non-Science Majors II.....3	
		Geography	
		205 Physical Geography.....3	

General Education Core Requirements

Physical Science

101 Physical Science I.....	3
102 Physical Science II.....	3
103 Physical Science/Lab	4
104 Physical Science/Lab.....	4

Physics

121 General Physics for Physics Majors I	4
122 General Physics for Physics Majors II	4
201 General Physics I.....	3
202 General Physics II.....	3
210 Physics for Technical Students I.....	3
211 Physics for Technical Students II	3

VI. COMPUTER SCIENCE

Computer Science

101 Introduction to Computer Technology	3
190 Microcomputer Applications.....	3

VII. ARTS and HUMANITIES

ARTS

Art

101 Introduction to Fine Arts.....	3
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Music

101 Music Appreciation.....	3
102 History of Jazz.....	3

Theatre

100 Introduction to Theatre.....	3
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HUMANITIES

English

210 Literature and Ethnicity.....	3
211 Survey of Short Stories and Novels	3
215 Introduction to Drama and Poetry.....	3
220 Survey of British Literature.....	3
221 Survey of American Literature	3
230 Understanding Literature.....	3

French

101 Elementary French I.....	3
102 Elementary French II.....	3
201 Intermediate French I	3
202 Intermediate French II	3

History

101 History of World Civilizations I	3
102 History of World Civilizations II.....	3
201 U.S. History I.....	3
202 U.S. History II.....	3

Philosophy

201 Introduction to Philosophy.....	3
203 Introduction to Logic	3
205 Introduction to Ethics	3

Spanish

101 Elementary Spanish I	3
102 Elementary Spanish II.....	3
201 Intermediate Spanish I.....	3
202 Intermediate Spanish II.....	3

Speech

210 Interpersonal Communication	3
240 Performance of Literature	3
263 Argumentation and Debate.....	3

VIII. SEMINARS

Seminars

110 Introduction to BRCC.....	1
111 Career Planning.....	1
112 Seminar in Math/Science Anxiety	1
113A Critical Thinking I.....	1
113B Critical Thinking II	1
114 Orientation to Campus Resources	1
125 Honors Colloquium I	1

ASSOCIATE OF ARTS IN LIBERAL ARTS

The Associate of Arts in Liberal Arts degree is designed specifically for those students who are planning to transfer to a senior college or university. The emphasis is such that you may complete general education courses required by most senior institutions. It also allows you to gain a breadth of knowledge while choosing a major and enables you to develop a foundation for self-fulfillment or knowledge enhancement for the workplace. **If you plan to transfer to another institution, you should discuss your plans with a BRCC advisor and with an advisor at the receiving institution to assure transferability of credit.**

To be awarded this degree, you must:

- Have a cumulative GPA of 2.00 or better in all credits used toward the degree,
- Earn a "C" or better in major courses and in English 101 and 102,
- Take at least 12 hours at the 200 level, and
- Complete the coursework listed below.

PROGRAM OF STUDY

General Education Core Requirements

	<i>Credit Hours</i>
English Composition	6
Speech	3
Mathematics.....	6
Social Science	3
Natural Science	3
Computer Science ²	3
Arts/Humanities.....	3
Seminars.....	2
	29

Major Courses

Social Science Courses	3
Criminal Justice, Economics, Geography (excluding Physical Geography), Political Science, Psychology, and Sociology	
Natural Science Sequence ¹	8
Biological Science, Chemistry, Physical Geography, Physical Science, and Physics	

Humanities Courses	15
Art, English, Foreign Language, History, Music, Philosophy, Speech Communication, and Theatre	
Total Major Courses	26
Approved Electives	6
ACCT, ARTS, BIOL, CHEM, CIST, CJUS, COMP, ECON ³ , EDUC, ENGL, FREN, GEOG, HIST, MATH, MUSC, PHIL, PHSC, PHYS, POLI, PSYCH., SOCL, SPAN, SPCH and THTR	
Elective	3

TOTAL HOURS **64**

¹ A Natural Science Sequence consists of two sequential courses in the same area. Ex: BIOL 101 and 102, CHEM 101 and 102, PHSC 101 and 102, or PHYS 201 and 202.

² Credit will not be awarded for COMP 101 and 190.

³ ECON 203 may not be used with either ECON 201 or ECON 202.

SUGGESTED COURSE SEQUENCE

SEMESTER 1	Credit Hours	SEMESTER 3	
• ✓ ENGL 101	3 ✓	• ✓ Speech	3 ✓
• Natural Science Sequence	3 ✓	• ✓ Humanities	3 ✓
• Natural Science Lab Sequence	1 ✓	• ✓ Humanities	3 ✓
✓ MATH 101, 110 or 130	3 ✓	• ✓ Social Science	3 ✓
✓ Computer Science	3 ✓	• ✓ Arts/Humanities	3 ✓
• Seminar	1 ✓		15
	14		
SEMESTER 2		SEMESTER 4	
• ✓ ENGL 102	3 ✓	• ✓ Natural Science	3 ✓
• Natural Science Sequence	3 ✓	• ✓ Approved Elective	3 ✓
• Natural Science Lab Sequence	1 ✓	• ✓ Approved Elective	3 ✓
✓ Math	3 ✓	• ✓ Humanities	3 ✓
✓ Humanities	3 ✓	• ✓ Elective	3 ✓
✓ Humanities	3 ✓	• ✓ Social Science	3 ✓
• Seminar	1 ✓		18
	17		
			TOTAL HOURS
			64

ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

The Associate of Science in General Science degree is designed as a transfer program for students who plan to transfer to a baccalaureate degree-granting institution and major in one of the sciences, health professions, or related pre-professional areas, such as dentistry, medicine, pharmacy, optometry, physical therapy, nursing, physics, chemistry, or biological science. If you do not plan to transfer to a senior institution, the General Science curriculum provides foundation courses that may lead to employment in one of the various health, science fields, or health-related para-professions.

To maximize possible transfer courses to senior institutions, you should select a college or university as soon as possible and obtain a catalog from that institution. You should discuss your plans with a BRCC advisor and with an advisor at the receiving institution to assure transferability of credit.

To be awarded this degree, you must:

- Have a cumulative GPA of 2.00 or better in all credits used toward the degree,
- Earn a "C" or better in major courses and in English 101 and 102,
- Take at least 12 hours at the 200 level, and
- Complete the coursework listed below.

PROGRAM OF STUDY

SUGGESTED COURSE SEQUENCE

General Education Core Requirements

	Credit Hours	SEMESTER 1	Credit Hours
English Composition	6	ENGL 101	3
Speech	3	Major Course Sequence I	3
Mathematics	6	Major Course Sequence I Lab	1
Social Science	3	MATH 101 or 110	3
Natural Science	3	Computer Science	3
Computer Science	3	Arts/Humanities	3
Arts/Humanities	3	Seminar	1
Seminars	2		17
	29	SEMESTER 2	
Major Course Sequence¹		ENGL 102	3
Biology, Chemistry, or Physics	18	Major Course Sequence I	3
Natural Science and Mathematics Electives	6	Major Course Sequence I Lab	1
	24	MATH 111	3
		Social Science	3
		Humanities	3
		Seminar	1
			17
Required Related Courses		SEMESTER 3	
Humanities	3	Major Course Sequence II	3
Social Sciences	3	Major Course Sequence II Lab	1
Art	3	Art	3
	9	Speech	3
		Natural Science General Education	3
		Natural Science or Math Elective	2
			16
Electives	3	SEMESTER 4	
		Major Course Sequence II	3
		Major Course Sequence II Lab (optional)	1
		Natural Science	3
		Social Science	3
		Natural Science or Math Elective	3
		Elective	3
			16
TOTAL HOURS	65	TOTAL HOURS	65-66

¹A Major Course Sequence consists of two sequential courses in the same area. Ex: BIOL 101 and 102, CHEM 101 and 102, or PHYS 201 and 202.

ASSOCIATE IN GENERAL STUDIES

The Associate in General Studies degree is a flexible program designed to help you reach your educational or occupational goals. As a *transfer program*, it allows you to explore various educational fields before deciding upon a major. Students who plan to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor at the receiving institution to assure transferability of credit.

As a terminal degree this degree allows you to design your curriculum with specific career and occupational goals in mind. In pursuing the General Studies degree, you will have access to a strong, yet flexible academic base. Enrichment blocks and concentration components enable you to choose coursework that focuses on individual interests.

To be awarded this degree, you must

- Have a cumulative GPA of 2.00 or better in all credits used toward the degree,
- Earn a "C" or better in Area of Concentration courses and in ENGL 101 and 102,
- Earn a "C" or better in Computer Science courses (for Business Concentration only),
- Take at least 12 hours at the 200 level, and
- Complete the coursework listed below.

PROGRAM OF STUDY

General Education Core Requirements.....	29
Area of Concentration.....	18
<i>Business or Liberal Arts</i>	
Enrichment Blocks	18
<i>Total Hours</i>	65

General Education Core Requirements	Credit Hour
English Composition	6
Speech.....	3
Mathematics	6
Social Science?	3
Natural Science	3
Computer Science	3
Arts/Humanities	3
Seminars	2
	29

Associate in General Studies

Areas of Concentration

Business Concentration ✓✓✓✓✓ 18
 Accounting; Business Technology; Computer Education;
 Economics; ENGL 201; Finance; Management; Marketing;
 MATH 201, 202 and/or 203; Office Administration; and Real
 Estate

Or

Liberal Arts Concentration 18
 Art, Humanities, Mathematics, Science, and Social Science

1. Credit will be awarded for both COMP 101 and 190.
2. ECON 203 cannot be used in conjunction with ECON 201/or202

Enrichment Blocks

Choose from three blocks (with a minimum of six hours from each block).

Block 1. Arts and Humanities (6) ✓✓✓✓
 Arts, English, Foreign Languages, History, Philosophy, Music, Speech, and Theatre

Block 2. Natural Science/Mathematics (6)
 Anatomy and Physiology, Biology, Chemistry, Mathematics, Microbiology, Physical Geography, Physical Science, and Physics

Block 3. Social Sciences (6) ✓
 Criminal Justice, Economics, Geography (Introduction and Cultural only), Political Science, Psychology, and Sociology

Block 4. Applied Sciences (6) ✓✓
 Accounting; Business Technology; Computer Education/Science; Economics; English 201; Finance; Management; Marketing; Math 201, 202, and/or 203; Office Administration; and Real Estate

Block 5. Education (6)

SUGGESTED COURSE SEQUENCE

hist 202
 sp 210

SEMESTER 1

Credit Hours

✓ ENGL 101 ✓	3
✓ Natural Science ✓	3
✓ Computer Science ✓	3
✓ Math ✓	3
✓ Arts/Humanities ✓	3
Seminar ✓	1
	16

SEMESTER 2

✓ ENGL 102 ✓	3
✓ Math ✓	3
Concentration Course	3
Concentration Course	3
Concentration Course	3
Seminar ✓	1
	16

SEMESTER 3

Credit Hour

✓ Speech ✓	3
✓ Social Science ✓ PSYC	3
Concentration Course	3
Enrichment Block SOCL 3	3
Enrichment Block CHE + BIOL 2	3
Enrichment Block	3
	18

SEMESTER 4

Concentration Course	3
Concentration Course	3
Enrichment Block	3
Enrichment Block	3
Enrichment Block	3
	15

TOTAL HOURS

65

MUS
 FR
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ASSOCIATE OF APPLIED SCIENCE IN BUSINESS TECHNOLOGY

The program of study in Business Technology has been specifically designed to meet the employment needs of the business community in the Greater Baton Rouge metropolitan area. This program of study is not designed for college transfer. It will provide a general education and work skills needed for employment. Besides the required courses, the Associate of Applied Science curriculum allows you to choose two approved business-related elective courses. You have the opportunity to tailor your program of study by adding emphasis in accounting, business, computers, economics, finance, management, marketing, office careers, and real estate.

