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## Sayre: Undergraduate Catalog 2001-2003

Southwestern Oklahoma State University

### Description

This catalog describes courses offered at Southwestern Oklahoma State University at Sayre, Oklahoma during the 2001-2003 academic year.

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*Southwestern*  
*"100 Years of Excellence"*  
1901-2001

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Southwestern Oklahoma State University  
Undergraduate Catalog-Sayre Campus  
2001-2003



# Southwestern Oklahoma State University

at  
Sayre, Oklahoma



Visit our website <http://www.swosu.edu/sayre>

2001-2003

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## ***Curricula Changes***

*The University reserves the right to recommend changes in curricula, degree requirements, course offerings, and all academic regulations at any time when such changes are for the best interest of the students and the University. All changes must be approved by the Board of Regents for Oklahoma Colleges and the Oklahoma State Regents for Higher Education. Certain program modifications reflected in this publication are pending approval.*

## ***Fee Statement***

*Fees stated in this catalog are those in effect during the 2001-2003 school years. Current schedule of fees is available upon request.*

## ***Affirmative Action Compliance Statement***

*Southwestern Oklahoma State University in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act of 1990 and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.*

## ***Accreditation Statement***

*Southwestern Oklahoma State University-Sayre and its academic programs are accredited by the following agencies:*

North Central Association of Colleges and Secondary Schools  
30 North Lasalle Street, Suite 2400, Chicago, Illinois 60602-2504 312-263-0456

Oklahoma State Board of Education

Accrediting Bureau of Health Education Schools

Joint Review Committee for Education in Radiologic Technology (JRCERT) of the United States  
Department of Education

Committee on Accreditation in Physical Therapy Education

American Occupational Therapy Association, Inc.

## ***Cost Statement***

*This publication, printed by the University Press, is issued by Southwestern Oklahoma State University as authorized by Dr. Joe Anna Hibler, President. One thousand, five hundred copies have been prepared for distribution at a cost to the taxpayers of the State of Oklahoma of \$4,500.*

# SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

## ACADEMIC CALENDAR 2001-2002

### \*FALL SEMESTER 2001

August 17	Friday	Freshman Orientation Clinic
August 20	Monday (8:30 a.m.)	Faculty Workshop
August 21	Tuesday	Enrollment for students who did not pre-enroll
August 22	Wednesday (8:00 a.m.)	Classwork begins
August 27	Monday (4:30-6:00 p.m.)	Enrollment for Mon. night students who did not pre-enroll
August 27	Monday (as scheduled)	Monday night classes meet
August 31	Friday (4:30 p.m.)	Last day to add classes
September 3	Monday	Labor Day Holiday
September 5	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
October 17	Wednesday (10:00 p.m.)	Fall break begins
October 22	Monday (8:00 a.m.)	Classwork resumes
November 20	Tuesday (10:00 p.m.)	Thanksgiving vacation begins
November 26	Monday (8:00 a.m.)	Classwork resumes
December 17	Monday (as scheduled)	Final exams for Monday night classes
December 13, 14	Thursday, Friday	Final exams
December 17-19	Monday-Wednesday	Final Exams
December 19	Wednesday (10:00 p.m.)	Semester break begins
December 20	Thursday (12 noon)	Final grades due
December 21	Friday	Semester ends

### \*SPRING SEMESTER 2002

January 9	Wednesday	Enrollment for students who did not pre-enroll
January 10	Thursday (8:00 a.m.)	Classwork begins
January 14	Monday (4:30-6:00 p.m.)	Enrollment for Mon. night students who did not pre-enroll
January 14	Monday (as scheduled)	Monday night classes meet
January 18	Friday (4:30 p.m.)	Last day to add classes
January 23	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
March 8	Friday (5:00 p.m.)	Spring break begins
March 18	Monday (8:00 a.m.)	Classwork resumes
May 6	Monday (as scheduled)	Final examinations for Monday night classes
May 2, 3, 6-8	Thurs., Fri., Mon.-Wed.	Final examinations
May 9	Thursday (5:00 p.m.)	Final grades due
May 10	Friday (8:00 p.m.)	Convocation
May 11	Saturday	Semester ends

### \*SUMMER SEMESTER 2002

June 3	Monday	Enrollment for students who did not pre-enroll
June 4	Tuesday (8:00 a.m.)	Classwork begins
June 6	Thursday (4:30 p.m.)	Last day to add classes
June 10	Monday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
July 4, 5	Thursday, Friday	Independence Day Holiday
July 30, 31	Tuesday, Wednesday	Final exams
July 31	Wednesday (5:00 p.m.)	Final grades due
August 1	Thursday	Semester ends

\*See early enrollment dates listed in class schedules.



# **SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**

## **ACADEMIC CALENDAR 2002-2003**

### **\*FALL SEMESTER 2002**

August 16	Friday	Freshman Orientation Clinic
August 19	Monday (8:30 a.m.)	Faculty Workshop
August 20	Tuesday	Enrollment for students who did not pre-enroll
August 21	Wednesday (8:00 a.m.)	Classwork begins
August 26	Monday (4:30-6:00 p.m.)	Enrollment for Mon. night students who did not pre-enroll
August 26	Monday (as scheduled)	Monday night classes meet
August 30	Friday (4:30 p.m.)	Last day to add classes
September 2	Monday	Labor Day Holiday
September 4	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
October 9	Wednesday (10:00 p.m.)	Fall break begins
October 14	Monday (8:00 a.m.)	Classwork resumes
November 26	Tuesday (10:00 p.m.)	Thanksgiving vacation begins
December 2	Monday (8:00 a.m.)	Classwork resumes
December 16	Monday (as scheduled)	Final exams for Monday night classes
December 12, 13	Thursday, Friday	Final exams
December 16-18	Monday-Wednesday	Final Exams
December 18	Wednesday (10:00 p.m.)	Semester break begins
December 19	Thursday (12 noon)	Final grades due
December 20	Friday	Semester ends

### **\*SPRING SEMESTER 2003**

January 8	Wednesday	Enrollment for students who did not pre-enroll
January 9	Thursday (8:00 a.m.)	Classwork begins
January 13	Monday (4:30-6:00 p.m.)	Enrollment for Mon. night students who did not pre-enroll
January 13	Monday (as scheduled)	Monday night classes meet
January 17	Friday (4:30 p.m.)	Last day to add classes
January 22	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
TBA	Friday (5:00 p.m.)	Spring break begins
TBA	Monday (8:00 a.m.)	Classwork resumes
May 5	Monday (as scheduled)	Final examinations for Monday night classes
May 1, 2, 5-7	Thurs., Fri., Mon.-Wed.	Final examinations
May 8	Thursday (5:00 p.m.)	Final grades due
May 9	Friday (8:00 p.m.)	Convocation
May 10	Saturday	Semester ends

### **\*SUMMER SEMESTER 2003**

June 2	Monday	Enrollment for students who did not pre-enroll
June 3	Tuesday (8:00 a.m.)	Classwork begins
June 5	Thursday (4:30 p.m.)	Last day to add classes
June 9	Monday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
July 4	Friday	Independence Day Holiday
July 28, 29	Monday, Tuesday	Final exams
July 30	Wednesday (5:00 p.m.)	Final grades due
July 30	Wednesday	Semester ends

**\*See early enrollment dates listed in class schedules.**

# **Administration**



# State Officials and Governing Boards

## Governor

The Honorable Frank Keating ..... Oklahoma City

## Oklahoma State Regents for Higher Education

Dr. Hans Brisch, Chancellor ..... Oklahoma City  
Leonard J. Eaton ..... Tulsa  
Bill W. Burgess, Jr. .... Lawton  
Joseph E. Cappy ..... Tulsa  
Marlin "Ike" Glass ..... Newkirk  
James D. Harrell ..... Leedey  
Cheryl Hunter ..... Edmond  
John Massey ..... Durant  
Joe L. Mayer ..... Guymon  
Carl Renfro ..... Ponca City

The higher education system in Oklahoma is governed by the State Regents for Higher Education who oversee the individual governing boards for each university and college in the system. Regents are appointed by the governor.

## Board of Regents of Oklahoma Colleges

Belva P. Howard ..... Tulsa  
Michael Brown ..... Edmond  
Sandy Garrett ..... Oklahoma City  
Marseda Garrison ..... Elk City  
Janice Gordon ..... Broken Arrow  
Ann Holloway ..... Ardmore  
Steve Poag ..... Chickasha  
Richard Ryerson ..... Alva  
Michael Thompson ..... Oklahoma City

Southwestern Oklahoma State University is governed by an nine-member board which oversees curricula, budget and accreditation matters. The board members are appointed by the governor.

## Department of Public Instruction

Sandy Garrett, State Superintendent ..... Oklahoma City  
Sharon A. Lease, Deputy State Superintendent ..... Oklahoma City  
A. Lealon Taylor, Chief of Staff ..... Oklahoma City  
Tom White, Assistant State Superintendent  
for Federal Fiscal Services ..... Oklahoma City  
Ramona Paul, Assistant State Superintendent  
for Professional Services ..... Oklahoma City  
Katie Dunlap, Assistant State Superintendent  
for School Improvement ..... Oklahoma City  
John Corpolongo, Assistant State Superintendent  
for Special Education Services ..... Oklahoma City  
Bill Butler, Assistant Director for  
Accreditation/Standards ..... Oklahoma City

The University works closely with the State Board of Education since the university is involved with training educators at all levels of public and private instruction.

## State Board of Education

Sandy Garrett, Chairperson .....	Oklahoma City
Debbie Blue .....	Shawnee
Luke Corbett .....	Edmond
Linda K. Gragg .....	Muskogee
John C. Hugon .....	Duncan
Mary Nichols .....	Tulsa
Ron Shamblin .....	Enid

## State Board of Pharmacy

Carl Lyons, President .....	Tulsa
Jerry Allen .....	Weatherford
Don Coody .....	Oklahoma City
Thomas F. Dudley .....	Oklahoma City
Janis McAllister .....	Woodward
Robert Summers .....	Tulsa

## Oklahoma Board of Nursing

Marilyn Lund, M.S., R.N. President .....	Sand Springs
Elizabeth Schmelling, R.N., Ph.D., Vice President .....	Ada
Audrey Baugh, L.P.N., Secretary-Treasurer .....	Davis
Karen Fletcher, R.N. ....	Claremore
Sandy Bazemore, M.S., R.N. ....	Dibble
Sue Mitchell, R.N., B.A. ....	Forgan
Brenda Scarborough, L.P.N. ....	Lawton
Mabel Toolate, L.P.N. ....	Oklahoma City
Bobbie Treadwell, Public Member .....	Lindsay

SWOSU at Sayre is a branch campus of one of six regional universities in Oklahoma and falls under the same curricular guidelines which are approved by the Regents of Oklahoma Colleges, the governing board of those regional universities.