To be awarded this degree, you must:

- Have a cumulative GPA of 2.00 or better in all credits used toward the degree;
- Earn a "C" or better in Major Courses, English 101 and 102, computer education, and approved electives;
- Take at least 12 hours at the 200 level; and
- Complete the coursework listed below.

PROGRAM OF STUDY

	Credit Hours
General Education	
Core Requirements	
English Composition.....	6
Speech.....	3
Mathematics.....	6
Social Science (ECON) ¹	3
Natural Science.....	3
Computer Science ²	3
Humanities.....	3
	27
Major Courses	
Business Math.....	3
Introduction to Business.....	3
Business Law.....	3
Business Communication.....	3
Keyboarding.....	1
Accounting.....	6
Database Management.....	3
Spreadsheets.....	3
	25
Approved Electives³	6
<i>Approved electives must be selected from ACCT; BUSN; CIST; COMP⁴; CSAT; ECON¹; ENGL 201; FINA; MANG; MARK; MATH 201, 202, and/or 203; OFCP; and REAL.</i>	
Elective	3
TOTAL HOURS	61

SUGGESTED COURSE SEQUENCE

	Credit Hours
SEMESTER 1	
✓ ENGL 101.....	3
✓ BUSN 110.....	3
✓ COMP 101 ⁴ or 190 ²	3
OFCP 100.....	1
✓ BUSN 121.....	3
	13
SEMESTER 2	
✓ ENGL 102.....	3
✓ MATH 101 or 110.....	3
✓ SPCH 101 or 120.....	3
ACCT 200.....	3
BUSN 140.....	3
	15
SEMESTER 3	
✓ ACCT 201.....	3
✓ BUSN 220.....	3
✓ Natural Science.....	3
✓ CIST 140.....	3
✓ Humanities.....	3
✓ MATH 111, 130, 201, 202, or 203.....	3
	18
SEMESTER 4	
✓ Approved Elective.....	3
✓ Approved Elective ¹	3
✓ Elective.....	3
✓ CIST 150.....	3
✓ Social Science (ECON).....	3
	15
TOTAL HOURS	61

¹ ECON 203 cannot be used in conjunction with either ECON 201 or 202.

² Credit will not be awarded for both COMP 101 and 190.

³ At least one of the approved electives must be at the 200 level or above.

ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY

The curriculum leading to the Associate of Applied Science in Process Technology has been developed in collaboration with the local industry. This program is a rigorous study of the common operating processes found in industrial plants and will prepare the student to enter the employment market as an entry-level process operator. The job market for this specialty career is exceptionally strong in the Gulf Coast region.

To be awarded this degree, the student must

- Have a cumulative GPA of 2.00 or better in all credits used toward the degree,
- Earn a "C" or better in Major Courses and in English 101 and 102, and
- Complete the coursework listed below.

PROGRAM OF STUDY

SUGGESTED COURSE SEQUENCE

General Education Requirements	Credit Hours	SEMESTER 1	Credit Hours
English Composition (ENGL 101, 102).....	6	✓ ENGL 101	3
Speech (SPCH 120).....	3	✓ MATH 101 or 110	3
Mathematics.....	6	✓ COMP 101 or 190.....	3
(MATH 101 or 110, and 111)		SEM 114.....	1
Social Science (ECON 203).....	3	✓ PTEC 101	3
Natural Science.....	8	✓ PTEC 131	3
(CHEM 104 and 104L or CHEM 101 and 101L, and PHYS 201 and 210L)			16
Computer Science (COMP 101 or 190).....	3	SEMESTER 2	
Humanities.....	3	✓ ENGL 102	3
Seminars (SEM 114).....	1	✓ MATH 111	3
	33	✓ CHEM 104 or CHEM 101.....	3
		✓ CHEM 104L or CHEM 101L	1
		✓ PTEC 132	1
		✓ PTEC 161	3
			16
Major Courses		SUMMER	
Process Technology		✓ PTEC 291	3
PTEC 101.....	3		
PTEC 131.....	3		
PTEC 132.....	3		
PTEC 161.....	3		
PTEC 203.....	3		
PTEC 207.....	3		
PTEC 242.....	4		
PTEC 243.....	3		
PTEC 244.....	3		
PTEC 263.....	3		
PTEC 291.....	3		
	34		
		SEMESTER 3	
		✓ SPCH 120.....	3
		PHYS 201 and 210L.....	4
		✓ PTEC 263.....	3
		✓ PTEC 203.....	3
		✓ PTEC 242.....	3
			16
		SEMESTER 4	
		✓ PTEC 207.....	3
		✓ PTEC 243.....	4
		✓ PTEC 244.....	3
		✓ ECON 203.....	3
		✓ Humanities	3
			16
TOTAL HOURS	67	TOTAL HOURS	67

CERTIFICATE IN BUSINESS TECHNOLOGY

The Certificate in Business Technology has been specifically designed to meet the entry-level employment needs of the business community in the Greater Baton Rouge metropolitan area. This program of study is not designed for college transfer. It will provide a general education and work skills needed for employment. The student will have the opportunity to tailor the program of study by adding emphasis in one or more of the following areas: accounting, business, computers, economics, finance, management, marketing, office careers, and real estate.

To be awarded this certificate, the student must

- Have a cumulative GPA of 2.00 or better in all credits used toward the degree;
- Earn a "C" or better in English 101, computer science, and business-related requirements; and
- Complete the coursework listed below.

PROGRAM OF STUDY

General Education Requirements	Credit Hours
English (ENGL 101)	3
Speech (SPCH 101 or 120).....	3
Mathematics (MATH 101/110 or 130).....	3
Computer Science ¹ (COMP 101 or 190)	3
Economics ² (ECON 201, 202, or 203)	3
	15
Business Related Requirements	
OFCP 100	1
BUSN 110	3
ACCT 200	3
OFCP 100 or BUSN 140.....	3
	10
Business Electives	6
ACCT; BUSN; CIST; COMP; ECON; ENGL 201; FINA; MANG; MARK; MATH 201, 202, and/or 203; OFCP and REAL.	
TOTAL HOURS	31

SUGGESTED COURSE SEQUENCE

SEMESTER 1	Credit Hours
ENGL 101	3
MATH 101, 110, or 130	3
COMP ¹ 101 or 190	3
OFCP 100	1
BUSN 110	3
Business Elective	3
	16
SEMESTER 2	
ACCT 200	3
OFCP 110 or BUSN 140.....	3
SPCH 101 or 120.....	3
ECON ² 201, 201, or 203	3
Business Elective	3
	15
TOTAL HOURS	31

¹ Credit will not be awarded for both COMP 101 and 190.

² ECON 203 cannot be used in conjunction with either ECON 201 or 202.

COURSE DESCRIPTIONS

All course descriptions are alphabetized by course code. Courses with numbers less than 100 are developmental classes, which are non-transferable. Courses numbered in the 200s are second-year level courses. Prerequisites are listed for all courses requiring them. No Prerequisite is necessary where none is listed. Successful completion of developmental courses and of English 101 and 102 requires a minimum grade of "C".

ACCT 200 FINANCIAL ACCOUNTING I

Lecture 3, Lab 0, Credit 3

Introduces basic accounting concepts and principles, accounting cycle, preparation of financial statements, general and special journals, and payroll accounting.

Prerequisite: Appropriate placement test score or DVMA 094

ACCT 201 FINANCIAL ACCOUNTING II

Lecture 3, Lab 0, Credit 3

Introduces balance sheet valuations, partnerships, corporations, stockholders' equity, the statement of cash flows, and financial statement analysis.

Prerequisite: ACCT 200

ACCT 203 FINANCIAL ACCOUNTING III

Lecture 3, Lab 0, Credit 3

Advanced introduction to basic accounting concepts, principles, and the accounting cycle. Includes preparation of financial statements, balance sheet valuations, stockholder' equity, income measurement, and cash flow.

Prerequisite: MATH 101 OR 110. Credit will be given for this course and ACCT 200 or ACCT 201.

ACCT 211 INTRODUCTION TO MANAGERIAL ACCOUNTING

Lecture 3, Lab 0, Credit 3

Reviews the principles and methods of accounting primarily concerned with data gathering and presentation for the purpose of internal management and decision-making.

Prerequisite: ACCT 201

ACCT 221 COMPUTER-BASED ACCOUNTING

Lecture 3, Lab 0, Credit 3

Introduces accounting using the computer and an appropriate software application, such as Peachtree.

Prerequisites: ACCT 201 and COMP 101 or 190

ACCT 231 INTERMEDIATE ACCOUNTING I

Lecture 3, Lab 0, Credit 3

Expands on and studies further details of concepts, relationships, and procedures underlying the accounting cycle, financial statements, and Generally Accepted Accounting Principles learned in ACCT 111 with the introduction of the time value of money.

Prerequisite: ACCT 201 with a minimum grade of "C"

ARTS 101 INTRODUCTION TO FINE ARTS

Lecture 3, Lab 0, Credit 3

Includes lecture and discussion on the visual arts with emphasis on how and why works have been created in our own and earlier times. Explores all major forms of drawing, painting, printmaking, sculpture, design, and architecture.

Prerequisite: Appropriate placement test score or DVRE 091

ARTS 111 BASIC 2-D DESIGN

Lecture 3, Lab 3, Credit 3

Introduces concepts of two-dimensional design and color. Students learn to organize the visual elements of design according to established principles of art.

Lab Fee: \$10.00

ARTS 112 INTRODUCTION TO 3-D DESIGN

Lecture 3, Lab 3, Credit 3

Introduces the approaches, processes, and aesthetic concerns of three-dimensional design in studio art.

Lab Fee: \$35.00

ARTS 120 BEGINNING DRAWING

Lecture 1, Lab 5, Credit 3

Introduces fundamentals of drawing and two-dimensional observational drawing through structured sequence of practice exercises.

Lab Fee: \$10.00

ARTS 122 LIFE DRAWING

Lecture 1, Lab 5, Credit 3

Implements the principles and elements of design as related to the figure.

Prerequisite: ARTS 120 or instructor review of student portfolio
Lab fee: \$25.00

ARTS 130 BEGINNING PAINTING

Lecture 1, Lab 5, Credit 3

Introduces basic concepts, materials, and techniques in oil and acrylic media. Assumes student has no prior experience in painting.

Prerequisite: ARTS 120 or approval of instructor

Lab Fee: \$10.00

Course Descriptions

ARTS 140 BEGINNING CERAMICS

Lecture 1, Lab 5, Credit 3

Introduces techniques, processes, and aesthetic concerns of ceramics as a studio art medium. Students will complete a number of original works. Covers hand-building techniques, earthenware glazing, and firing processes.

Lab fee: \$35.00

ARTS 142 INTRODUCTION TO CERAMIC WHEEL THROWING

Lecture 1, Lab 5, Credit 3

Introduces techniques, processes, aesthetic, and utilitarian concerns associated with wheel-thrown vessels as a ceramic art form.

Lab fee: \$35.00

ARTS 150 INTRODUCTION TO SCULPTURE

Lecture 1, Lab 5, Credit 3

Introduces techniques, processes, and aesthetic concerns of sculpture as a studio art medium.

Lab fee: \$35.00

BIOL 101 GENERAL BIOLOGY I

Lecture 3, Lab 0, Credit 3

Covers general concepts in cell biology, genetics, ecology, and evolution. Not intended for science majors.

Corequisite: BIOL 101L recommended

BIOL 101L GENERAL BIOLOGY I LAB

Lecture 0, Lab 2, Credit 1

Provides a laboratory component that enhances and follows the sequence of material in BIOL 101. Not intended for science majors.

Prerequisite: BIOL 101 or

Corequisite: BIOL 101 Lab fee: \$25.00

BIOL 102 GENERAL BIOLOGY II

Lecture 3, Lab 0, Credit 3

Covers general concepts of biological diversity, physiology, and behavior of living organisms. Not intended for science majors. Prerequisite: BIOL 101 recommended

Corequisite: BIOL 102L recommended

BIOL 102L GENERAL BIOLOGY II LAB

Lecture 0, Lab 2, Credit 1

Provides a laboratory component which enhances and follows the sequence of material in BIOL 102. Not intended for science majors.

Prerequisite: BIOL 102 or

Corequisite: BIOL 102 Lab fee: \$25.00

BIOL 103 GENERAL BIOLOGY I (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces basic concepts and processes in biochemistry, cell biology, genetics, ecology, and evolution. Emphasizes integration of these concepts into a holistic framework of biological knowledge. Intended as an alternative to BIOL 101 for students who want to explore in greater depth in collaboration with peers.

Prerequisite: Placement by department

Corequisite: BIOL 103L

BIOL 103L GENERAL BIOLOGY I LAB (HONORS)

Lecture 0, Lab 2, Credit 1

Provides laboratory experience that reinforces the topics covered in BIOL 103.

Prerequisite: Placement by department

Corequisite: BIOL 103

Lab fee: \$25.00

BIOL 104 GENERAL BIOLOGY II (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces basic concepts and processes in biodiversity, evolution, human anatomy, physiology, and ecology. Emphasizes integration of these concepts into a holistic framework of biological knowledge. Intended as an alternative to BIOL 102 for students who want to explore biology in greater depth in collaboration with peers.

Prerequisites: BIOL 103, 103L, and placement by department

Corequisite: BIOL 104L

BIOL 104L GENERAL BIOLOGY II LAB (HONORS)

Lecture 0, Lab 2, Credit 1

Provides laboratory experiences that reinforce the topics covered in BIOL 104.

Prerequisite: BIOL 103, 103L and placement by department

Corequisites: BIOL 104

Lab fee: \$25.00

Course Descriptions

BIOL 120 BIOLOGY I FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Covers general concepts in cellular structure, cellular metabolism, cellular communication, and genetics. Primarily for students majoring in science, agriculture, or science education.

Corequisite: BIOL 120L recommended

BIOL 120L BIOLOGY I LAB FOR SCIENCE MAJORS

Lecture 0, Lab 3, Credit 1

Provides a laboratory component that coincides with the general concepts of BIOL 120.

Prerequisite: BIOL 120 or

Corequisite: BIOL 120

Lab fee: \$25.00

BIOL 121 BIOLOGY II FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Covers general concepts in evolution, diversity ecology, and the function of organisms. Primarily for students majoring in science, agriculture, or science education.

Prerequisite: BIOL 120

Corequisite: BIOL 121L recommended

BIOL 121L BIOLOGY II LAB FOR SCIENCE MAJORS

Lecture 0, Lab 3, Credit 1

Provides a laboratory component that coincides with the general concepts of BIOL 121 lecture. Primarily for students majoring in science, agriculture, or science education.

Prerequisites: BIOL 120 and 120L

Corequisite: BIOL 121

Lab fee: \$25.00

BIOL 210 GENERAL MICROBIOLOGY

Lecture 3, Lab 3, Credit 4

Studies microorganisms with emphasis on those of medical significance and their role in public health and infectious diseases. Includes laboratory component that surveys laboratory techniques in microbiology applicable to general microbiology, public health, medical technology, and medicine.

Prerequisite: BIOL 101 or 120 recommended

Lab fee: \$30.00

BIOL 220 HUMAN NUTRITION & DIET THERAPY

Lecture 3, Lab 0, Credit 3

Involves the principles of nutrition and their application in maintaining health and providing diet therapy. Focuses on the physiological and biochemical aspects of nutrition and covers guidelines to assess nutritional status. Intended for students demonstrating an interest in dietetics, nursing, and other health-related professions.

Prerequisites: BIOL 101 or 120 or CHEM 101 or 130

BIOL 230 HUMAN ANATOMY AND PHYSIOLOGY I

Lecture 3, Lab 3, Credit 4

Focuses on gross anatomy, physiological and clinical aspects of anatomy and physiology as it relates to the organ systems of the human body. Not for science majors; designed for students majoring in medical technology, nursing, nutrition, occupational therapy, and physical therapy. Includes laboratory component paralleling the lecture.

Prerequisites: BIOL 101 or 102 or 120 or CHEM 101 or 130

Lab fee: \$15.00

BIOL 231 HUMAN ANATOMY AND PHYSIOLOGY II

Lecture 3, Lab 3, Credit 4

Focuses on structural, physiological, and clinical aspects of anatomy and physiology as it relates to the maintenance of human life. Not for science majors; designed for students majoring in medical technology, nursing, nutrition, occupational therapy, and physical therapy. Includes a laboratory component paralleling the lecture.

Prerequisite: BIOL 230

Lab fee: \$15.00

BUSN 110 INTRODUCTION TO BUSINESS

Lecture 3, Lab 0, Credit 3

Studies American business firms, organizational structures, practices, and principles. Includes organizational systems and terminology.

BUSN 121 BUSINESS MATH

Lecture 3, Lab 0, Credit 3

Reviews basic math functions to include operations relative to arithmetic problems commonly found in business practices.

Course Descriptions

BUSN 140 BUSINESS COMMUNICATION

Lecture 3, Lab 0, Credit 3

Introduces theory and application of communication in the business world. Includes oral, written, and various electronic means of communication.

Prerequisite: ENGL 101

BUSN 220 BUSINESS LAW

Lecture 3, Lab 0, Credit 3

Introduces a study of the legal principles and practices in the business environment. Reviews the nature and sources of law, the judicial system, contractual relationships, employee/employer obligations, and ethics.

Prerequisite: BUSN 110

BUSN 250 BUSINESS INTERNSHIP

Lecture 3, Lab 0, Credit 3

Allows business students the opportunity to obtain "real world" work experiences related to coursework.

Prerequisites: COMP 101 or 190; BUSN 110, 121, 140 and 220; minimum GPA of 2.0 (overall and major); recommendation of an advisor/instructor; and good academic standing

CHEM 101 CHEMISTRY I FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Introduces fundamental laws, modern theories, and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrates problem-solving and quantitative approaches. Intended for students planning to major in science or engineering.

Prerequisites: MATH 101/110 or 120

Corequisite: CHEM 101L

CHEM 101L CHEMISTRY I LAB

Lecture 0, Lab 2, Credit 1

Introduces basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

Prerequisite: CHEM 101 or

Corequisite: CHEM 101 Lab fee: \$30.00

CHEM 102 CHEMISTRY II FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Introduces chemical theories and principles with emphasis on chemical equilibria, acids and bases, electrochemistry, chemical thermodynamics, and kinetics. Integrates problem-solving and quantitative approaches. Intended for students planning to major in science or engineering.

Prerequisite: CHEM 101

Corequisite: CHEM 102L

CHEM 102L CHEMISTRY II LAB

Lecture 0, Lab 2, Credit 1

Introduces basic laboratory skills and operations including experiments in qualitative inorganic analysis, acid/base properties, and titrations.

Prerequisite: CHEM 101L

Corequisite: CHEM 102

Lab fee: \$ 30.00

CHEM 104 CHEMISTRY FOR PTEC MAJORS

Lecture 3, Lab 0, Credit 3

Introduces fundamental laws, theories, and principles of general/organic chemistry, including modern atomic theory, bonding, chemical reactions, stoichiometry, periodicity, nomenclature, functional groups and their reactivity, and introductory polymeric materials. Uses chemical reactions to emphasize concepts and principles of atomic, molecular, and functional group behavior for inorganic and organic chemicals.

Prerequisite: MATH 101/ 110 or 120

Corequisite: CHEM 104L

CHEM 104L CHEMISTRY LAB FOR PTEC MAJORS

Lecture 0, Lab 2, Credit 1

Provides laboratory experiences that demonstrate, clarify, and provide illustrative applications of fundamental principles of chemistry presented and discussed during CHEM 104 lecture.

Prerequisite: CHEM 104 or

Corequisite: CHEM 104

Lab fee: \$ 30.00

Course Descriptions

CHEM 130 CHEMISTRY I FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Provides an overview of chemical theory and principals. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences. Designed to meet the needs of students who have had little or no previous background in chemistry. Also used to satisfy general education requirements in the natural sciences or to provide the basic principles of chemistry necessary to meet particular career goals and interests.

Prerequisite: DVMA 093 or above

Corequisite: CHEM 130L

CHEM 130L CHEMISTRY I LAB FOR NON-SCIENCE MAJORS

Lecture 0, Lab 2, Credit 1

Covers basic laboratory skills and provides an opportunity for students to conduct investigations which will reinforce the principles learned in CHEM 130.

Prerequisite: DVMA 093 or above

Corequisite: CHEM 130 Lab fee: \$30.00

CHEM 131 CHEMISTRY II FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Continues to present modern theories and principles of chemistry with emphasis on the gas laws, properties of solutions, acids and bases, and a survey of organic chemistry. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences.