## State Regional Universities

Governed by the Board of Regents of Oklahoma Colleges

University of Central Oklahoma, Edmond .....	Dr. Roger Webb, President
East Central University, Ada .....	Dr. Bill S. Cole, President
Northeastern State University, Tahlequah .....	Dr. Larry Williams, President
Northwestern Oklahoma State University, Alva .....	Dr. Tom McDaniel, President
Southeastern Oklahoma State University, Durant .....	Dr. Glen Johnson, President
Southwestern Oklahoma State University, Weatherford .....	Dr. Joe Anna Hibler, President



## Administrative Officers of the University

JOE ANNA HIBLER (1965) ..... President  
B.S., Southwestern Oklahoma State University  
M.S., Oklahoma State University; Northern Arizona University  
Ed.D., University of Oklahoma

TOM FAGAN(1996) ..... Interim Vice President and Controller  
B.S., M.B.A., Southwestern Oklahoma State University  
B.S., Panhandle State University

WILLIAM J. KERMIS (1991) ..... Vice President Academic Affairs and  
Research Administration  
B.A., Fort Lewis College  
M.S., Ph.D., Syracuse University

BETTIE BECKER (1988) ..... Sayre Campus Interim Dean  
B.A., M.Ed., Southwestern Oklahoma State University  
Ph.D., Kansas State University

## University Officials

## Administrative and Professional Staff

TERRY BILLEY (1995) ..... Administrative Assistant  
A.S., Sayre Junior College

LANDRY BREWER (2000) ..... Registrar Secretary  
B.S., Southwestern Oklahoma State University

SUSIE CAMPBELL (1997) ..... Business Office Secretary  
A.S., Southwestern Oklahoma State University

JANICE HODGE (1985) ..... Librarian  
A.S., Southwestern Oklahoma State University

GENA LAMBERT (2000) ..... Interactive Video Room Coordinator  
B.S., Southwestern Oklahoma State University

DIANNA MOSBURG (1981) ..... Assistant Librarian  
A.S., Southwestern Oklahoma State University

MELINDA OLSON (1995) ..... Counselor-Assessment Coordinator  
B.S., Oklahoma State University  
M.Ed., Southwestern Oklahoma State University

EDDIE PECK (1999) ..... Financial Service Director  
B.S., Southwestern Oklahoma State University

KARRON RHODES (1998) ..... Financial Service Secretary and Receptionist

KIM SEYMOUR (1988) ..... Registrar  
B.B.A., Texas Tech University

## University Faculty

COREY WHITE (1996) ..... Network Administrator/  
Computer Science Instructor  
B.A., M.Ed., Southwestern Oklahoma State University

LINDA WOODRUFF (1981) ..... Business Officer  
A.S., Sayre Junior College  
B.S., Southwestern Oklahoma State University

### University Faculty

KATHY BROOKS (1977) ..... Director of Medical Technology/Science  
M.M.T. (ASCP), M.T. (AMT); B.S., Central State University  
M.Ed., Southwestern Oklahoma State University

JOE CLARK (1983) ..... Computer Science/Business  
B.S., M.B.Ed., Southwestern Oklahoma State University

E. ROXANN COKER (1988) ..... Allied Health Science  
A.S., Sayre Junior College  
M.T. (AMT); B.S., M.Ed., Southwestern Oklahoma State University

TOMMYE DAVIS (1990) ..... Science  
B.S., M.Ed., Southwestern Oklahoma State University

SCOTT FRONEBERGER (1989) ..... Psychology/Social Science  
B.A., M.Ed., Southwestern Oklahoma State University

JUDY HAUGHT (1988) ..... Language Arts/Library Science  
B.A., M.Ed., Southwestern Oklahoma State University

C. MICHAEL MCKINNEY (1991) ..... Language Arts/Criminal Justice  
B.A., University of Oklahoma  
M.F.A., McNeese State University

JESS PARKER (1999) ..... Radiologic Technology  
A.A.S., Southwestern Oklahoma State University  
B.S., Oklahoma State University

KAREN STRINGER (1995) ..... Student Clinical Supervisor  
A.A.S., Sayre Junior College

CHRIS STUFFLEBEAN(1998) ..... Director, Radiologic Technology  
A.A.S., B.S., Southwestern Oklahoma State University

JEANENE WILLIAMS (1981) ..... Language Arts/Humanities  
B.A., M.Ed., Southwestern Oklahoma State University



PATSY WOOTTON(1999) .....Business/Computer Science  
 B.S., M.Ed., Southwestern Oklahoma State University

THOMAS WORLEY (1987) ..... Political Science  
 B.S., Southwestern Oklahoma State University  
 M.S., Oklahoma State University

## University Adjunct Faculty

## University Faculty

DAVID ATTERBERRY ..... Physical Education  
 B.S., Oklahoma State University

JY BASS ..... Physical Therapy  
 A.A.S., Southwestern Oklahoma State University  
 B.S., Southwestern Oklahoma State University

RONALD DUFFIELD ..... Social Science  
 B.A., M.Ed., Southwestern Oklahoma State University

KELLY GILLINGHAM ..... Occupational Therapy  
 B.S., Colorado State University

LAMAE GREEN ..... Physical Therapy  
 B.S., Langston University

BRETT A. GREEN ..... Physical Therapy  
 A.A.S., Southwestern Oklahoma State University  
 B.S., University of Science and Arts of Oklahoma

DANIEL MOORE ..... Technology Coordinator  
 B.S., Cameron University

STACEY PARSONS ..... Occupational Therapy  
 A.A.S., Soouthwestern Oklahoma State University

TERRY WRIGHT ..... Electronics Technology  
 B.S., Oklahoma State University

# **General Information**

Southwestern Oklahoma State University offers four advanced degrees. The Master of Education degree was inaugurated in 1969. (The Master of Teaching Degree was offered during the period 1953- 1969.) Graduate programs leading to the following degrees have been added since 1969: Master of Business Administration, 1977; Master of Music, 1981; and a professional doctorate, the Doctor of Pharmacy (PharmD), 1998.

## MISSION AND PURPOSES

Southwestern Oklahoma State University is one of twenty-five institutions in the Oklahoma State System of Higher Education (Oklahoma Constitution, Article XIII-A, Section 1). The Oklahoma State Regents for Higher Education is the legal structure for public education at the collegiate level and is the coordinating board of all state institutions for higher education. Southwestern is one of six state supported regional universities governed by the Board of Regents of Oklahoma Colleges. Southwestern Oklahoma State University provides access to higher education for all individuals without discrimination, on the basis of race, national origin, gender, or disability status.

The mission of Southwestern Oklahoma State University is to provide educational opportunities in higher education that meet the needs of the state and region; contribute to the educational, economic, and cultural environment; and support scholarly activity. Major areas of study on the Weatherford campus, associate degree programs on the Sayre campus, the general education curriculum, and participation in student activities/organizations provide opportunities for students to obtain skills, knowledge, and cultural appreciation that lead to productive lives and effective citizenship.

The mission is manifest and the purposes of the University are accomplished through the following:

Insuring quality education, the University recruits qualified faculty without regard to national origin, race, gender, disability, age or religion. Faculty growth opportunities are provided through an organized faculty development program. Excellence in teaching, scholarship, and service are encouraged and recognized. An organizational and intellectual environment is provide that insures freedom of individual expression and inquiry, provides representative governance for all members of the University community, and promotes student/faculty interaction. An assessment program provides the basis for continuous evaluation and program improvement.

Meeting its commitment to student development, the University recruits qualified students without regard to national origin, race, gender, disability, age, or religion and provides a community that encourages participation in intellectual and physical activities and leadership development. A curriculum is provided that develops communication and analytical skills; a comprehension of the arts, humanities, and cultural diversity; and knowledge of the scientific/technological world and of our historical heritage. Student orientation, advisement, enrichment, and participation in organizations and activities contribute to student growth and development.

## **The University Mission**

## **The University Mission**

Fulfilling its role as a cultural and educational resource for western Oklahoma, the University provides distance learning opportunities, continuing education associated with career enhancement, personal development, and cultural growth. Performances, exhibitions, and research that enhance knowledge and enrich society are supported and services to communities are provided through academic departments and other university agencies.

Southwestern Oklahoma State University at Sayre enables the university to focus its mission on that campus to provide lower division programs and educational opportunities in higher education that meet the needs of the Sayre campus student body.

The following institutional functions have been approved by the Oklahoma State Regents for Higher Education, and are considered essential components of the mission on the Sayre campus:

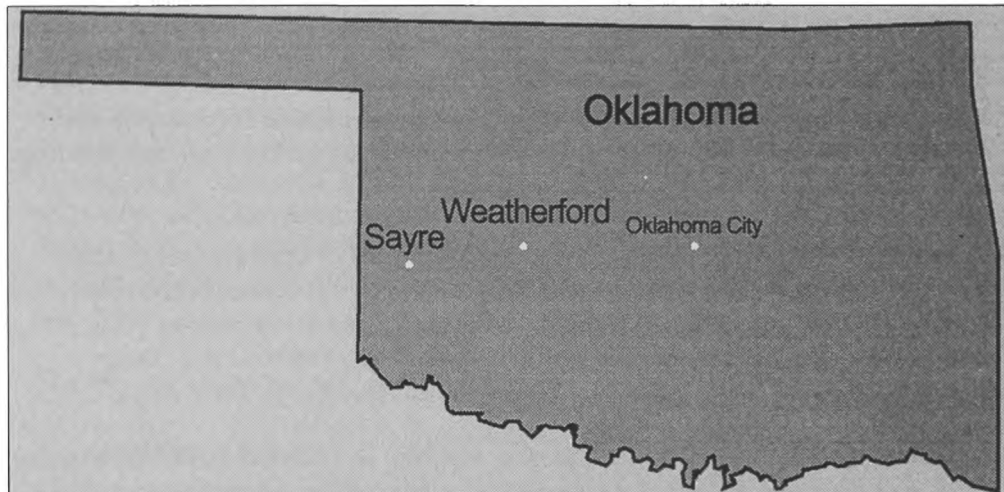
- To provide a lower division program of higher education for traditional and nontraditional students in Western Oklahoma and the Texas Panhandle.
- To provide a general education that enables students to become informed responsible citizens.
- To provide programs of education in the liberal arts and sciences leading to the Associate in Science degree through campus-based and distance learning.
- To provide career and technical programs to enable students to seek employment in various job fields, with completion of such programs culminating in the awarding of the Associate in Applied Science degree or an appropriate certificate.
- To provide transfer programs which include liberal arts, sciences, and pre-professional subjects, thus enabling students to pursue completion of baccalaureate or professional degrees at four-year colleges and universities.
- To provide courses, services, and programs in remedial education for individuals who require such assistance in order to function effectively at the collegiate level.
- To provide guidance services and a program of students activities for the promotion of personal development and effective citizenship.

The University's academic organization includes schools of Arts and Sciences, Business, Education, Health Sciences, Graduate Studies, and a two-year branch campus at Sayre. Each of these entities and their subdivisions establish specific objectives that contribute to the achievement of University objectives.



## Campus Location

Southwestern Oklahoma State University at Sayre is approximately 125 miles west of Oklahoma City and 60 miles west of the SWOSU main campus in Weatherford. Located along historic Highway 66, Sayre has about 3,000 residents and is the county seat of Beckham County. The community has a municipal park with a public swimming pool, tennis courts, playgrounds, picnic areas, overnight camping facilities, an exercise track, and a nine-hole golf course; a hospital; an airport; the Shortgrass Museum; churches of various denominations; a Chamber of Commerce, Kiwanis, Lions, Rotary, and other civic clubs. Nearby are museums, historic sites, and the recreational facilities of the Sandy Sanders Wildlife Management Area, Quartz Mountain State Park, and Foss Reservoir State Park.



## The University Campus

## Historical Background

Southwestern Oklahoma State University at Sayre was founded as Sayre Junior College in 1938 under legislative authorization which permitted public high schools to add a 13th and 14th year of study to their curricula. In 1940, the college name was changed to Oklahoma Western Junior College; however, the original name was soon adopted again, and in May 1940 the first degrees were conferred.

America's entry into World War II decimated the ranks of both faculty and students. Consequently, the college closed during the war years, but reopened in 1946. In 1956, Sayre Junior College moved from facilities occupied jointly with Sayre High School into separate facilities, a gymnasium and a classroom building, in the northeast corner of Sayre. In 1960 two additional classroom buildings were added, and in 1968 the Mackey Hall dormitory was opened. Changes in the physical plant have continued with expansion of the main classroom building; the addition of new classrooms, conference room, and student services facilities; and the conversion of Mackey Hall to classroom space and library facilities.