Prerequisite: CHEM 130

CHEM 131L CHEMISTRY II LAB FOR NON-SCIENCE MAJORS

Lecture 0, Lab 2, Credit 1

Covers basic laboratory skills and provides an opportunity for students to conduct investigations which will reinforce the principles learned in CHEM 131.

Prerequisite: CHEM 130L

Corequisite: CHEM 131 Lab fee: \$30.00

CHEM 210 INTRODUCTION TO ORGANIC CHEMISTRY

Lecture 3, Lab 3, Credit 4

Introduces organic chemistry and representative classes of organic compounds. Structured particularly for students in biology, pharmacy, medical technology, nursing, health science, engineering and nutrition-related areas. *Prerequisites:* CHEM 101, 101L and 102, 102L; and MATH 101

Lab fee: \$30.00

CIST 140 DATABASE MANAGEMENT I

Lecture 3, Lab 0, Credit 3

Introduces techniques for creating and maintaining database files. Uses current software applications such as MS-Access.

Prerequisites: COMP 101 or 190, and OFCP 100 or 120

CIST 150 SPREADSHEETS I

Lecture 3, Lab 0, Credit 3

Introduces techniques for creating and maintaining spreadsheets. Uses current software applications such as MS-Excel.

Prerequisites: COMP 101 or 190 and OFCP 100 or 120

CIST 160 INTRODUCTION TO DESKTOP PUBLISHING

Lecture 3, Lab 0, Credit 3

Introduces desktop publishing, including electronic designing, laying out, editing, and production of business documents using personal computers and desktop publishing software. Uses current desktop publishing software like Adobe PageMaker.

Prerequisite: COMP 101 or 190 with a minimum grade of "C"

CIST 173 INTRODUCTION TO PC OPERATING SYSTEMS PROVIDER

Lecture 3, Lab 0, Credit 3

In-depth study of current operating systems used on personal computers. Studies the theory and concepts of operating systems and will practice the tools provided by the operating systems. Topics include the nature of the personal computer operating systems, control of the systems through the commands, file handling, backup/restore, system tuning, and utilities.

Prerequisite: COMP 101 or 190—minimum grade of "C"

Course Descriptions

CIST 183 INTRODUCTION TO GUI PROGRAMMING-VISUAL BASIC

Lecture 3, Lab 0, Credit 3

Introduces students to event-driven programming in the Windows environment and to design techniques used to create the Windows Graphical User Interface. Topics include GUI design concepts, variable arrays, sequential and random access files, sub procedures and functions, parameter passing, database, and SQL.

Prerequisite: COMP 101 or 190—minimum grade of "C", ENGL 101—minimum grade of "C", and MATH 101 or 110—minimum grade of "C"

CIST 210 INTRODUCTION TO COMPUTER NETWORKING

Lecture 3, Lab 0, Credit 3

Provides a basic foundation in computer networking for individuals and information systems professionals interested in networking technologies. Uses a step-by-step approach to basic networking concepts with a limited amount of technical jargon.

Prerequisite: COMP 101 or 190—minimum grade of "C"

CIST 220 INTERNSHIP I

Lecture 3, Lab 0, Credit 3

Provides students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. Provides a work program during the semester. Requires a minimum of 40 hours per week to complete internship.

Prerequisite: Placement by department

CIST 230 INTERNSHIP II

Lecture 3, Lab 0, Credit 3

Provides students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. Provides a work program during the semester. Requires a minimum of 40 hours per week to complete internship.

Prerequisite: Placement by department

CIST 240 DATABASE MANAGEMENT II

Lecture 3, Lab 0, Credit 3

Continues CIST 140 (OFCP 140).

Prerequisite: CIST 140 (OFCP 140)

CIST 250 SPREADSHEETS II

Lecture 3, Lab 0, Credit 3

Continues CIST 150 (OFCP 150).

Prerequisite: CIST 150 (OFCP 150) and MATH 101/110

CIST 260 ADVANCED DESKTOP PUBLISHING

Lecture 3, Lab 0, Credit 3

Presents advanced topics in desktop publishing including working with large publications, working with color, and advanced publication techniques. Uses current desktop publishing like Adobe PageMaker.

Prerequisite: CIST 160

CIST 270 MULTIMEDIA AND WEB DESIGN

Lecture 3, Lab 0, Credit 3

Provides students with an introduction to the principles of multimedia design as they relate to the Web. Covers the use of multimedia and web page structure and web page creation through popular professional web design tools. Students will use these basic tools of multimedia and web design in different environments.

Prerequisites: COMP 101 or 190 or permission of the Instructor

CIST 280 SQL FOR BUSINESS

Lecture 3, Lab 0, Credit 3

Covers Structured Query Language (SQL), which provides a unified language that allows the user to query, manipulate, or control data in a business applications environment.

Prerequisite: Minimum grade of "C" in CIST 140 (OFCP 140) and CIST 250 (OFCP 250) or placement by department

CJUS 101 INTRODUCTION TO CRIMINAL JUSTICE

Lecture 3, Lab 0, Credit 3

Introduces basic concepts of crime and criminal justice in America. Focuses on main elements of criminal justice and how criminal justice operates as a system and a process.

Course Descriptions

CJUS 110 POLICE SYSTEMS AND PRACTICES

Lecture 3, Lab 0, Credit 3

Studies the historical and social settings of the police, the police role and discretion, police organization and practices, and problems of law enforcement in a democratic society.

Prerequisite: CJUS 101

CJUS 120 COURT SYSTEMS AND PRACTICES

Lecture 3, Lab 0, Credit 3

Covers the role and structure of prosecution, defense, and the courts and basic elements of substantive and procedural law.

Prerequisite: CJUS 101

CJUS 130 CORRECTIONS SYSTEMS AND PRACTICES

Lecture 3, Lab 0, Credit 3

Introduces historical and social settings of corrections, theories and practices in corrections, and correctional programs in institutions and the community.

Prerequisite: CJUS 101

COMP 001 INTRODUCTION TO COMPUTER TECHNOLOGY

(Credit by Exam for COMP 101)

Lecture 0, Lab 0, Credit 3

Allows three hours credit for COMP 101 students seeking to satisfy the computer literacy requirement. Students who have taken a formal introduction to computers course from a licensed postsecondary school for which BRCC has no signed articulation agreement will be allowed to take the test. Exam can be taken only once during enrollment at BRCC. Must pass test with a minimum of 70% in order to receive credit.

COMP 101 INTRODUCTION TO COMPUTER TECHNOLOGY

Lecture 3, Lab 0, Credit 3

Reviews computers and their applications in society (home, education, and industry). Introduces application software and its uses including, but not limited to, its uses in word processing, spreadsheets, databases, and multimedia.

Prerequisite: Appropriate placement test score or DVRE 091

Note: Credit will not be awarded for both COMP 101 and COMP 190

COMP 190 MICROCOMPUTER APPLICATIONS IN BUSINESS

Lecture 3, Lab 0, Credit 3

Introduces computers, systems, and the management of information in a business environment to improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically advanced business.

Prerequisite: Appropriate placement test score or DVMA 094 and DVRE 091

Note: Credit will not be awarded for both COMP 190 and COMP 101

COMP 193 INTRODUCTION TO ALGORITHMS AND PROGRAMMING

Lecture 3, Lab 0, Credit 3

Introduces the first of a two-course sequence intended for students wishing to transfer to a four-year institution for a major or minor in computer science. Offers a disciplined approach to problem solving, program design, algorithms, and logic development. Uses high-level programming language as a vehicle for expressing algorithms.

Prerequisite: MATH 101 or 110 and COMP 101 or 190

COMP 194 ALGORITHMS AND PROGRAMMING II

Lecture 3, Lab 0, Credit 3

Offers a continuation of a disciplined approach to problem solving, program design, algorithms, and logic development using a higher level language. Emphasizes utilization of a language to implement solutions to problems. Intended for computer science majors.

Prerequisite: MATH 101/110 and COMP 193—minimum grade of "C" in both

COMP 200 DISCRETE STRUCTURES

Lecture 3, Lab 0, Credit 3

Introduces logic and mathematics for solving problems required in the theoretical study of computer science. Topics include sets, functions, formal logic, proof techniques, combinatorics, relations, graphs, matrices, Boolean algebra, finite state machines, and combinational and sequential circuits.

Prerequisite: MATH 111—minimum grade of "C"

**COMP 210 INTRODUCTION TO DATA
STRUCTURES AND ALGORITHMS**

Lecture 3, Lab 0, Credit 3

Presents the related theory for representing and accessing information using a higher level programming language. Studies concepts of data types, data abstraction, data structures and advanced programming techniques.

Prerequisite: COMP 193

CSSK 101 COLLEGE SUCCESS SKILLS

Lecture 3, Lab 0, Credit 3

Provides an opportunity for students to acquire, reinforce, and utilize strategies that promote success in college as well as in the workplace. Includes an introduction to the college and its resources, recognition of various learning styles, critical thinking, problem solving, money management, and other necessary skills; also provides for the practical application of time management, note taking, test taking, and listening skills. Requires development of an Education Portfolio.

DVEN 090 FOUNDATIONS OF ENGLISH 090

Lecture 3, Lab 0, Credit 3

Focuses on the development of writing skills with emphasis on the study of grammar, mechanics, and sentence structure as they relate to the development of effective sentences and ultimately, paragraphs.

Prerequisite: *Appropriate placement test score*

Corequisite: *Academic Learning Center attendance*

DVEN 091 FOUNDATIONS OF ENGLISH 091

Lecture 3, Lab 0, Credit 3

Introduces students to the writing process and gives extended practice in the development of expository methods with special emphasis on revising and editing. Writing assignments concentrate on, but are not limited to, the multi-paragraph essay. Emphasizes grammar and mechanics as a means of reinforcing writing. Uses essays from the textbook and items from the newspaper and other sources as "springboards" for creative writing.

Prerequisite: *Appropriate placement test score or DVEN 090—minimum grade of "C"* **Corequisite:** *Academic Learning Center attendance*

**DVMA 092 FOUNDATIONS OF
COLLEGE MATHEMATICS**

Lecture 3, Lab 0, Credit 3

Studies mathematical skills which should provide a strong mathematical foundation to pursue further study. Emphasizes the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Also focuses on percentages, ratios and proportions, rational numbers, and introductory algebraic concepts. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

Prerequisite: *Appropriate placement test score*

Corequisite: *Academic Learning Center attendance*

DVMA 093 INTRODUCTORY ALGEBRA

Lecture 3, Lab 0, Credit 3

Establishes a foundation in algebraic concepts and problem-solving for the student with a limited algebraic background but with a solid foundation in computational arithmetic skills. Reviews the fundamental operations of addition, subtraction, multiplication, and division involving integers and fractions, graphing on the number line, evaluating simple expressions and polynomials, factoring polynomials, simplifying expressions containing exponents and simple radicals, solving and evaluating linear equations and inequalities, and solving application problems. Upon completion, students should be able to apply the above concepts in problem-solving using technology where appropriate.

Prerequisites: *Appropriate placement test score and/or DVMA 092—minimum grade of "C"* **Corequisite:** *Academic Learning Center attendance*

DVMA 094 INTERMEDIATE ALGEBRA

Lecture 3, Lab 0, Credit 3

Continues the study of algebraic concepts with emphasis on applications. Covers equations and inequalities, graphs and functions, systems of equations and inequalities, polynomials and polynomial functions, radical expressions and equations, roots, radicals, complex numbers, and quadratic functions. Upon completion, students should be able to apply the above concepts in problem-solving using technology where appropriate.

Prerequisite: *Appropriate placement test score DVMA 093—minimum grade of "C"*

Corequisite: *Academic Learning Center attendance*

Course Descriptions

DVRE 090 FOUNDATIONS OF READING 090

Lecture 3, Lab 0, Credit 3

Prepares students for the demands of college-level reading. Reviews and builds upon the basic skills necessary for the student to become an efficient and critical reader.

Prerequisite: Appropriate placement test score

Corequisite: Academic Learning Center attendance

DVRE 091 FOUNDATIONS OF READING 091

Lecture 3, Lab 0, Credit 3

Enhances reading skills in preparation for college-level textbook reading. Reviews the basic skills necessary for students to become better readers and stronger thinkers. Students will complete a special project to satisfy course requirements. *Prerequisite: Appropriate placement test score or DVRE 090—minimum grade of "C"*

Corequisite: Academic Learning Center attendance

ECON 201 PRINCIPLES OF MACROECONOMICS

Lecture 3, Lab 0, Credit 3

Reviews the operation and function of the market economy. Attends to current economic problems, such as those relating to income, employment, the business cycle, money and banking, growth and development.

Note: Credit will not be given for this course and ECON 203.

ECON 202 PRINCIPLES OF MICROECONOMICS

Lecture 3, Lab 0, Credit 3

Introduces the study of price and output determination in a free enterprise economy with the assumptions of consumer maximization of utility and producer maximization of profits.

Note: Credit will not be given for this course and ECON 203.

ECON 203 ECONOMIC PRINCIPLES

Lecture 3, Lab 0, Credit 3

Reviews both micro and macro economic principles; problems associated with resource and product markets; money, banking and monetary policy; fiscal policy; government and business; labor; international trade; and economic growth.

Note: Credit will not be given for this course and ECON 201 and ECON 202.

ECON 205 MONEY AND BANKING

Lecture 3, Lab 0, Credit 3

Studies the commercial banking system, non-bank financial institutions, the Federal Reserve System, monetary theory, and policy.

Prerequisite: ECON 201

EDUC 210 INTRODUCTION TO EDUCATION AND DIVERSITY IN EDUCATION

Lecture 3, Lab 0, Credit 3

Introduce students to the public education system and the profession of teaching. Places special emphasis on the guidance and screening of applicants into the professional program, the structure and function of public education, and the initial exposure to a classroom/clinical setting. Focuses on historical and current topics and issues relevant to providing appropriate and equitable educational experiences for diverse populations of students.

Prerequisite: Thirty hours college credit and approval by Education Advisor

ENGL 101 ENGLISH COMPOSITION I

Lecture 3, Lab 0, Credit 3

Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Includes discussion of and practice in strategies used in prewriting, writing, and revising.

Prerequisite: Appropriate placement test score or DVEN 091

ENGL 102 ENGLISH COMPOSITION II

Lecture 3, Lab 0, Credit 3

Continues strategies learned in ENGL 101. Introduces writing persuasive, evaluative, and other forms of argumentative discourse.

Prerequisite: ENGL 101—minimum grade of "C"

ENGL 103 ENGLISH COMPOSITION I (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Involves discussions of and practice in strategies used in prewriting, writing, and revising. Also addresses critical reading and thinking skills necessary for the development and completion of two documented papers, one of which is a formal research paper.

Prerequisite: Placement by department

Course Descriptions

ENGL 201 WORKFORCE WRITING AND VOCABULARY DEVELOPMENT

Lecture 3, Lab 0, Credit 3

Introduces the study of and practice in the forms of discourse as they apply to the preparation of reports, memoranda, letters, and a variety of technical documents.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each

ENGL 205 INTRODUCTION TO WRITING SHORT STORIES

Lecture 3, Lab 0, Credit 3

Introduces writing short stories for workshop criticism and analyzing short stories; students practice techniques of using point of view, dialogue, setting, and characterization.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each.

ENGL 210 LITERATURE AND ETHICITY

Lecture 3, Lab 0, Credit 3

Studies the literature of America's diverse ethnic cultures, especially Native American, Asian, Hispanic, Jewish, and African-American.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each

ENGL 211 A SURVEY OF SHORT STORIES AND NOVELS

Introduces skills for reading and writing about fiction, conventions of various genres, and critical perspectives; emphasis varies by section.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each

ENGL 215 INTRODUCTION TO DRAMA AND POETRY

Lecture 3, Lab 0, Credit 3

Develops in students an ability to understand, analyze, and evaluate drama and poetry. One-half focuses on drama and introduces the student to plays from different historical periods, from the classic Greek theatre through the twentieth century. The second half introduces a large variety of poetry reflecting different forms, subjects, themes, and points of view. Requires writing beyond paraphrasing into analysis, interpretation, and argumentation.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each

ENGL 220 SURVEY OF BRITISH LITERATURE

Lecture 3, Lab 0, Credit 3

Includes study of prose and poetry by major writers of English literature. Emphasizes the development of appreciation.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each

ENGL 221 SURVEY OF AMERICAN LITERATURE

Lecture 3, Lab 0, Credit 3

Includes study of prose and poetry by major writers of American literature. Emphasizes the development of appreciation.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each

ENGL 230 UNDERSTANDING LITERATURE

Lecture 3, Lab 0, Credit 3

Includes forms of fiction, poetry, and drama. Focuses on characteristics of each type of literature, development of ideas, and techniques for writing critical essays.

Prerequisites: ENGL 101 and 102—minimum grade of "C" in each

ESOL 090 ACADEMIC WRITING I FOR NON-NATIVE SPEAKERS

Lecture 3, Lab 0, Credit 3

Focuses on the writing skills necessary for functioning at the college level. Emphasizes the study of the basic components of standard English and targets the specific problems of non-native speakers. Teaches grammar and paragraph construction via an integrated reading and writing approach and computer-assisted instruction. Provides guidance in the principles of essay writing. Designed for non-native speakers preparing for college classes.

Prerequisites: TOEFL, COMPASS, or ACT testing and a writing sample

Corequisite: Academic Learning Center attendance

ESOL 092 LISTENING AND SPEAKING I FOR NON-NATIVE SPEAKERS

Lecture 3, Lab 0, Credit 3

Designed for nonnative English speakers at the intermediate level and above who want to improve their listening and speaking skills as well as build their confidence communicating in English. Develops listening comprehension and note taking skills, practice speaking, builds vocabulary, and practices pronunciation for clear communication. Focuses on raising students' awareness of various aspects of communicating in English and on developing strategies for monitoring their speaking skills.

Prerequisites: Intermediate level English speaking proficiency

Course Descriptions

FINA 110 PERSONAL FINANCE

Lecture 3, Lab 0, Credit 3

Surveys personal and family finance as well as personal money management. Topics include budgets, savings, borrowing, taxes, insurance, and estate planning.

FINA 210 BUSINESS FINANCE

Lecture 3, Lab 0, Credit 3

Studies the organization of business firms, financial planning, funds for operation, short and long-term capital, long-term debt, and business expansion.

Prerequisite: ACCT 200

FREN 101 ELEMENTARY FRENCH I

Lecture 3, Lab 0, Credit 3

Designed for students with no previous knowledge of French. Emphasizes vocabulary, sounds, and structure of the French language.

FREN 102 ELEMENTARY FRENCH II

Lecture 3, Lab 0, Credit 3

Designed for students who have completed one semester of French. Emphasizes vocabulary, sounds, and structure of the French language.

Prerequisite: FREN 101

FREN 201 INTERMEDIATE FRENCH I

Lecture 3, Lab 0, Credit 3

Designed for students who have completed two semesters of French. Emphasizes vocabulary, sounds, and structure of the French language. Includes reading and writing.

Prerequisites: FREN 101 and 102 or equivalent

FREN 202 INTERMEDIATE FRENCH II

Lecture 3, Lab 0, Credit 3

Designed for intermediate students of French. Places strong emphasis on development of listening, speaking, reading, and writing skills.

Prerequisites: FREN 101, 102, and 201 or equivalent

GEOG 201 INTRODUCTION TO GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Surveys significant geographical endeavors and ideas that Western and non-Western cultures have contributed towards the development of modern geography and their impact on historical world events; discusses major topical sub-disciplines that comprise modern geography; introduces concepts, techniques, and tools of physical geography and human geography.

GEOG 203 CULTURAL GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Introduces concepts, themes, and techniques of cultural geography; discusses religion, politics, language, population, agriculture, urbanization, environmental, and social problems.

GEOG 205 PHYSICAL GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Introduces concepts, themes, and disciplines of physical geography. Discusses atmospheric moisture, pressure and temperature, plate tectonics, volcanism, weathering and mass wasting, diastrophism, coastal processes, fluvial processes, global ecosystems, and weather systems.

HIST 101 HISTORY OF WORLD CIVILIZATIONS I

Lecture 3, Lab 0, Credit 3

Surveys major civilizations of the world before 1500 and emphasizes interactions among them and their influences on each other.

HIST 102 HISTORY OF WORLD CIVILIZATIONS II

Lecture 3, Lab 0, Credit 3

Surveys major civilizations of the world from 1500 to the present and emphasizes interactions among them and their influences on each other.

HIST 103 HISTORY OF WORLD CIVILIZATIONS (HONORS)

Lecture 3, Lab 0, Credit 3

Surveys the growth and development of world civilizations from prehistoric times to the Protestant Reformation. Emphasizes each civilization's identity and contributions, as well as the impact of political, economic, and social factors on its history and development.

Prerequisite: Placement by department

HIST 201 U.S. HISTORY I

Lecture 3, Lab 0, Credit 3

Surveys United States history from colonial origins to 1865.

HIST 202 U.S. HISTORY II

Lecture 3, Lab 0, Credit 3

Surveys United States history from 1865 to the present.

HIST 210 LOUISIANA HISTORY

Lecture 3, Lab 0, Credit 3

Surveys Louisiana history from European settlement to the present.

Course Descriptions

KIN 100 BEGINNING SWIMMING

Lecture 0, Lab 2, Credit 1

Designed for persons with little or no knowledge of swimming. Includes, but it is not limited to, styles of swimming, jumping, diving, deep-water skills, and basic water safety.