In July 1987 by act of the Oklahoma legislature, Sayre Junior College was merged with Southwestern Oklahoma State University. The campus serves western Oklahoma and the Texas panhandle within a 60 mile radius of Sayre. It offers open admission to high school graduates as well as to students who do not hold a high school diploma. Fully accredited, SWOSU at Sayre offers Associate of Science and Associate of Applied Science degrees in both general and specialized areas of study.

# The University Campus



## Campus Description

The Southwestern Oklahoma State University at Sayre campus is located in the northeast section of Sayre, Oklahoma. All classrooms and administration buildings are air conditioned. Campus facilities include:

**ALEXANDER BUILDING:** This building was completed in 1956 and named after former president of Sayre Junior College, Arch Alexander. It contains classrooms, laboratory facilities for biological and physical sciences, and faculty offices. The building also houses the administrative offices of the Dean, Financial Aid, Business Office, Registrar and Admissions, the Counselor, and Information Technology.

**CONNER BUILDING:** The Conner Building was built in 1965 and named after former Sayre Junior College President, Paul Conner. The building was completely remodeled in 1991. It now houses the Allied Health lecture rooms, laboratories, faculty offices and a large seminar room.

**STUDENT CENTER:** The building, completed in 1994, is located south of Patterson Field House and contains a student lounge, snack bar, and the Follett bookstore.

**MACKEY HALL:** Mackey Hall, built in 1968, is a combination of classrooms equipped for business and computer science courses and large lecture rooms. Additionally, conference and activity rooms, laboratories, special skills services, and offices for faculty and the Radiology Program are located in this building. The Oscar McMahan Library is located in the northwest wing of Mackey Hall.

**PATTERSON FIELD HOUSE:** This building was completed in 1957 and was named for former Sayre Junior College President, Harry Patterson. The building houses athletic offices, physical education facilities, a 350-seat gymnasium, and one student classroom.

**CAPPS BUILDING:** The former student center, this building houses a computer science classroom. The building has been named for Senator Gilmer Capps for his outstanding services to education.

**FITNESS CENTER AND WALKING TRACK:** Located in the Patterson Field House, the SWOSU at Sayre Fitness Center is equipped with a variety of equipment to cover a broad range of workouts. There is also nearby access to volleyball, basketball, jogging, and walking. A walking track and small park are located behind the Patterson Field House and the Connor Building.

## **In-Service Education**

The University offers four types of in-service education.

- Conferences, short courses, and workshops
- Evening campus classes
- Adult education classes
- Continuing education programs for registered Medical Laboratory Technicians and Radiologic Technologists

## **Special Services and Departments**

## **Educational Information Center**

The basic purpose of the Educational Information Center is to make information about post-secondary educational and occupational programs readily available to citizens. The EIC office, located in the Counselor's Office, is a significant source of support for traditional students, as well as for the large number of adults seeking upgrading of skills, retraining for new jobs, educations for entry or re-entry into the job market, and enjoyment of retirement leisure time. Computerized programs, such as *Discover* and *Oklahoma Career Search*, are available to provide college and career guidance.

The EIC offers access to:

Academic advisement	Career Information and Guidance
Competency-based opportunities	Educational Programs
Financial Assistance	Related Educational Services

## **Students With Disabilities**

Students with disabilities and requirements for special academic accommodations should advise their instructors of such disabilities and the desired accommodations at some point before, during, or immediately following the first scheduled class period. The faculty and the counselor's office will work with the student to provide reasonable accommodations. This procedure will ensure that students have an equal opportunity to perform in all classes.

## **The Oscar McMahan Library**

The McMahan Library is named for former superintendent of Sayre Schools, Oscar H. McMahan, who also helped found Sayre Junior College. The library is located in Mackey Hall and is easily accessible to all patrons from 8 a.m. to 5 p.m., Monday through Friday. In addition to paper research sources, modern technology enables the use of an on-line card catalog for both the main and Sayre campuses, as well as numerous electronic databases, online scholarly journals and indexes. Books and journal articles can be acquired from the main campus library and other libraries around the state via interlibrary loan.

## **Special Services and Departments**

### **Step Ahead Program**

The Step Ahead program provides area high school students with the opportunity to earn college credit while still in high school. Students may enroll in summer, fall, or spring semesters if they meet criteria approved by the State Regents for Higher Education and their high schools. For more information see the section on Concurrent Enrollment in this catalog.

### **Advanced Standing Exams**

The Office of Assessment serves as a clearing house for students wishing to take advanced standing examinations. The advanced standing plan at Southwestern Oklahoma State University was established to give students an opportunity to begin college work on the level commensurate with their demonstrated achievement. With certain limitations, all such achievement, once certified to be at the college level by this institution, receives appropriate academic credit.





## **Freshman Orientation**

Freshman Orientation will be required for all first-time freshmen to assist in their adjustment to the university. This course will be taken the first semester of enrollment and will cover basic skills assessment and an introduction to degree programs and other information relevant to university orientation and success. The one-credit-hour course meets for the first eight weeks of the semester and covers topics of interest to the university student such as campus orientation, time management, study techniques, library skills, note-and-test-taking skills, and career guidance.

## **Academic Assessment and Advisement**

One of the goals at SWOSU at Sayre is to provide the best opportunities for success. Academic success is closely related to how well students read, write, and perform mathematical computations. Therefore, when students come on campus to enroll, they are asked to provide counselors with ACT scores proving their competency in these areas and undergo on-site testing in the basic skills of reading, writing, and mathematics. Scores from these tests are used to determine course placement to match level of instruction with the students' academic skills.

The Oklahoma State Regents for Higher Education have established that an ACT score of nineteen (19) or better is an indicator for student readiness for college-level coursework. Scores below nineteen (19) on the ACT exam indicate a deficiency and require the student to undergo remediation. Developmental courses are offered and required for students who are deficient in the areas of study of mathematics, English, reading, and science. For exemption from developmental coursework, first time entering freshmen must score either 19 or above on the ACT subtests in the areas of mathematics, English, reading, and science reasoning or pass an appropriate assessment exam.

The counselor or faculty advisor assigned to the student at enrollment counsels and guides the student in planning academic work. The University Counselor or faculty advisors assist students in selecting courses to meet academic program requirements and in following proper procedures for schedule adjustments. Students are encouraged to work closely with faculty advisors or counselor throughout their academic careers at SWOSU at Sayre. Well informed academic decisions will help students successfully reach their goals. The students are reminded that although instructional faculty advisors, the counselor, and others are available to assist in planning, the students have the ultimate responsibility for planning their programs of study and for fulfilling all requirements and regulations of the college.

The Oklahoma State Regents for Higher Education require all colleges to administer additional "outcomes" assessment. Our mid-level assessment is accomplished within the general education courses. Faculty use curriculum-embedded methods such as exams, papers, projects, etc., for improvement of instruction. Students' performance on the National Registry exams also provide data for outcomes assessment. Assessment directly benefits the students because it provides a means of actively involving the students in their learning process.

## **Special Services and Departments**

## **Special Services And Departments**

### **Information Technology**

Access to and knowledge of electronic resources are increasingly important for college students. State-of-the-art electronic technology provides students on the Sayre Campus a variety of classroom settings and learning tools as well as access to learning resources around the world, the university's Blackboard web-based course software, and faculty online course support pages.

A local area network makes library resources accessible from across the campus. It also makes applications software and general information available from any computer on campus. In addition, students may access the main campus library in Weatherford, on-line databases, and electronic search resources on campuses worldwide.

The Sayre Campus is one of many statewide hubsites for OneNet, the telecommunications and information network for Oklahoma, which links public schools, vocational-technical schools, colleges and universities, libraries, courts, and local, county, state, tribal and federal government agencies across the state. OneNet provides video teleconferencing and long-distance learning as well as access to public records, government agencies, and the Internet. OneNet is a partnership between the State and private telecommunications companies.

Using the latest fully interactive equipment, the Interactive Video Laboratories allow students on either the Sayre or Weatherford campus to enroll in selected classes generated on the other. This technology has increased course offerings on both campuses and allows students in Sayre to enroll in certain upper division classes not offered locally. It also provides general education course offerings to students in cooperative programs at selected vocational-technical schools. Additionally, students in rural high schools can participate in college courses without leaving their own campuses.

In the Information Technology Lab in Mackey Hall, students have access to the latest technologies including LAN, Digital Imaging, Desktop Publishing, and advanced programming.

All students attending SWOSU-Sayre have access to the Learning Center, a computer lab staffed each weekday. It provides computer assisted instruction, individualized tutoring, testing and assessment options, and Internet access. In addition students may use its applications software to prepare classroom assignments. Students may also apply for email accounts with an SWOSU address.

## University Publications

Southwestern Oklahoma State University at Sayre students are directly involved in the preparation of *The Sayre Southwestern*.

*The Faculty Handbook* is compiled in the office of the Vice President for Academic Affairs--Weatherford.

The Office of Student Services--Weatherford is responsible for compiling and editing the *Student Handbook*.

The *University Catalog* for the Sayre Campus is compiled by a committee appointed by the Dean of the Sayre Campus.

*Westview: a Journal of Western Oklahoma* is the official literary journal of the university, and is published by the Language Arts Department in the School of Arts and Sciences on the Weatherford campus.

*The Staff Handbook* is published by the Human Resources office.

## University Sponsored Websites

In addition to faculty and administrative web sites, the university houses the web sites of the Oklahoma/Arkansas Region of *Phi Theta Kappa*, *Westview* the university literary journal, and *Sooner Scope* the official publication of The Oklahoma State Society of American Medical Technologists.

## Student Activities



## **Student Activities**

### **Student Organizations**

All students are encouraged to become active in one or more campus organizations. In doing so, each student is able to associate with people who share common interests. Student organizations include the following:

#### **Student Government Association (SGA)**

The purpose of SGA is to bring about a closer relationship between the students and faculty and to promote student activities. Activities sponsored by SGA in the past include cookouts, entertainment assemblies, dances, playdays, campus improvement projects, parade participation to advertise the campus at Sayre, dress-up days, and other activities thought to be beneficial to those on campus. The SGA consists of a President, Vice President, Secretary, and representatives from each class. The offices of President, Vice President, and Secretary are filled by a vote of the student body in April. Class Representatives are elected by a vote of the student body each September. SGA officers must have completed 30 hours and maintain a 2.0 grade point average. Class representatives must also maintain a 2.0 grade point average.

#### **Radiologic Technology Club**

The Radiologic Technology Club promotes the advancement of careers in the field of Radiologic Technology; active participation in professional organizations; attendance at scheduled professional meetings, both regionally and statewide; and the sponsorship and support of educational seminars. The Radiologic Technology Club consists of all active members of the Radiologic Technology Program, in addition to two program faculty members acting in the capacity of sponsors. The Radiologic Technology Club is a non-profit, professionally-affiliated organization. Membership dues are \$15.00 annually per member. Officers include: the President, a sophomore student, elected annually by a majority vote of the members; duties include conducting scheduled meetings, acting as liaison between the club and other organizations, and coordinating club-sponsored activities; the Vice-president, a freshman student elected annually by a majority vote of the members; duties include conducting meetings in the absence of the president and assisting the president in various ways; a Secretary, a freshman student, elected annually by a majority vote of the members; duties include taking minutes at scheduled meetings and handling all correspondence and announcements pertinent to the club. (On occasion when the secretary is unavailable for meetings, the faculty sponsor will be responsible for the duties of Secretary); a Treasurer, a sophomore student, elected annually by majority vote of the members; duties include maintaining an accurate accounting of funds and reporting financial status at scheduled meetings, accepting dues, and, with the sponsors, maintaining the checking account for the club.



## Health Careers Club

Membership in the Health Careers Club is required of all students enrolled in the Medical Technology Program. The club provides educational and social opportunities through participation in state and national seminars and workshops sponsored by the Society of American Medical Technologists. The sophomore officers are elected in the spring semester, and the freshman officers are elected in the fall semester. All officers hold office for a one-year term. All officers must maintain an overall 2.0 grade point average to remain in office. Club dues of \$10.00 per year are collected in the fall semester.