KIN 120 FITNESS WALKING

Lecture 0, Lab 2, Credit 1

Designed to teach the novice exerciser the necessary skills and concepts for a lifetime of walking enjoyment. Teaches the proper techniques and body mechanics of efficient walking patterns and introduces components of health-related fitness and contemporary concepts of wellness. Students will learn how to monitor and record their efforts and progress and how to build a personal fitness plan around walking.

KIN 130 AEROBICS

Lecture 0, Lab 2, Credit 1

Designed to promote cardiovascular improvement, muscular strength and endurance, and to reduce body fat through energetic movement set to contemporary music.

KIN 140 BEGINNING WEIGHT TRAINING

Lecture 0, Lab 2, Credit 1

Emphasizes development of muscular strength and endurance through use of free weights and weight machines. Includes a circuit-training routine which works all major muscle groups of the body. Presents principles of strength training, safety guidelines, and various training techniques.

LIBS 101 BIBLIOGRAPHIC INSTRUCTION

Lecture 1, Lab 0, Credit 1

Introduces students to the BRCC Library and its resources. Enhances research skills and knowledge about the myriad resources and services provided by the library, such as scholarly vs. popular references, periodicals, index citation, abstracts, evaluation criteria for search engines and meta-search engines.

MANG 131 PERSONNEL MANAGEMENT

Lecture 3, Lab 0, Credit 3

Studies personnel issues to include job classification, compensation, benefits, discipline, and training. Utilizes role-playing and discusses the impact of positive leadership.

MANG 201 PRINCIPLES OF MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces the fundamentals of management theory, including behavioral and scientific approaches.

Prerequisite: BUSN 110

MANG 222 SMALL BUSINESS MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces a design for students who wish to start and operate a small business. Discusses business planning, decision-making, and critical thinking. Requires development of a business plan and a presentation.

Prerequisite: COMP 101 or 190

MATH 101 COLLEGE ALGEBRA (5-HOUR FORMAT)

Lecture 5, Lab 0, Credit 3

Offered as a five-class hour equivalent to MATH 110 to meet the needs of students requiring additional class time to be successful. Particularly recommended for students who have not had algebra for some time or whose placement scores are at a level suggesting that the students would benefit from this format. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations.

Prerequisite: Appropriate placement test scores or DVMA 094. Credit will not be given for both this course and MATH 110 or 120.

MATH 110 COLLEGE ALGEBRA

Lecture 3, Lab 0, Credit 3

Offered as a three-class hour equivalent to MATH 101. Recommended for students whose math placement scores are at a level suggesting they would succeed with three-class hour format and who need limited additional resources to succeed. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations.

Prerequisite: Appropriate placement test scores. Credit will not be given for both this course and MATH 101 or 120.

Course Descriptions

MATH 111 PLANE TRIGONOMETRY

Lecture 3, Lab 0, Credit 3

Includes the study of trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates.

Prerequisite: MATH 101/110

MATH 120 COLLEGE ALGEBRA AND TRIGONOMETRY

Lecture 5, Lab 0, Credit 5

Includes all content covered in MATH 101 or 110 plus the content covered in MATH 111. Offered to students who demonstrate a high proficiency on an appropriate math placement test. Serves as a replacement for MATH 101/110 and MATH 111 as a preparation for calculus. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, theory of equations, trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates.

Prerequisite: Appropriate placement test score or placement by department

MATH 130 INTRODUCTION TO CONTEMPORARY MATHEMATICS

Lecture 3, Lab 0, Credit 3

Intended for students in liberal arts and social sciences. Uses basic concepts from algebra, geometry, and discrete mathematics to approach contemporary problems of growth, size, and measurement, handling of data, and optimization.

Prerequisite: Appropriate placement test score or placement by department

MATH 131 COLLEGE MATHEMATICS

Lecture 3, Lab 0, Credit 3

Designed for students who desire an exposure to mathematics as part of a liberal education. Includes number systems; logic; counting techniques; probability and statistics; problem solving; basic concepts of algebra including functions, graphs, and systems of equations; and geometry.

Prerequisite: MATH 130

MATH 167 ELEMENTARY NUMBER STRUCTURE

Lecture 3, Lab 0, Credit 3

Covers the basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving.

Prerequisite: MATH 101/110 or 120

MATH 200 FINITE MATHEMATICS

Lecture 3, Lab 0, Credit 3

Designed for Liberal Arts majors who need a second math course to complete their General Education Math requirements or who need additional preparation in math prior to taking MATH 201. Includes systems of linear equations, vectors, matrices, and matrix algebra; linear inequalities and linear programming; counting techniques; permutations and combinations; probability; and basic concepts in introduction to statistics.

Prerequisite: MATH 101/110 or 120 or placement by department

MATH 201 CALCULUS FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Focuses on limits, continuity, and differential and integral calculus for algebraic, logarithmic, and exponential functions. Introduces applications in business and economics, such as optimization, marginal analysis, and exponential growth models.

Prerequisite: MATH 101/110 or 120; MATH 200 recommended

MATH 202 BASIC STATISTICS I

Lecture 3, Lab 0, Credit 3

Includes descriptive statistics: graphical, tabular, and computer data summary; measures of location and dispersion and their application; basic probability, rules, and relationships; Bayes theorem; discrete and continuous probability distributions (especially the binomial and normal); sampling and sampling distribution; inferential statistics; single population; estimation, and hypothesis testing for the mean, proportion, and associated errors; sample size determination; and p-values.

Prerequisite: COMP 101 or 190

MATH 203 BASIC STATISTICS II

Lecture 3, Lab 0, Credit 3

Provides brief review of Math 202; data analysis (including computer applications) and interpretation using correlation and simple regression, multiple regression, analysis of variance; analytical approaches to decision making using linear programming; and decision analysis.

Prerequisite: MATH 202

Course Descriptions

MATH 210 CALCULUS I

Lecture 5, Lab 0, Credit 5

Focuses on limits, continuity, and differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions from analytical and graphical points of view.

Prerequisites: MATH 101/110 and MATH 111 or MATH 120

MATH 211 CALCULUS II

Lecture 5, Lab 0, Credit 5

Continues the focus on applications of the derivative and integral. Includes parametric equations, polar coordinates, infinite sequences and series, three-dimensional geometry, vectors, and partial derivatives.

Prerequisite: MATH 210

MATH 212 MULTIDIMENSIONAL CALCULUS

Lecture 4, Lab 0, Credit 4

Explores three-dimensional analytic geometry, vectors, vector calculus, partial derivatives, and multiple integrals.

Prerequisites: MATH 210 and 211 minimum grade of "C" in each

MUSC 101 MUSIC APPRECIATION

Lecture 3, Lab 0, Credit 3

Fosters an understanding of music through study of selected examples of music literature. Emphasizes analysis of compositions in cultural and historical context.

MUSC 102 HISTORY OF JAZZ

Lecture 3, Lab 0, Credit 3

Fosters an understanding of music history emphasizing jazz and Louisiana ethnic music in cultural and historical context.

MUSC 291 FUNDAMENTALS OF MUSIC FOR ELEMENTARY EDUCATION MAJORS

Lecture 3, Lab 0, Credit 3

Designed to provide elementary education majors and paraprofessionals knowledge of the elements of music and techniques of performing, creating, and listening to music.

OFCP 100 KEYBOARDING

Lecture 1, Lab 0, Credit 1

Teaches the use of a standard keyboard that is typical of today's computer terminals. Discusses and practices basic typing and function key concepts.

OFCP 110 ELECTRONIC OFFICE SYSTEMS

Lecture 3, Lab 0, Credit 3

Explores technology currently used in the modern business office. Includes demonstrations and application of office machines, such as electronic calculator, fax, e-mail and voice-mail systems, transcriber, computer, copier, scanner, and printer.

OFCP 120 TYPING I

Lecture 3, Lab 0, Credit 3

Teaches beginning typing using home keys, rhythm, speed, and accuracy using a standard computer keyboard. Uses business letters, manuscripts, reports, and a current software application as practice exercises.

OFCP 220 TYPING II

Lecture 3, Lab 0, Credit 3

Continues development of typing speed and accuracy. Utilizes word processing software to develop business letters, manuscripts, and reports.

Prerequisite: OFCP 120

OFCP 230 RECORDS MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces basic record keeping, management, utilization, control, and storage of records. Teaches application and practice of procedures for coding, indexing, and cross-referencing.

PHIL 201 INTRODUCTION TO PHILOSOPHY

Lecture 3, Lab 0, Credit 3

Introduces philosophical ideas, problems, and methods through a study of important philosophers and major systems of philosophy. Includes appearance and reality, human nature, nature of knowledge, relation of mind and body, the right and the good, the existence of God, and freedom and determinism.

PHIL 203 INTRODUCTION TO LOGIC

Lecture 3, Lab 0, Credit 3

Introduces formal and informal reasoning: (1) traditional logic, emphasizing syllogistic theory, validation techniques, and fallacy detection; and (2) elementary formal logic, including truth-tables and propositional logic.

Course Descriptions

PHIL 205 INTRODUCTION TO ETHICS

Lecture 3, Lab 0, Credit 3

Reviews current ethical theories. Includes lectures, projects, and class discussions concerned with the development of a practical ethical perspective relevant to today's world, especially in the business, legal, and medical fields.

PHSC 101 PHYSICAL SCIENCE I

Lecture 3, Lab 0, Credit 3

Gives students a greater appreciation for the wonders of the physical universe in which they live through a study of kinematics, Newton's laws of motion, rotational motion, fluids, thermodynamics, waves, the solar system, and other key topics in astronomy. Not intended for science majors.

Prerequisite: MATH 101/110

Corequisite: PHSC 101L strongly recommended

PHSC 101L PHYSICAL SCIENCE I LAB

Lecture 0, Lab 2, Credit 1

Provides the means to gain an empirical understanding of the topics covered in PHSC 101. Not intended for science majors.

Prerequisite: MATH 101/110 and PHSC 101 or

Corequisite: PHSC 101

Lab fee: \$15.00

PHSC 102 PHYSICAL SCIENCE II

Lecture 3, Lab 0, Credit 3

Includes basic principles, concepts, and developments in physics, chemistry, and geology. Not intended for science majors.

Prerequisite: MATH 101/110 or 120

PHSC 102L PHYSICAL SCIENCE II LAB

Lecture 0, Lab 2, Credit 1

Covers selected experiments primarily from electricity, magnetism, and chemistry. Not intended for science majors.

Prerequisite: PHSC 101L *Corequisite:* PHSC 102

Lab fee: \$15.00

PHSC 103 PHYSICAL SCIENCE I LAB for PTEC / LIBERAL ARTS MAJORS

Lecture 3, Lab 2, Credit 4

Covers the basic concepts of physics and chemistry in the context of physical science while treating core topics in both areas in a constructivist, student-centered, and hands-on format.