Fund raising events are held each year. The money raised is used to pay expenses for members attending the scientific meetings sponsored by the Oklahoma State Society of the American Medical Technologists. Sophomore members are required to attend one state meeting. The money is also used to award scholarships to members who qualify. Each year a freshman is nominated for Medical Laboratory Technician Student of the Year. This student's application and qualifications are submitted to the American Medical Technologists to be considered for the National MLT Student of the Year. President --Sophomore member, Vice President--Freshman member, Secretary--Sophomore member, Treasurer--Sophomore member, two Sophomore representatives, and two Freshman representatives.

## Student Activities

### ***Phi Theta Kappa International Honor Society of the Two Year College Beta Iota Gamma Chapter***

*Phi Theta Kappa* offers students opportunities for leadership, scholarship, university and community service, and fellowship. Membership is by invitation only to students with a grade point average above 3.5. Officers include a chapter President, Vice President/Treasurer, Recording Secretary, Parliamentarian, and Public Relations Secretary all elected by the members annually in the Spring. Invitations and inductions into the society occur each semester. In addition, society members are automatically included on the National Dean's List of the American Association of Community Colleges.

### ***Phi Beta Lambda***

*Phi Beta Lambda* is an association of post-secondary students who are preparing for careers in business. PBL is organized on the local, state, and national levels and includes chartered chapters in the U.S., Puerto Rico, Virgin Island, U.S. Territories, and Department of Defense Dependent Schools worldwide. Members participate in a broad range of projects and ventures including state and national conferences. Students have the opportunity to compete in state and national contests in their areas of expertise. Through participation in PBL, students are better prepared for careers, graduate school, and for life.

## **Fees and Expenses**

### **Wesley Foundation**

The Wesley Foundation encourages spiritual growth by providing opportunities for fellowship and support for all students. It is supported by the United Methodist Church and is closely affiliated with the Wesley Foundation on the main campus.

### **College Ministry Association**

The College Ministry Association (CMA) is an interdenominational Christian fellowship sponsored by the state ministry of the General Baptist Convention. The CMA is open to all students who are seeking to develop their spiritual lives as they pursue their academic objectives. Located just north of the O.H. McMahan Library, the CMA provides a place where students can study, talk, have lunch, or play a game of ping-pong or fooseball in a friendly environment. Some of the weekly activities include free lunches on Wednesdays; Bible studies; and occasional fellowships. Some other activities that students have an opportunity to participate in are weekend retreats, mission trips, sporting events, and conferences designed for college students and their needs. CMA officers consist of a president and two council members. They are chosen from students who attend a fall leadership training conference.



## General Enrollment Fees

### TUITION LOWER DIVISION (1000 & 2000 Level Courses)

Resident Students, per semester hour .....	\$ 64.00
Non-Resident Students, per semester hour .....	\$148.00

### TUITION UPPER DIVISION (3000 & 4000 Level Courses)

Resident Students, per semester hour .....	\$ 65.00
Non-Resident Students, per semester hour .....	\$158.00

## Fees and Expenses

## Admission Application Fee

One-time, non-refundable fee .....	\$ 15.00
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## Fees For All Enrolled Students

Student Activity Fee, per semester hour .....	\$ 5.15
Student Center Fee, per semester hour .....	\$ 1.00
Assessment Fee, per semester hour .....	\$ 1.00
Student Identification Card, per semester .....	\$ 1.50
Safety Services Fee, per semester .....	\$ 3.00
Library Resources Fee, per semester hour .....	\$ 1.50
Technology Service Fee, per semester hour .....	\$ 5.00

## Charges For Special Services

Remedial Course Fee per semester hour in addition to tuition .....	\$ 20.00
Late Registration .....	\$ 5.00
Re-registration after withdrawal .....	\$ 5.00
Audit (without credit), each semester hour .....	Same charge as regular fees
Graduation and Records Fee (per semester hour) .....	\$ 0.35
Science Laboratory Fees .....	Cost of breakage
Electronic Media Fee (telecourses per semester hour in addition to tuition)....	\$ 5.00

**NOTE:**Fees stated are those in effect during the school year. Since charges are subject to change, a current schedule of fees is available upon request.

## Refunds

**Refunds are for approved withdrawals** from the institution (see current class schedule for calendar dates):

## Fees

During the first ten days during a regular semester,  
or during the first five days of a summer semester..... 85%

After ten class days of a regular semester,  
or after five class days of a summer semester..... no refund

Classes dropped after ten class days of a regular semester,  
or after five class days of a summer semester..... no refund

Any student, except for Title IV recipients who are first time attendees, who totally withdraws from the University enrollment during the defined add/drop period shall be charged an administrative amount of 15% of the total tuition and fees assessed to that student, excluding non-resident tuition. After the add/drop period, the charge shall be 100% of the total tuition and fees assessed to that student, including non-resident tuition.

Title IV recipients who are first time attendees shall be charged an amount equal to the amount not subject to refund as stated in the refund policy of the Oklahoma State Regents for Higher Education's Policies and Procedures Manual.

**NOTE: Fees and tuition stated are those in effect when the catalog was printed. Since charges are subject to change, a current schedule of fees is available upon request.**





# Admissions

**All matters regarding admission to the University are handled by the Registrar's Office which is located in the Alexander Building.**

**Southwestern Oklahoma State University at Sayre follows a non-restrictive policy of admission. After payment of the non-refundable application fee of \$15.00, applicants may be admitted under either of two programs, General Admission or Provisional Admission.**

## **General Admission Requirements**

1. Graduation from an accredited high school or a certificate program of high school equivalency (GED).
2. Participation in the American College Testing Program. It is recommended that the ACT be taken during the senior year of high school, but it may be taken during the first semester after admission. SWOSU at Sayre has been designated as a test center in October, December, April and June.
3. Completion of high school curricular requirements.

### **UNITS    COURSE AREAS**

#### **(Years)**

4	English (Grammar, Composition, Literature)
2	Lab Science (Biology, Chemistry, Physics, or any lab science certified by the school district with the exception of General Science, with or without lab)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
2	History (including 1 unit of American History)
1	Citizenship skills from the subjects of Economics, Geography, Government, and non-Western culture (effective Fall 1997)
3	Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language (effective Fall 1997)
<hr/> 15	Total required units

4. All students with ACT scores within the State Regents' guidelines for remediation will be required to remove curricular deficiencies through testing or through remedial coursework. Students will be notified by the counselor's office of this situation and will be advised accordingly.

## Remedial Courses

The Oklahoma State Regents for Higher Education established an ACT score of 19 as the "first cut" in determining student readiness for college level course work. Students must score 19 or above in the four subject areas of mathematics, English, reading, and science reasoning in order to avoid second level testing and/or remedial courses.\* The Computer Placement Test (CPT) is used as the second level test. Students who score below 19 on any ACT subtest should contact the University Assessment Center for information about the CPT and placement in remedial courses.

The following CPT scores have been established for remedial course placement for entering freshmen:

<b>Mathematics</b>	0-44	0125 Basic Algebra
	45 & above	No remediation required

<b>English</b>	0-66	0123 Fundamentals of English
	67 & above	No remediation required

<b>Reading</b>	0-64	0123 Improvement of Reading
	65 & above	No remediation required

<b>Science</b>	Students with ACT science reasoning scores below 19 must satisfy all remediation requirements before enrolling in science courses. The first course must be a general education science course.	
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Based on student CPT scores, the university may recommend placement in specific courses which will aid students in improving skill levels in specific disciplines.

\* Students who score below 19 on any ACT subtest area may elect to enroll in appropriate remedial courses without completing second level testing.

## Admission

## **Admission**

### **Provisional Admission Requirements**

Admission to the university in the following categories may be granted to those who are not high school graduates:

#### **1. ADULTS WHO ARE NOT HIGH SCHOOL GRADUATES**

Any adult resident of Oklahoma (18 years of age or older) who has had his/her high school education interrupted before graduation is eligible for provisional admission as a special student to an institution in the State System as follows:

- a. His/her high school class must have graduated prior to the date of application.
- b. The applicant is considered academically worthy to enroll in the institution to which she/he is applying according to the judgement of a responsible institutional official or committee.

#### **2. ADULTS WHO HAVE BEEN OUT OF HIGH SCHOOL TWO YEARS:**

Any adult resident of Oklahoma (18 years of age or older) who has been out of high school two years or longer is eligible for provisional admission as a special student to an institution in the State System as follows:

- a. The applicant must meet all of the criteria for the institution to which he/she is applying as set forth in Part 1 of this policy.
- b. An adult given provisional admission under this policy will be on probation for a period of two semesters. If, at the end of that time, the student has made satisfactory progress (see retention standards), the student may continue to enroll as a regular college student.

**ALL STUDENTS** pursuing admission to Associate in Science degree programs must meet the new curricular requirements listed under general admission requirements and remove any curricular deficiencies within the first twenty-four semester hours attempted, or they will be permitted to enroll in deficiency-removal courses only. Courses taken to remove deficiencies will not count toward satisfaction of degree program requirements.

**NO STUDENT** is officially enrolled until all "Required Records" indicated in admission requirements are on file. Failure to provide these records in a timely manner may result in a cancellation of enrollment or a delay in future enrollment or transfer.



## **International Student Admission Requirements**

Southwestern Oklahoma State University at Sayre can accommodate only a limited number of international students and therefore requires a high academic background achievement and a high level of English proficiency for admissions consideration.

### **1. FIRST-TIME ENTERING FRESHMEN**

Before being considered for admission, the following additional materials must be provided to the Office of Admissions and Records:

- a. English proficiency as shown by a TOEFL (Test of English as A Foreign Language) score of 500 or higher. Information concerning TOEFL is available from TOEFL, Box 8999, Princeton, NJ 08540, U.S.A.
- b. Financial certificate on a university-provided form showing sufficient resources to provide for the foreign student's entire program of study and living expenses while at Southwestern Oklahoma State University at Sayre.
- c. Results of the American College Testing Program (ACT). Information concerning ACT is available from The American College Testing Program, P.O. Box 168, Iowa City, IA 52240, U.S.A. (If a student gains admission without taking the ACT, the student must take it during the first semester enrolled).
- d. A deposit is required, and the amount will be specified at the time of application.
- e. Freshman Orientation is required of all first-time entering students.

### **2. Transfer Students from Accredited U.S. Institutions**

- a. International students seeking transfer from accredited U.S. Institutions must have a grade-point average of 2.0 (on a 4.0 scale) in all hours attempted and meet other specified requirements to be considered for admission.
- b. International Students must show English Proficiency as specified in Item 1-a.
- c. International students must provide a financial certificate, as specified in Item 1-b.
- d. A deposit is required, as specified in Item 1-d.

## **Admission**

## Admission

### Resident Transfer Students

Transfer students from other accredited colleges and universities who are legal residents of Oklahoma may transfer to Southwestern under the following conditions:

If the student originally met both the high school curricular requirements and academic performance standards of SWOSU, the student must have a grade-point average high enough to meet SWOSU's retention standards; or

If the student originally met the high school curricular requirements but not the academic performance standards of SWOSU, the student must have a grade-point average high enough to meet SWOSU's retention standards, and must also complete the curricular requirements before transferring; or

If the student originally met neither the curricular nor the performance requirements of SWOSU, the student must have a grade-point average high enough to meet SWOSU's retention standards, based on at least 24 completed semester credit hours of regularly-graded (A, B, C, D, F) college work and must also complete the curricular requirements, as specified.

### Required Residency Hours

A minimum of fifteen credit hours of resident credit applied towards the associate degree must be taken at Southwestern. Transfer hours must be applicable to the degree being pursued.

### Non-resident Transfer Students

Transfer students who are not residents of Oklahoma may transfer from an out-of-state institution if they meet the following requirements:

Meet university admission requirements

Have a cumulative college Grade Point Average of at least a 2.0 on a 4.0 scale

Be in good standing at institution from which they are transferring.

**NOTE:** Transfer students whose scholastic records do not meet minimum standards may be admitted on probation for a semester on the same basis as SWOSU students.

## Concurrent Enrollment of High School Students

A student enrolled in an accredited Oklahoma high school may, if the student meets the requirements set forth below, be admitted provisionally to SWOSU at Sayre.

- a. The student must meet the published criteria of the State Regents (other than high school graduation) for admission to the institution to which he or she applies. This includes participation in the American College Testing program or the Scholastic Aptitude Test.

To help insure that high school students have the prerequisite skills to be successful in college, student assessment policy is that high school students must meet the minimum ACT scores in each of the areas of science reasoning, reading, mathematics, and/or English to enroll in coursework in the respective subject areas as required by the Oklahoma State Regents for Higher Education. Additional information on these requirements is available from the Counselor and Coordinator of Assessment.

- b. The student must be enrolled in less than a full-time load (fewer than six credit courses per semester) at the high school which the student is attending, as attested by the high school principal.
- c. The student must be eligible to complete requirements for graduation from high school no later than the spring of his/her senior year as attested by the high school principal.

A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full time college workload of 19 semester credit hours. One high school credit course shall be equivalent to three semester credit hours of college work. The collegiate portion of the student's workload must be taken on the SWOSU at Sayre Campus or by interactive video under regular faculty members of the institution.

A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session or term at a college or university of the State System following the end of the junior year of high school, without the necessity of being concurrently enrolled in high school classes during the summer term. The completion of the high school curricula requirements set forth above shall not be required of concurrently enrolled high school students.

Following high school graduation, such a student may continue enrollment at the institution to which the student has been admitted or may transfer to another institution in the State System, provided that during the provisional enrollment period the student has achieved a college grade-point of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

## Admission

## Special Admission for Non-degree Seeking Students

Individuals having no intent to pursue a degree may enroll in a maximum of nine credit hours without submitting academic credentials or meeting the academic performance or curricular requirements. Retention standards will be enforced. Before enrolling in hours beyond the nine credit hour maximum, students must be formally admitted to the university.

## Admission

### Keyboarding Proficiency Requirement

Southwestern students are expected to use computer labs, writing labs, the on-line library card catalog, computer information sources, and computer networks and therefore must demonstrate competency in keyboarding skills. Freshmen students who completed a typing or keyboarding class in high school meet the keyboarding proficiency requirement. Those who do not have one of these courses on their high school transcript may take a keyboarding proficiency examination. A minimum of 35 words per minute on a three minute timed writing with not more than seven errors will allow students to meet the minimum keyboarding proficiency requirement. Students who do not meet high school course or testing proficiency must enroll in a one-hour non-credit course General Studies 0121 Keyboarding during the first semester of enrollment.





# **Student Financial Services**

## **Financial Services**

### **Student Financial Services**

Financing a college education today can be challenging, but does not have to be overwhelming. Our objective is to work with students and create a financial service package that will help them attend Southwestern Oklahoma State University at Sayre. Since educating a student is a family responsibility, the financial service resources in this catalog are not designed to replace family assistance, but to supplement it. Although students and parents are expected to be contributors toward educational expenses, over sixty percent of students at Southwestern Oklahoma State University at Sayre receive some kind of financial assistance.

Financial assistance consists of scholarships, grants, loans and work-study opportunities. Scholarships are generally merit-based awards. They are awarded to a student on the basis of his/her abilities. Scholarships are generally not cash awards, but instead fee waivers applied toward charges incurred at the university. Other financial service programs described are awarded to a student on the basis of financial need, taking into consideration the expected family contribution (EFC) and the cost of attending school. Grants, loans and work-study programs fall into this category.

### **HOW TO APPLY FOR FINANCIAL ASSISTANCE**

Students should complete a Free Application for Federal Student Aid (FAFSA), which is available from the Office of Student Financial Services.

Once the application is completed and the student has identified Southwestern Oklahoma State University as its institution of choice, the student has three options for submitting the application to the federal processor:

Mail in the application in the envelope provided with the application.

Complete the application on the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to transmit electronically; or

Submit the application to the Office of Student Financial Services at Southwestern Oklahoma State University for electronic submission.

Once the federal processor has completed calculations, the University will automatically receive the student's data. When the University receives this data, the Office of Student Financial Services will notify the student regarding necessary steps in the application process. It is important that the student respond in a timely manner to prevent any delay in completion of the financial aid process.

Financial aid is not automatically renewed each year. Typically a student is awarded financial aid for the Fall/ Spring semesters. A student needs to reapply after January 1 for financial aid consideration for the following Fall/Spring terms.

## Financial Aid Recommended Completion Dates

Many financial aid programs at Southwestern Oklahoma State University are administered on a first-come first-served basis. For best consideration, students should strive to complete the appropriate paperwork by the following dates:

- |    |  |           |
|----|--|-----------|
| 1. | Freshman Scholarship Application                     | March 1   |
| 2. | Continuing Fee Waiver Application                    | May 1     |
| 3. | Foundation Scholarship Application                   | March 1   |
| 4. | Free Application for Federal Student Aid-Fall/Spring | April 30  |
| 5. | Free Application for Federal Student Aid-Spring only | October 1 |
| 6. | Free Application for Federal Student Aid-Summer only | March 1   |

## Financial Services

## Satisfactory Academic Progress

Federal law requires that all students who receive financial aid must maintain the requirements of the Satisfactory Academic Progress (SAP) policy of the University to continue receiving financial aid from the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Oklahoma Tuition Aid Grant, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan and Federal Parent PLUS Loan.

For a copy of the Southwestern Oklahoma State University Satisfactory Academic Progress (SAP) policy, contact the Office of Student Financial Services.



## **Financial Services**

### **Return of Title IV Funds**

Federal law requires that students who receive financial aid and completely withdraw before the 60% point of a semester may be subject to pay back some of the financial aid that they received. If the situation arises where a student may need to completely withdraw, he/she should consult with the Office of Student Financial Services before doing so to see what implications withdrawal will effect the student.

### **Financial Services and Scholarship Programs**

#### **Federal Pell Grant**

The largest federal grant program is the Federal Pell Grant Program. Federal Pell Grants are available to help undergraduate students pay for their education. For Federal Pell Grant Programs, an undergraduate is one who has not earned a bachelor's degree. The amount a student can receive depends on the cost of attendance determined by the University, whether the student is full-time, half-time or less than half-time, and the student's Expected Family Contribution (EFC) number on the Student Aid Report (SAR). To renew a Federal Pell Grant, a student must reapply each academic year to have his/her eligibility assessed and be making satisfactory academic progress. Other than in the case of a complete withdrawal by the student, Federal Pell Grants do not have to be repaid.

#### **Federal Supplemental Educational Opportunity Grant (SEOG)**

The Federal Supplemental Educational Opportunity Grant (SEOG) is a federal grant program limited to undergraduate students who are enrolled at least half-time with exceptional financial need. It must be awarded to Federal Pell Grant recipients who have the lowest Expected Family Contribution (EFC). The amount a student can receive depends on the student need, the availability of Federal Supplemental Educational Opportunity Grant funds and the amount of other financial assistance the student is receiving. Other than in the case of a complete withdrawal by the student, Federal Supplemental Educational Opportunity Grants do not have to be repaid.



## Federal Work-Study Employment

Funded by the federal government, this is a program that provides jobs for students who are eligible for need-based financial assistance. The amount of the offer depends on the student's need, the availability of funds for the program and the amount of assistance the student receives from other programs. Students generally work 10 to 20 hours per week during each semester. The student must be enrolled at least half-time to be eligible for this program. In addition to Federal Work-Study jobs on the campus, there are also a limited number of opportunities for students to participate in a reading and math tutoring program.

## Financial Services

## Federal Stafford Loans

### Subsidized

Subsidized Federal Stafford loans are low-interest, need-based loans made to the student by a lender, such as a bank, credit union or savings and loan association to help pay for the student's education. A student must be enrolled at least half-time to be eligible to receive a loan and must complete an entrance interview before receiving student loan funds. Loan amounts vary depending on the student's grade level. The student does not have to begin repayment on the loan for six months after they have either graduated or dropped below half-time enrollment.

### Unsubsidized

Unsubsidized Federal Stafford loans are low-interest, non-need based loans made to the student by a lender, such as a bank, credit union or savings and loan association to help pay for the student's education. A student must be enrolled at least half-time to be eligible to receive a loan and must complete an entrance interview before receiving student loan funds. Loan amounts vary depending on the student's grade level. The student is responsible for paying the interest on the loan while in school. Repayment of the principal balance begins six months after the student either graduates or drops below half-time enrollment.

## Oklahoma Tuition Aid Grant (OTAG)

The Oklahoma State Regents for Higher Education sponsor the Oklahoma Tuition Aid Grant Program. This program is based on a student's financial need. The student must be a resident of the state of Oklahoma and be enrolled at least half-time to be eligible. The student uses the Free Application for Federal Student Aid to apply for this grant, and traditionally the application must be received by April 30 to qualify for available funds.

## **Financial Services**

### **Scholarships**

#### **Freshman Scholarship**

This scholarship is available to Oklahoma residents who are first-time freshman. A student must apply for this scholarship using the "Freshman Scholarship Application" in the Freshman Application Packet or by requesting one from the Office of Student Financial Services. The completed application should be submitted to the Office of Student Financial Services and must be postmarked no later than March 1.

#### **Continuing Fee Waiver Scholarship**

This scholarship is available to Oklahoma residents who have completed at least 12 credit hours at Southwestern Oklahoma State University during the Fall and/or Spring terms. To be considered for an award, a student must complete the appropriate application form available from the Office of Student Financial Services and return the completed application to the Office of Student Financial Services postmarked no later than May 1.

#### **Foundation Scholarship**

A limited number of scholarships are funded by private donors. These scholarships are available for freshmen and upperclassmen. These scholarship applications are available from the Office of Student Financial Services, and the completed application must be submitted to the Office of Student Financial Services and be postmarked no later than March 1.

### **Veteran Affairs**

All students attending the University under the Veterans Administration (VA) program may obtain assistance from the Registrar's Office. Areas covered are entrance requirements, official records, and subsistence payments. For additional assistance, a toll free number to the VA is available.

# **Academic Information**

## Enrollment

### Enrollment Procedures

Southwestern Oklahoma State University at Sayre uses an on-line enrollment system, making pre-enrollment both possible and desirable. Complete details for this procedure, as well as specific pre-enrollment and regular enrollment dates can be found in any current class schedule. These are available from the Registrar's Office in advance of any given semester. Students begin their enrollment in the Registrar's Office in the Alexander Building.

#### Enrollment Steps

The step-by-step procedures for officially enrolling at Southwestern Oklahoma State University at Sayre are as follows:

##### Step One:

Admission Requirements include providing the following information:

- Official high school transcript or GED scores.
- ACT scores on file or arrangements made to take the ACT exam during the first semester.
- An official transcript from all other colleges previously attended, if the student is transferring from another institution of higher education.

##### PLEASE NOTE:

**No student is officially enrolled until all of the required records indicated above are on file. Failure to provide these records in a timely manner may result in a cancellation of enrollment or a delay in future enrollment or transfer.**

##### Step Two:

First time students must complete an application form for admission and pay application fee.

##### Step Three:

The student must meet with an assigned faculty advisor or counselor to obtain assistance in developing an individual class schedule. The schedule will require the approval and signature of the faculty advisor or counselor.