Prerequisites: MATH 101/110

Lab fee: \$15.00 (Note: PHYS 201 and PHYS 210L can be substituted for PTEC majors desiring transfer credit)

PHSC 104 PHYSICAL SCIENCE II LAB FOR PTEC / LIBERAL ARTS MAJORS

Lecture 3, Lab 2, Credit 4

Continues PHSC 103 and covers basic physical science and chemistry in a constructivist, student-centered, and hands-on format.

Prerequisite: MATH 101/110 or 120

Lab fee: \$15.00

PHYS 110 INTRODUCTION TO PHYSICS

Lecture 3, Lab 0, Credit 3

Introduces the principles of physics and the techniques of problem solving. Emphasizes units of measure; three-dimensional vectors and trigonometry; kinematics; graphical analysis; and equivalent methods in calculus; Newton's laws of motion, work and energy; and oscillating systems.

Prerequisites: MATH 101/110 and 111 or 120 or placement to higher level than MATH 120

Corequisite: MATH 210

PHYS 121 GENERAL PHYSICS I FOR PHYSICS MAJORS

Lecture 3, Lab 2, Credit 4

Is a classical physics course intended for students majoring in physics or astronomy. Includes vector operations with calculus and analytical geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion, work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating system waves, and sound; gravitation; kinetic theory of gasses; and thermodynamics and heat engines.

Prerequisites: PHYS 110 or placement by department

Corequisite: MATH 211 (minimum 4 semester-hours credit)

Lab fee: \$15.00

PHYS 122 GENERAL PHYSICS II FOR PHYSICS MAJORS

Lecture 3, Lab 2, Credit 4

Is a classical physics course intended for students majoring in physics or astronomy. Includes vector operations with calculus and analytic geometry; electric energy and power; dc and ac circuits; electromagnetic waves; geometric optics; physical optics; structure of the atom; quantization of energy and momentum; wave-particle duality; special relativity; and introduction to cosmology.

Prerequisites: PHYS 121

Lab fee: \$15.00

Course Descriptions

PHYS 201 GENERAL PHYSICS I

Lecture 3, Lab 0, Credit 3

Non-calculus based physics course that introduces the basic concepts and principles of mechanics, heat and sound. Appropriate for students studying biology, pre-medicine, architecture, technology, earth, and environmental disciplines and other disciplines.

Prerequisites: MATH 111 or 120 or equivalent. PHYS 210L is strongly recommended.

PHYS 202 GENERAL PHYSICS II

Lecture 3, Lab 0, Credit 3

Non-calculus based physics course that introduces the basic concepts and principles of optics, electricity, magnetism, and top in modern physics. Appropriate for students studying biology, pre-medicine, architecture, technology, earth, and environmental disciplines and other disciplines.

Prerequisite: PHYS 201

Corequisite: PHYS 211L recommended.

PHYS 210 PHYSICS I FOR TECHNICAL STUDENTS

Lecture 3, Lab 0, Credit 3

Calculus-based primary classical physics course intended for students in engineering and other technical disciplines. Includes vector operations with calculus and analytic geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion, work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating systems, waves, and sound; gravitation; kinetic theory of gases; and thermodynamics and heat engines.

Prerequisites: PHYS 110 or placement by examination and MATH 210

Corequisite: MATH 211

PHYS 210L GENERAL PHYSICS I LABORATORY

Lecture 0, Lab 2, Credit 1

Includes selected experiments in mechanics, heat, and sound. Designed for students enrolled in both PHYS 201 and PHYS 210.

Corequisite: PHYS 201 or PHYS 210

Lab fee: \$15.00

PHYS 211 PHYSICS II FOR TECHNICAL STUDENTS

Lecture 3, Lab 0, Credit 3

Calculus-based primary classical physics course intended for students in engineering and other technical disciplines. Includes vector operations with calculus and analytic geometry; electric and magnetic fields; electrical energy and power; dc and ac cir-

cuits; electromagnetic waves; geometrical optics; physical optics; structure of the atom; quantization of energy and momentum; wave-particle duality; and special relativity.

Prerequisites: PHYS 210 and MATH 211

PHYS 211L GENERAL PHYSICS II LABORATORY

Lecture 0, Lab 2, Credit 1

Includes selected experiments dealing with electricity, magnetism, optics, and modern physics.

Prerequisite: PHYS 210L

Corequisite: PHYS 211 Lab fee: \$15.00

POLI 110 AMERICAN GOVERNMENT

Lecture 3, Lab 0, Credit 3

Introduces the principles, institutions, processes, and functions of the United States government. Emphasizes national government, development of our constitutional system, and the role of the citizen in the democratic process.

PSYC 200 PSYCHOLOGY OF ADJUSTMENT

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of the psychology of adjustment. Includes aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

PSYC 201 INTRODUCTION TO PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Designed to expose students to major theories, research methods, and applied areas of psychology. Serves as a prerequisite for most advanced psychology courses at BRCC and surrounding four-year universities.

PSYC 202 PSYCHOLOGY OF DEVELOPMENT

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of the field of developmental psychology and how it applies to development of humans throughout their lifespans. Includes childhood, adolescence, adult and aging, and changes experienced during these periods. Examines social and formal learning, personality development and adjustment, and interpersonal relationships.

Prerequisite: PSYC 201

Course Descriptions

PSYC 203 EDUCATIONAL PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of the field of educational psychology and how it is applied to education and learning. Presents principles of teaching and relating information to facilitate maximum learning world on current research.

Prerequisite: PSYC 201

PTEC 101 INTRODUCTION TO PROCESS TECHNOLOGY

Lecture 3, Lab 0, Credit 3

Introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. LEAP credit is available.

Lab Fee: \$10.00

PTEC 131 PROCESS INSTRUMENTATION I

Lecture 2, Lab 2, Credit 3

Studies the instruments and instrument systems used in the petrochemical process industry, including terminology, process variables, symbology, control loops, and basic troubleshooting.

Prerequisite: Appropriate placement test scores or DVMA 094

Lab Fee: \$15.00

PTEC 132 PROCESS INSTRUMENTATION II

Lecture 2, Lab 2, Credit 3

Continues Instrumentation I using actual demonstration units. Introduces switches, relays, annunciator system, signal conversion, transmission, controllers, control schemes, advance control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions.

Prerequisites: PTEC 131 and MATH 101/110

Lab Fee: \$15.00

PTEC 140 OIL AND GAS PRODUCTION I

Lecture 2, Lab 2, Credit 3

Introduces process technology students to the job, duties, and tasks performed by the oil and gas production technician. Covers the role of the oil and gas production technician; the marketing of petroleum and petroleum products; petroleum geology and exploration; drilling operations; well completion, work over and servicing; the wellhead system and equipment; and the emulsion separation and treatment system and equipment.

Prerequisite: Appropriate placement test scores or DVMA 094

PTEC 141 OIL AND GAS PRODUCTION II

Lecture 2, Lab 2, Credit 3

Continues PTEC 140. Covers the natural gas treatment, dehydration and compression systems and equipment; process water treatment systems and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; safety, health and environmental considerations relative to the field of oil and gas production; and an introduction to petroleum refining and processing.

Prerequisite: PTEC 140

PTEC 161 PROCESS TECHNOLOGY I - EQUIPMENT

Lecture 2, Lab 2, Credit 3

Introduces equipment used in the process industry. Studies many process industry-related equipment concepts including purpose, components, and operation. Emphasizes the process technician's role in operating and troubleshooting equipment.

Prerequisites: PTEC 101 and appropriate placement test scores

Lab Fee: \$15.00

PTEC 203 SAFETY, HEALTH, AND ENVIRONMENT

Lecture 2, Lab 2, Credit 3

Introduces various types of plant hazards, safety and environmental systems and equipment, and regulations under which industry is governed.

Prerequisites: PTEC 101 and 161. On-line course also requires COMP 101 or 190.

Lab Fee: \$40.00 (Note: Lab fee applies only to the on-line class)

PTEC 207 QUALITY

Lecture 3, Lab 0, Credit 3

Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC).

Prerequisites: COMP 101 or 190 and PTEC 101, 131, and 161

On-line course also requires COMP 101 or 190.

Lab Fee: \$40.00 (Note: Lab fee applies only to the on-line class)

PTEC 209 PROCESS TECHNOLOGY-PARADIGMS

Lecture 3, Lab 0, Credit 3

Studies the most current trends, equipment, and developments in the field of process technology. Includes guest lecturers who are current on topics and issues affecting industry. Students are encouraged to actively participate. Requires a research paper or presentation.

Prerequisites: Departmental approval (Note: PTEC 244 can be substituted for this course)

**PTEC 242 PROCESS TECHNOLOGY II—
UNIT SYSTEMS**

Lecture 2, Lab 2, Credit 3

Studies the interrelation of process equipment and process systems by arranging process equipment into basic systems; by describing the purpose and the function of specific process systems; by explaining how factors affecting process systems are controlled under normal conditions; and by recognizing abnormal process conditions. Introduces the concept of system and plant economics.

Prerequisites: PTEC 203, 263 and CHEM 104, 104L

Lab Fee: \$20.00

**PTEC 243 PROCESS TECHNOLOGY III—
OPERATIONS/CAPSTONE**

Lecture 3, Lab 2, Credit 4

Teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Project required.

Prerequisite: PTEC 242 or departmental approval

Lab Fee: \$20.00

PTEC 244 PROCESS TROUBLESHOOTING

Lecture 2, Lab 2, Credit 3

Applies a six-step troubleshooting method for solving and correcting operation problems. Focuses on malfunctions as opposed to process design or configuration improvements. Uses data from the instrumentation to determine the cause for the abnormal conditions in an organized and regimented way.

Prerequisite: PTEC 242 or departmental approval.

Lab Fee: \$15.00

PTEC 263 FLUID MECHANICS

Lecture 2, Lab 2, Credit 3

Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Reviews basic calculations relative to flow and volume. Discusses other topics such as laminar/turbulent flow, viscosity, and Reynolds Number.

Prerequisites: PTEC 131, 161; MATH 101/110 and PHYS 201/210L

**PTEC 291 PROCESS TECHNOLOGY
INTERNSHIP**

Lecture 3, Lab 0, Credit 3

Students qualifying for an internship must work a minimum of 135 supervised hours in a local industrial facility. If a student does not qualify for an internship, he or she will be required to take or departmentally approved course.

Prerequisites: PTEC 131, 161, 203, and departmental approval

REAL 101 INTRODUCTION TO REAL ESTATE

Lecture 3, Lab 0, Credit 3

Provides an overview of the entire career field. Includes study relative to closing costs, economics, financing, land, marketing, and written instruments. Also discusses terminology and the career ladder in this industry.

SEM N 110 INTRODUCTION TO BRCC

Lecture 1, Lab 0, Credit 1

Introduces beginning students to Baton Rouge Community College and to higher education in general. Focuses on study skills, the use of technology, and student support systems. Required for students transferring to Southern University.

SEM N 111 CAREER PLANNING

Lecture 1, Lab 0, Credit 1

Provides an opportunity for students to explore and evaluate their own interests, abilities, and career options. Includes guest speakers, lecture, and computer-assisted learning. Required for students transferring to Southern University.

**SEM N 112 SEMINAR IN MATH /
SCIENCE ANXIETY**

Lecture 1, Lab 0, Credit 1

Discusses the nature and causes of math and science anxiety. Offers suggestions on how to deal with anxiety and stress when confronted with a mathematical or scientific task.

SEM N 113 CRITICAL THINKING

Lecture 1, Lab 0, Credit 1

Focuses on the process by which one develops and supports one's beliefs with clear, unambiguous arguments and evaluates the strength of the arguments of others in real-life situations. Includes practice in inductive and deductive reasoning, presentation of arguments in oral and written form, and analysis of the use of language to influence thought. Applies the reasoning process in fields such as business, law, science, and the arts.

Course Descriptions

SEMN 114 ORIENTATION TO CAMPUS RESOURCES

Lecture 1, Lab 0, Credit 1

Teaches students how to use the electronic resources of the student computer learning laboratory, the library, and the other computer-based resources available on campus. Teaches students how to use blackboard course software modules, which include lessons on sending email, sending attachments using the digital drop box, and using BRCC resources remotely.

SEMN 125 HONORS COLLOQUIUM I

Lecture 1, Lab 0, Credit 1

Focuses on contemporary issues and ideas. Uses essays, reviews, and editorials as primary reading material. Students analyze and integrate the significance of selected events and interpret information in light of history and circumstances. Integrates critical reading, thinking, and writing as integral parts of class activities. Utilizes guest speakers and other resources to enhance course content.

Prerequisite: Placement by department

SOCL 200 INTRODUCTION TO SOCIOLOGY

Lecture 3, Lab 0, Credit 3

Provides students with an understanding of human society and social life. Introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.

SOCL 205 CONTEMPORARY SOCIAL PROBLEMS

Lecture 3, Lab 0, Credit 3

Focuses on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

SPAN 101 ELEMENTARY SPANISH I

Lecture 3, Lab 0, Credit 3

Introduces Spanish language and culture and explores the basic grammatical structure of the Spanish language. Develops writing, reading, and speaking skills.

SPAN 102 ELEMENTARY SPANISH II

Lecture 3, Lab 0, Credit 3

Extends elementary knowledge of basic grammatical structures of the Spanish language. Continues to develop reading, writing, and speaking skills.

Prerequisite: SPAN 101 or equivalent

SPAN 201 INTERMEDIATE SPANISH I

Lecture 3, Lab 0, Credit 3

Extends elementary knowledge of basic grammatical structures of the Spanish language. Continues to develop reading, writing, and speaking skills.

Prerequisites: SPAN 101 and 102 or equivalent

SPAN 202 INTERMEDIATE SPANISH II

Lecture 3, Lab 0, Credit 3

Extends intermediate knowledge of Spanish culture and language with increasing emphasis on speaking, listening, reading, and writing.

Prerequisites: SPAN 101, 102, and 201 or equivalent

SPCH 101 FUNDAMENTALS OF SPEECH

Lecture 3, Lab 0, Credit 3

Develops an awareness and appreciation of the history and traditions of speech communication as a field of academic study. Includes fundamental codes, functions, and processes of oral communication and public speaking assignments.

SPCH 120 TECHNIQUES OF SPEECH

Lecture 3, Lab 0, Credit 3

Teaches basic public presentation principles and skills and considers ethics of public speaking. Students complete a speech of introduction, an informative speech, a demonstration speech, a persuasive speech, and a special occasion speech.

Prerequisite: Appropriate placement test score or minimum of "C" in DVRE 091

SPCH 210 INTERPERSONAL COMMUNICATION

Lecture 3, Lab 0, Credit 3

Introduces basic principles and theories of interpersonal communication. Includes practical skills for enhancing everyday relational communication in a variety of social and professional settings.

Prerequisite: Appropriate placement test score or minimum of "C" in DVEN 091 and DVRE 091

Course Descriptions

SPCH 220 COMMUNICATION FOR BUSINESS PROFESSIONALS

Lecture 3, Lab 0, Credit 3

Assists students in business-related presentations. Students complete one information-seeking interview and two four- to six-minute presentations, including one group presentation. Also examines general theories and principles of organizational communication.

Prerequisite: Appropriate placement score or minimum of "C" in DVEN 091 and DVRE 091

SPCH 230 COMMUNICATION IN THE CLASSROOM

Lecture 3, Lab 1.5, Credit 3

Designed to give paraprofessionals and education majors knowledge of basic communication principles and how they relate to the teaching and learning situation. Heightens early awareness of conventions, requirements, and expectations associated with teaching to better help students better serve the community in which they work. Provides theoretical and practical training in the area of oral address. Designed to enhance the skills used in speaking through observations, practice and insightful criticism. Twenty hours of field experience in a school setting required.

Prerequisite: Appropriate placement test score or minimum of "C" in DVEN 091 and DVRE 091

SPCH 240 PERFORMANCE OF LITERATURE

Lecture 3, Lab 0, Credit 3

Introduces students to the study of literature through performance of poetry, prose, and dramatic literature. Students prepare texts for performance; study various methods of performing texts; and write about literary texts, performances, and performing. Includes in-class performances and written assignments.

Prerequisite: Appropriate placement test score or minimum of "C" in DVEN 091 and DVRE 091

SPCH 263 ARGUMENTATION AND DEBATE

Lecture 3, Lab 0, Credit 3

Introduces fundamentals of argumentation and debate: analysis, brief-construction, evidence, reasoning, and refutation. Students debate vital questions of the day.

Prerequisite: SPCH 101, 120, or equivalent; appropriate placement test score; or minimum of "C" in DVEN 091 and DVRE 091

THTR 100 INTRODUCTION TO THEATRE

Lecture 3, Lab 0, Credit 3

Surveys history of theatre and develops an appreciation and enjoyment of dramatic art. Develops an appreciation for artists who bring the playwrights' pages to life and considers the contribution of the audience.

Lab Fee: \$15.00

THTR 200 ACTING I

Lecture 3, Lab 0, Credit 3

Exercises the separate parts of the composite art of acting: thought, emotion, and specific movement and vocal technique. Emphasizes improvisation and practical exercise leading to formal scene work. Develops a firm foundation in basic acting technique.

Lab Fee: \$15.00



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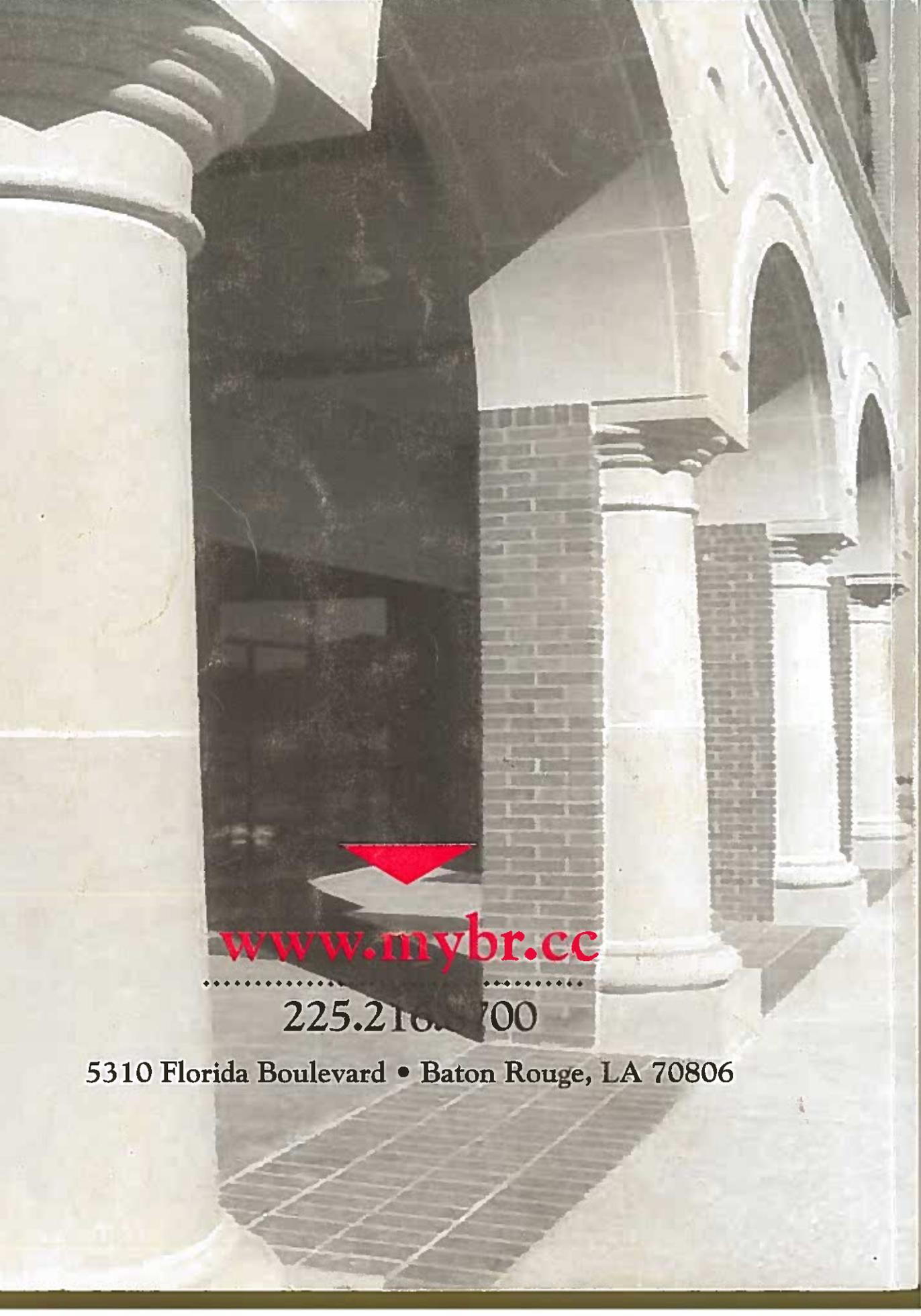
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This public document is published at a total cost of \$8,786.00. 3,500 copies of this public document were published in this first printing at a cost of \$8,786.00. The total cost of all printing of this document including reprints is \$8,786.00. This document was published by Baton Rouge Press, Baton Rouge, LA 70814. This material was printed in accordance with standards for printing by state agencies established pursuant to R. S. 43:31.

Baton Rouge Community College is a Candidate for Accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees and Certificates, 1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone number 404.679.4501.



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