**NOTE: Freshmen Orientation will be required for all first-time freshmen.**

##### Step Four:

The student should return all forms and a completed schedule to the Registrar's Office for processing. A print-out will be provided indicating the class schedule and tuition amount. The print-out should be taken to the Office of Student Financial Services for review if the student is receiving financial aid.

##### Step Five:

Finally, the student should go to the Business Office and pay tuition and fees.



# Retention of Students Pursuing Academic Programs

The following standards relating to retention of students pursuing study in undergraduate programs will apply at Southwestern State Oklahoma State University.

## 1. Academic Notice

Academic Notice is designed to alert students to new retention standards and does not become part of the official record. Students with 1-30 hours attempted with GPA between 1.70 and 1.99 will be placed on Academic Notice.

## 2. Academic Probation

Students not maintaining satisfactory academic progress, 1-30 credit hours attempted and less than 1.70 GPA or 31 or more credit hours attempted and less than 2.00 GPA will be placed on Academic Probation.

## 3. Minimum Performance While on Academic Probation

The probationary student must increase overall grade point average above probationary GPA's listed above or earn at least a 2.00 grade point average during the next semester (not to include activity courses or performance courses) in order to continue enrollment on academic probation.

## 4. Academic Suspension

Students who fail to meet retention standards while on Academic Probation will be suspended for one regular semester (fall or spring). After the semester of suspension, students may re-enroll on Academic Probation. Students suspended a second time will not be permitted to re-enroll at Southwestern until they establish a satisfactory record at another university.

**NOTE:** A student suspended for the first time at the end of the spring semester may attend the following summer semester. Enrollment in this summer semester will be limited to "core academic courses that meet the general education or degree requirements." If work taken in the summer raises the overall retention GPA to 2.00, the student will be removed from probation. If not, the student will be "continued on suspension" for the fall semester.

**NOTE:** Remedial courses are zero level and do not count in overall grade point average or the graduation and retention grade point average. Grades of "W", "I", "S", "U", "P", and "NP" are GPA neutral.

**Exception--** A student who achieved a grade-point average of 2.00 or above in the last semester in which the student was enrolled will be considered to be making satisfactory progress, regardless of the cumulative grade-point average. (Under these circumstances, a student will remain on probation until a 2.00 cumulative grade-point average is achieved.)

## **Advanced Standing Exams**

### **Placement By Advanced Standing Examination**

Southwestern will award credit to students whose background and achievements merit beginning at an advanced level. Southwestern Oklahoma State University at Sayre offers tests which will allow capable students to receive college credit through examination. A list of SWOSU courses for which advanced-standing examinations may be taken is available in the Counselor's Office.

Courses passed by Advanced-Standing Examinations will be recorded on the transcript with a letter "S". Advanced-standing credit toward a degree is limited to 31 hours within each of the upper and lower division levels. A minimum of 12 semester hours of satisfactory traditional credit must be completed at Southwestern before advanced-standing credits may be recorded on the SWOSU transcript.

In most cases, advanced-standing examinations are administered through the College-Level Examination Program (CLEP). Southwestern is a CLEP testing center and accepts credit earned by CLEP Subject Examinations; however, SWOSU does not recognize credit earned through CLEP General Examinations. Registration for CLEP tests should be made one week prior to the test.

Any person interested in participating in this program should contact the Counselor's Office. In all cases, students are advised to consult with their faculty advisor as to how credit by advanced standing will apply to degree programs.

### **Course Load**

An undergraduate student must be enrolled in at least 12 credit hours in the fall or spring semester or at least 6 credit hours in the summer term to be considered a full-time student. The normal load of work is 16 academic hours. With approval of the Advisor, a student may take a maximum of 20 credit hours during a regular semester. With the approval of both the Advisor and Dean, a student may take a maximum of 24 credit hours during a regular semester and 12 credit hours during a summer semester.

### **Student Classification**

Freshman:	Students with fewer than 32 semester hours of college credit
Sophomore:	Students with 32 or more hours of college credit and fewer than 64 semester hours

### **Credit Hours**

All credits are given in terms of semester hours. A semester hour represents 16 hours of class work or 32 (or in some cases, 48) hours of laboratory work. The last digit in a course number represents the number of semester hours for that course.

## Grades

Grade Schedule: The quality of work done in classes is designated by the following schedule of grades:

A .....	Excellent
B .....	Good
C .....	Average
D .....	Below Average
F .....	Failure
I .....	Incomplete Grade
W .....	Withdrawal
AW .....	Administrative Withdrawal
S .....	Satisfactory
P .....	Pass
U .....	Failure
N .....	Grade Deferred
X .....	Thesis in Progress
AU .....	Audit Status

## Grading Policy

Students earn grade points on this schedule.

A .....	4 points per semester hour
B .....	3 points per semester hour
C .....	2 points per semester hour
D .....	1 point per semester hour
F .....	0 points per semester hour
U .....	0 points per semester hour
S .....	0 points per semester hour

If a course is repeated, both grades are used in computing the student's grade-point average (GPA). A grade of "S," "P," "I," "U," "NP," or "W" has no effect on the average.

*Incomplete:* A grade of "I" will be given to students who, because of illness or other unavoidable circumstances, cannot complete a course by the end of the semester. "I" grades not changed by the instructor to a credit-bearing grade or an "F" will remain a permanent "I" and not contribute to the GPA.

*Withdrawal:* A student must withdraw within the first eleven weeks of class work during a regular semester or within the first five weeks of class work during a summer term and receive a grade of "W." Instructors have the right to give a "W" as a final grade.

Students may withdraw officially any time prior to and including Friday of the week before final examinations begin and receive a "W" for courses in which they are doing passing work and an "F" for courses in which they are failing.

Students who leave school without officially withdrawing may receive the grade of "F" for courses in which they are enrolled.

## **Grading Policy**

### **Repeated Course Policy**

The policy applies to all repeated courses and all students who are pursuing a degree.

Students may repeat courses in which original grades were "D" or "F" and have only the second grades count in the retention and graduation grade-point average. The first four courses (18 hour maximum) repeated are the only hours that can be considered under the Repeated Course Policy.

Students must apply at the Registrar's Office in order to have hours considered under the Repeated Course Policy.

If a course is repeated more than once, all grades earned with the exception of the first grade, will be counted in the retention and graduation and cumulative grade-point average.

Students may repeat courses above the first four courses (18 hour maximum); however, both the original grade and repeat grade will be included in all grade-point averages.

In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Students should not assume that the retention and graduation grade-point will be used for admission to or retention in programs such as Pharmacy, Nursing, and Teacher Education. Students should contact the appropriate department chair or advisor to obtain specific information about admission requirements.

### **Academic Forgiveness Provisions**

The Oklahoma State Regents for Higher Education grading policy for state colleges and universities includes two academic forgiveness provisions. The repeated courses policy and the academic-reprieve policy may help a student overcome low-academic standing by establishing a retention and graduation grade-point average in addition to the cumulative grade-point average. Although the academic transcript will continue to be a full and accurate reflection of the student's academic performance, the academic forgiveness provision will be reflected in such matters as how the retention and graduation grade-point average is calculated. Students who believe the academic forgiveness provisions outlined below will assist them in meeting academic goals should contact the Registrar's Office for application forms and additional information.

## Academic Reprieve Policy

- The semester's work to be considered for reprieve may have been completed at any accredited college or university.
- At least three years must have elapsed between the period in which the semester being requested reprieved was completed and the reprieve request.
- Prior to requesting the academic reprieve, the student must have earned a grade-point average of 2.0 or higher with no grade lower than a "C" in all performance courses completed since the "reprieved semester." This course work may have been completed at any accredited higher-education institution.
- Only one semester's work may be reprieved.
- The academic reprieve removes all grades earned during the reprieved semester from the retention and graduation grade-point average. All work in the reprieved semester will be counted in the cumulative grade-point average.
- A student may not receive more than one academic reprieve.
- Academic reprieves granted by other colleges and universities are not recognized. Students who received academic reprieves from other colleges and universities may apply for academic reprieves under SWOSU guidelines.
- Students who receive an academic reprieve are not eligible to graduate with honors.
- Students should not assume that an academic reprieve will be considered when apply for admission to programs such as Pharmacy, Nursing, and Teacher Education.

## Grading Policy

## Attendance

Students are expected to attend class at all possible times. Attendance policies are set in each class by the instructor. The instructor is expected to provide students with a written statement of these policies. In emergencies, notification of instructors of such absences may be made through the campus switchboard. An instructor may drop a student from class for excessive absences through the office of the Registrar.



## **Grading Policy**

### **Grade Reports**

To determine the degree of educational progress attained by students, instructors monitor student progress closely. Complete grade reports are mailed at the end of each semester.

### **Honor Rolls**

The undergraduate student's semester record must have no grade of "I," "U," "D," or "F" to be considered for the honor rolls. Grades of "S" are neutral and are not figured in the student's semester grade-point average. Types and qualifications for honor rolls are as follows:

President's Honor Roll:	Undergraduate students who complete 15 or more hours during a semester and earn a 4.0 grade point average qualify for this honor roll.
Dean's Honor Roll:	Undergraduate students who complete 15 or more hours during a semester and earn a 3.00 or higher grade-point average qualify for this honor roll.

### **Graduation**

Except in rare extenuating circumstances, all graduating students are required to participate in the graduation ceremony which is held annually at the close of the spring semester. Students completing graduation requirements during the fall, spring, or following summer session participate in that annual event. Application for graduation should be filed at the Registrar's Office no later than February 1.

Each individual is responsible for ascertaining that all requirements for graduation are met. Students are encouraged to request a "graduation check" from the Registrar's Office prior to enrolling for the final semester, in addition to carefully planning their enrollment programs based on catalog and graduation check sheet requirements. Any questions concerning requirements should be clarified with the Dean or Registrar. Degree awards are recorded on the student's permanent academic record. Transcripts are available one week after the close of each semester.

Southwestern Oklahoma State University at Sayre grants degrees "with honors" as follows: Summa Cum Laude 3.90 GPA, Magna Cum Laude 3.75 GPA, and Cum Laude 3.5 GPA. Honors standing is determined by calculating the grade-point average using all credit hours attempted.

# Degree Programs

## Degree Requirements

### Degrees Granted

Southwestern Oklahoma State University at Sayre awards degrees to students who successfully complete the program plans approved by the institution and maintain a 2.0 grade point average.

Two types of degrees are awarded on the Sayre campus, Associate in Science (AS) and Associate in Applied Science (AAS).

The AS degree conforms to and exceeds standards of the articulation agreement explained below. Students planning to transfer their coursework to a senior campus should select programs leading to this degree to satisfy the general education requirements of a higher degree program.

The AAS degree is awarded primarily in co-occupational or technical programs. Students receiving this degree usually go directly into the work force. Courses are transferable but will be evaluated individually by the institution to which they are transferred.

All degrees and certificates are awarded at the regular spring commencement exercises. **Attendance at the formal graduation is required.**

**Notice: Students are responsible for taking the proper courses leading to a degree.**



## Articulation Policy

Southwestern Oklahoma State University at Sayre cooperates fully with the requirements of the Oklahoma State Regents for Higher Education Articulation Policy for transfer of students among institutions in the Oklahoma State System of Higher Education.

Although every effort is made to present accurate offerings, the listing of a course in this catalog is not a guarantee of availability. Degree requirements may be revised from time to time.

All programs offered by Southwestern Oklahoma State University have the approval of the Oklahoma State Regents for Higher Education.

Teacher Education and certain professional programs may specify additional requirements. Students are advised to check such program requirements in the catalog for the college or university at which they plan to complete their final degree.

**A maximum of 64 hours may be counted toward a higher degree at a four-year campus, including the Weatherford campus of Southwestern Oklahoma State University.**

## General Education Program

All students must complete a number of courses in General Education in order to obtain baccalaureate degrees from Oklahoma's state university system. At SWOSU at Sayre, because of differing curriculum and/or accreditation requirements, some programs follow slightly different course sequences than the General Education requirements listed below.

The advisement of students is directed toward fulfillment of requirements for graduation from this campus. **However, since not all courses meet the requirements for programs at other universities, students who plan to graduate from other schools should provide their advisors the appropriate plans from target schools.** This will enable advisors to more effectively advise students while they are attending SWOSU at Sayre. The Associate in Science Degree in General Studies from SWOSU at Sayre meets the articulation agreement for any State of Oklahoma Higher Education institution and will fulfill the General Education requirement of those institutions.

## Degree Requirements

## Degree Requirements

### General Education Requirements For All Associate in Science Degrees

General Education at Southwestern Oklahoma State University at Sayre emphasizes the learning of facts, values, understandings, skills, attitudes, and appreciations believed to be meaningful to all students as they prepare for the future. Desired outcomes of the General Education program include the following.

*Basic skills in communication and mathematics:* the ability to understand the ideas of others; to communicate one's ideas through writing, speech, and symbols; to understand mathematical concepts, principles, symbols, and logic; to think logically, critically, and creatively; and to effectively use computers and other information technologies.

*Appreciation of our scientific heritage:* an understanding of the basic laws and concepts of science; a knowledge of the basic methodologies and phenomena of natural science; and the impact of scientific discovery and the ensuing technology on society.

*Appreciation of the fine arts:* knowledge of important individuals and some of their works and an appreciation of aesthetic, technical, symbolic, and historic effects of the fine arts.

*Knowledge of social and intellectual beings and their institutions:* studies of behavioral aspects of individuals and society; past and present world cultures; current social issues and trends; the importance of health and wellness; the rights and responsibilities of citizens in a democratic society; an understanding of global, social economic, political, and ecological interdependence; and an appreciation of cultural diversity.

### General Education Guidelines

All students must complete an approved General Education program in order to graduate from a college or university in the Oklahoma State System of Higher Education.

Courses satisfying General Education requirements cannot be used to satisfy requirements in the major.

Some General Education course requirements may be met via CLEP and advanced standing exams.

A maximum of 10 credit hours of General Education credit may be waived through alternative courses. All alternative courses must be approved by the Dean and the Registrar.

A minimum of six credit hours of approved alternative course work must be completed in an area before a student can be exempt from completing the related General Education course (e.g. complete Economics 2263 and 2363 instead of Economics 1113 or Biology 1104 and 1204 instead of Biology 1004).

Mid-level assessment is accomplished within the general education courses. Faculty use curriculum-embedded methods such as exams, papers, projects, etc. for improvement of instruction.



## Associate in Science Degree General Studies

Communication	9 hours	1113 English Composition I 1213 English Composition II 1063 Fundamentals of Speech
Mathematics	3 Hours	1143 Math Concepts 1513 College Algebra (required for elementary Education majors)
Computer Science	3 Hours	1023 Computers and Information Access
Economics	3 Hours	1113 Contemporary Economics
Health & Physical Education	3 Hours	1133 Wellness Concepts & Exercise Applications
Social Science	3 Hours	1003 General Psychology (required for education majors) 1003 Introduction to Sociology
Natural Science	8 Hours	1004 Biological Concepts (required) 1514 Concepts of Physical Science 1614 Science & the Environment
Humanities	6 Hours	1223 Art Survey 2413 Intro to Literature (required for education majors) 1013 Introduction to Music 1453 Introduction to Philosophy
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
International & Cultural Studies	6 Hours	1033 World History (required) 1103 World Cultural Geography (required for education) 1153 World Relations & Politics 1054 Elementary Spanish
Electives	14 Hours	Elective Courses to Complete Degree

## Degree Requirements

**NOTE: Students who plan to work toward a bachelor's degree and know what their major will be should contact that department on the main campus for information regarding specific coursework that should be completed by the end of the sophomore year as elective credit, or they should contact their advisor on the Sayre campus and ask about specific electives they might take for their declared major since some of those electives may be available through interactive video courses and other distance education alternatives.**

## Degree Requirements

### Associate in Science Degree General Business

This program provides a background in business education to prepare students for immediate employment or for further course work toward a higher degree in the field of business. (A minimum GPA of 2.0 and completion of 64 hours are required for graduation.)

Communication	9 hours	1113 English Composition I 1213 English Composition II 1063 Fundamentals of Speech
Mathematics	3 Hours	1513 College Algebra
Computer Science	3 Hours	1023 Computers & Information Access
Economics	3 Hours	1113 Contemporary Economics* **
Health & Physical Education	3 Hours	1133 Wellness Concepts & Exercise Applications
Social Science	3 Hours	1003 General Psychology
Natural Science	8 Hours	1004 Biological Concepts (required) 1514 Concepts of Physical Science 1614 Science & the Environment
Humanities	6 Hours	1223 Art Survey 2413 Introduction to Literature 1013 Introduction to Music 1453 Introduction to Philosophy
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
International & Cultural Studies	6 Hours	1033 World History (required) 1103 World Cultural Geography 1153 World Relations & Politics 1054 Elementary Spanish
Business Courses	14 Hours	1033 Computer Science I 1053 Computer Science II 1433 Visual Basic Programming 2011 PC Software 2213 Principles of Financial Accounting* 2253 Business Communications 2263 Introduction to Macroeconomics* ** 2273 Business Math/Office Machines 2313 Principles of Managerial Accounting* 2363 Introduction to Microeconomics* ** 2723 Computer Business Applications* 3123 Legal Environment of Business* 3143 Marketing* 3233 Management*

\*Courses which are required for the bachelor's degree in business on the main campus of SWOSU in Weatherford. 3000 & 4000 level courses offered via interactive video from Weatherford.

\*\*Completion of Economics 2263 and 2363 satisfies the general education economics requirement.

## Associate in Science Degree Pre-Nursing

Communication	9 hours	1113 English Composition I 1213 English Composition II 1063 Fundamentals of Speech
Mathematics	3 Hours	1513 College Algebra or a higher numbered math course
Computer Science	3 Hours	1023 Computers and Information Access
Economics	3 Hours	1113 Contemporary Economics
Social Science	3 Hours	1003 General Psychology
Natural Science	8 Hours	1004 Biological Concepts 1004 General Chemistry
Humanities	6 Hours	1223 Art Survey 2413 Introduction to Literature 1013 Introduction to Music 1453 Introduction to Philosophy (required)
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
International & Cultural Studies	6 Hours	1033 World History (required) 1103 World Cultural Geography 1153 World Relations & Politics 1054 Elementary Spanish
Pre-professional Requirements	24 Hours	2104 Human Anatomy 2212 Introduction to Nursing* 2304 Human Physiology 2313 Developmental Psychology 2355 Microbiology 2443 Psychological Statistics* 4093 Epidemiology*

\*Pre-Professional courses may be taken on the Weatherford campus or via interactive video on the Sayre campus..

**NOTE:** Students who plan to work toward a bachelor's degree and know what their major will be should contact that department on the main campus for information regarding specific coursework that should be completed by the end of the sophomore year as elective credit, or they should contact their advisor on the Sayre campus and ask about specific electives they might take for their declared major since some of those electives may be available through interactive video courses and other distance education alternatives.

## Degree Requirements

## Degree Requirements

### Associate in Applied Science Degree Medical Laboratory Technician

This program is designed to prepare students for entry level positions as medical laboratory technicians. To enter the program, students must meet the general admission requirements of the university as well as meet with program faculty for advisement and enrollment. Information packets are available from program faculty or the registrar. Upon satisfactory completion of the MLT program, graduates will receive the Associate in Applied Science Degree and are eligible to sit for the national MLT registry. Students must complete the program with a minimum 2.0 GPA.

Communication	6 hours	1113 English Composition I 1213 English Composition II
Mathematics	3 Hours	1103 Intermediate Algebra or 1513 College Algebra
Natural Science	15 Hours	1004 Biological Concepts 2503 Parasitology 2104 Human Anatomy 2304 Human Physiology
Chemistry	8 Hours	1004 General Chemistry 2044 Clinical Chemistry
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
Allied Health	41 Hours	1034 Hematology I & Phlebotomy 1044 Hematology II 1202 Urinalysis & Body Fluid 1314 Lab Clinical I 2024 Lab Clinical II 2033 Blood Banking 2104 Lab Clinical III 2355 Microbiology 2404 Pathogenic Microbiology 2412 Immunology and Serology 2442 Registry Preparation 2443 Medical Terminology

**NOTE:** This program requires a specific course sequencing, so students interested in the MLT degree program should see the program advisors for proper enrollment.

**NOTE:** Only students who meet graduation requirements may sit for the national registry. Immunization for Hepatitis B is required before entrance into the MLT program. A physical examination is required before entering a clinical setting.

## Associate in Applied Science Degree Radiologic Technology (X-Ray)

This program is designed to prepare students to function as radiologic technologists. A separate application for admission to the Radiologic Technology Program must be submitted by established deadlines. Acceptance into the program is based upon ACT/SAT scores, grade-point averages, interviews, and other evidence of potential for success in the program. Application packages can be requested from program faculty or the Counselor. Admission to the program is a prerequisite for all professional courses listed under program requirements. Upon satisfactory completion of the course requirements, the student will receive the AAS Degree and is eligible to apply for the American Registry of Radiologic Technologists exam. Students must complete the course of study with a 2.0 GPA.

**NOTE: This program requires a specific course sequencing, so students interested in the degree program should see the program advisors for proper enrollment.**

## Degree Requirements

Communication	6 hours	1113 English Composition I 1213 English Composition II
Mathematics	3 Hours	1143 Math Concepts or 1513 College Algebra
Natural Science	5 Hours	2205 Human Anatomy & Physiology
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
Allied Health	3 Hours	2443 Medical Terminology
Program Requirements	56 Hours	1021 Radiation Safety & Protection 1053 Radiographic Positioning I 1062 Intro to Radiologic Technology 1071 Patient Care 1082 Radiographic Exposure I 1116 Clinical Practice I 1126 Clinical Practice II 1131 Radiographic Exposure II 1142 Imaging and Processing 1151 Radiographic Positioning II 1162 Radiologic Pathology 2116 Clinical Practice III 2223 Intro to Radiologic Physics 2121 Radiation Biology 2132 Special Procedures and Modalities 2142 Film Recognition & Critique 2216 Clinical Practice IV 2231 Quality Assurance & Control 2242 Registry Preparation 2315 Clinical Practice V 2521 Computer Literacy in Radiology



## Degree Requirements

### Associate in Applied Science Degree Occupational Therapy Assistant

The prerequisite general education and technical occupational support courses must be completed prior to admission. The Caddo-Kiowa Technology Center (CKTC), Ft. Cobb, Oklahoma conducts the occupational specialty courses. An application packet, obtained from CKTC, must be completed prior to initiating the program according to established deadlines. Admission to the OTA "specialty" program will be based on university GPA, references, personal interviews and other evidence of potential success in the field of O.T. The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, phone: 301-652-AOTA. Graduates of the program will be eligible to take the national certification examination given by the National Board for Certification in Occupational Therapy. After successful completion of this exam, the OTA student will be a Certified Occupational Therapy Assistant (COTA) and may apply for state licensure through the State Board of Medical Licensure and Supervision.

General Education	15 Hours	1113 English Composition I 1063 Fundamentals of Speech 1063 U.S. History 1103 American Government & Politics 1143 Math Concepts or 1513 College Algebra
Technical Occupational Support Courses	21 Hours	1003 General Psychology 1004 Biological Concepts 2104 Human Anatomy 2304 Human Physiology 2443 Medical Terminology 2313 Developmental Psychology
Technical Occupational Specialty Courses	30 Hours	1013 Introduction to Occupational Therapy 1023 Kinesiology for OTA 1102 Therapeutic Media 2002 Health Care and Occupational Therapy Management 2022 Fieldwork IA 2102 Therapeutic Activities 2122 Fieldwork IB 2113 Physical Dysfunction/Treatment Techniques 2133 Pediatric Care in Occupational Therapy 2143 Elder Care in Occupational Therapy 2153 Psychosocial Dysfunction/Treatment Techniques 2212 Disease Pathology
Technical Occupational Related Courses	12 Hours	2206 Fieldwork I 2216 Fieldwork II

**NOTE: Fieldwork II must be completed within 18 months following completion of course work.**

## Associate in Applied Science Degree Physical Therapist Assistant

This degree is awarded through Southwestern Oklahoma State University (SWOSU) at the Sayre campus. The general education and technical occupational “support” courses may be taken at SWOSU Sayre and/or Weatherford. The technical occupational “specialty” courses will be conducted by the Caddo-Kiowa Technical Center (CKTC), Fort Cobb, OK. Students will enroll at the campus offering each component of the program and must pay all required fees and tuition. Admission to the PTA “specialty” course program at the CKTC is competitive and requires completion of the application packet prior to established deadlines. The application packet is obtained from the CKTC, and returned to the Associate Dean of Applied Health, SWOSU, Weatherford. Admission to the PTA “specialty” program will be based on AHPAT scores, university or college grade point averages, references, observations, and personal interviews of the top applicants. Candidates selected for the PTA program must complete all admission requirements to Southwestern Oklahoma State University prior to initiating the program. After completing the PTA program, graduates will be eligible to take the PTA National Licensure Exam.

## Degree Requirements

General Education	18 Hours	1113 English Composition I 1063 Fundamentals of Speech 1063 U.S. History 1103 American Government & Politics 1003 General Psychology 1143 Math Concepts or 1513 College Algebra
Technical Occupational Support Courses	19 Hours	1004 Biological Concepts 2212 First Aid and CPR 2443 Medical Terminology 2104 Human Anatomy 2304 Human Physiology Two hours of elective courses
Technical Occupational Specialty Courses	29 Hours	1012 Introduction to Physical Therapy 1023 Basic Human Needs 1113 Threats to Basic Needs 1213 Pain Management I 1224 Therapeutic Exercise I 2013 Pain Management II 2024 Therapeutic Exercise II 2112 PTA Systems/Problems 2032 Practicum I 2133 Practicum II

**NOTE:** After completing the requirements for the degree, graduates will be eligible to take the state licensure examination for Physical Therapist Assistant.

Admission to SWOSU or Caddo-Kiowa Vocational Technical School does not guarantee admission to the Physical Therapist Assistant Program.

## Degree Requirements

### Associate in Applied Science Degree Computer Information Systems

Communication	9 hours	1113 English Composition I 1213 English Composition II 1063 Fundamentals of Speech
Mathematics	3 Hours	1513 College Algebra or 1143 Math Concepts
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
Spreadsheet	2 Hours	2011 Excel I and 2011 Excel II or 2011 Lotus I and 2011 Lotus II
Word Processing	2 Hours	2011 Word I and 2011 Word II or 2011 Word Perfect I and 2011 Word Perfect II
Database Management	2 Hours	2011 Access I and 2011 Access II
Technical Occupational Support Courses	9 Hours	2213 Principles of Financial Accounting 2253 Business Communication 2313 Managerial Accounting 3233 Management
Technical Occupational Specialty Courses	20 Hours	1023 Computers and Information Access 1033 Computer Science I 1433 Visual Basic Programming 2011 Internet/Email Access 2011 Integrated Software 2063 Operating Environments 2153 Introduction to Networking 2923 Internship in Information Systems
Technical Occupational Related Courses	11 Hours	1053 Computer Science II 2011 Basic Web Page Design 2011 Word I 2011 Word II 2011 Word Perfect I 2011 Word Perfect II 2011 Excel I 2011 Excel II 2011 Lotus I 2011 Lotus II 2011 Quicken I 2011 Quicken II 2011 Power Point 2011 Windows 2253 Business Communications 2263 Introduction to Macroeconomics 2363 Introduction to Microeconomics 2743 Computer Business Applications 3123 Legal Environment of Business * 3233 Management *

**\*Courses offered via interactive video from SWOSU in Weatherford.**

## Associate in Science Degree Computer Science

## Degree Requirements

Communication	9 hours	1113 English Composition I 1213 English Composition II 1063 Fundamentals of Speech
Mathematics	3 Hours	1513 College Algebra* 1143 Math Concepts
Computer Appl/Technology	3 Hours	1023 Computers and Information Access
Economics	3 Hours	1113 Contemporary Economics
Behavioral/ Social Sciences	3 Hours	1003 General Psychology or 1003 Introduction to Sociology
Natural Sciences	8 Hours	1004 Biological Concepts (required) 1514 Concepts of Physical Science 1614 Science & the Environment
Fine Arts and Humanities	6 Hours	1013 Introduction to Music 1223 Art Survey 1453 Introduction to Philosophy 2413 Introduction to Literature
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
International & Cultural Studies	3 Hours	1033 World History (required)
Degree Program Core Courses	15 Hours	1033 Computer Science I 1053 Computer Science II 1433 Visual Basic Programming 2063 Operating Environments 2153 Introduction to Networking
Guided Electives	5 Hours	2313 Principles of Managerial Accounting* 2723 Computer Business Applications* 2253 Business Communications* 2213 Principles of Financial Accounting 1613 College Trigonometry

\* Required for a BS degree in Computer Science from SWOSU

## Associate in Applied Science Criminal Justice- Corrections

This degree program prepares students for entry level positions as corrections officers in either the public or the private sectors of the corrections industry, but does not adequately prepare students who wish to pursue a baccalaureate degree in criminal justice.

### Degree Requirements

Communication	6 hours	1113 English Composition I 1063 Fundamentals of Speech
Mathematics	3 Hours	1143 Math Concepts or 1513 College Algebra
Behavioral/ Social Science	3 Hours	1003 General Psychology
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
Technical Occupational Specialty Courses	22 Hours	1003 Introduction to Corrections Procedures 1013 Corrections Officer Physical Training 1103 Issues in Correctional Procedures 1114 Environmental Security Procedures 1123 Communications for Corrections Officers 1203 Corrections Officer Protection Procedures I 1213 Corrections Officer Protection Procedures II
Technical Occupational Support Courses	15 Hours	1003 Introduction to Sociology (required) 1023 Computers and Information Access(required) 1113 Introduction to Criminal Justice 2103 Social Problems 2213 Criminal Law 2313 Developmental Psychology 2353 Administration of Correctional Institutions 2413 Intro to Psychology 2423 Social Psychology 2453 Probation Parole and Community 2703 Introduction to Public Administration
Technical Occupational Related Courses	10 Hours	2005 Practicum I 2015 Practicum II



**Associate in Science**  
**Criminal Justice- Corrections**

Communication	9 hours	1113 English Composition I 1213 English Composition II 1063 Fundamentals of Speech
Mathematics	3 Hours	1143 Math Concepts or 1513 College Algebra
Computer Science	3 Hours	1023 Computers and Information Access
Economics	3 Hours	1113 Contemporary Economics
Health & Physical Education	3 Hours	1133 Wellness Concepts & Exercise Applications
Social Science	6 Hours	1003 General Psychology 1003 Introduction to Sociology
Natural Science	8 Hours	1004 Biological Concepts (required) 1514 Concepts of Physical Science or 1614 Science & the Environment
Humanities	6 Hours	1223 Art Survey 2413 Introduction to Literature 1013 Introduction to Music 1453 Introduction to Philosophy
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
International & Cultural Studies	3 Hours	1033 World History
Technical Occupational Specialty Courses	15 Hours	1113 Introduction to Criminal Justice 1253 American Corrections System 2103 Social Problems 2353 Administration of Correctional Institutions 2453 Probation, Parole and Community Sentencing

**Degree**  
**Requirements**

## Degree Requirements

### Associate in Applied Science Electronics Technology- Telecommunications

Communication	6 hours	1113 English Composition I (required) 1213 English Composition II or 1063 Fundamentals of Speech
Mathematics	3 Hours	1143 Math Concepts 1513 College Algebra 1613 College Trigonometry
Selected Electives	9 Hours	1003 General Psychology 1003 Introduction to Sociology 1023 Computers and Information Access 1033 World History 1113 Contemporary Economics 1133 Wellness Concepts & Exercise Applications
Natural Science	8 Hours	1004 Biological Concepts (required) 1514 Concepts of Physical Science 1614 Science & the Environment
History & Political Science	6 Hours	1063 U.S. History 1103 American Government & Politics
Technical Occupational Related	6 Hours	Any Technology or any Computer Science Course
Technical Occupational Specialty Courses	30 Hours	1013 Electronic Devices and Test Equipment 1323 Digital Electronics 1813 Basic Electronics I 2026 Telecommunications 2113 Solid State Devices 2203 Communications Circuits and Systems 2205 CISCO I & II 2323 Electronic Circuit Analysis 2423 Microprocessors 2425 CISCO III & IV 2813 Basic ElectronicsII

# **Course Descriptions**

## Arts and Sciences

### Explanation of Course Numbers

The course number indicates the degree of advancement. Generally, courses with the lowest numbers should be completed first. Lower-division courses (1000-2000) are generally considered freshman and sophomore courses. Upper-division courses (3000-4000) are generally considered junior and senior courses, these may be taken on the Weatherford Campus or on the Sayre Campus via Interactive Video.

Prerequisites are noted by **bold print**.

### ART

#### ART 1113 FUNDAMENTALS OF ART

Examination of the basics of art. Foundation laid for future participation in drawing and painting. This is a general education course, not for art majors or minors. Offered on demand.

#### ART 1163 BASIC DRAWING

Experience with tools, materials, and techniques commonly used in graphic expressions, such as pencil, pen, brush and crayon. This is a general education course, not for art majors or minors. Offered on demand.

#### ART 1182 ELEMENTS OF ART

Provides the general education student with an awareness of the manner in which artists manipulate their art elements (line, shape, value, texture, and color) to achieve expression. Lecture is supplemented by slides, films, and demonstrations. Offered on demand.

#### ART 1223 ART SURVEY

A brief survey of multi-cultural developments in the visual arts from prehistory to the present. Purpose, influences, and evaluation are emphasized. This is a general education course, not for art majors or minors. May be used for humanities requirement. Offered in Fall and Spring.

### ART 2103 PAINTING I (Acrylic)

The accent centers on observation and functional brush work with experimentation in color and design planning. Slides, films, and discussion involved. Offered on demand.

### ART 2001-4 INDIVIDUAL STUDY IN ART (Topic)

Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### ART 2011-4 SEMINAR IN ART (Topic)

Group study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

## Arts and Sciences

## BIOLOGICAL SCIENCES

### BIOL 1004 BIOLOGICAL CONCEPTS

An introduction to the concepts and methods of biology needed to understand biological issues faced by society. Upon completion of the course, students will be able to apply the scientific method to problem solving and to explain natural phenomena. Students will also understand such concepts as the role of the cell in maintaining conditions essential for life. In addition, students will be able to describe the interactions between living organisms and the environment at the population, ecosystem, and biosphere levels and to identify potential impacts on society of biotechnology, world population growth, and human influences on global biogeochemical cycles. Offered in Fall, Spring, and Summer.

### BIOL 2104 HUMAN ANATOMY

A study of the normal functional anatomy of the human body and the changes which occur in various clinical conditions. The laboratory includes extensive use of human models and cat dissection. This course is designed for students pursuing health career majors. **Prerequisite: 1004 Biology.** Offered in Fall.



## Arts And Sciences

### BIOL 2204 INTRODUCTORY ZOOLOGY

The diversity of the protist and animal kingdoms will be examined with respect to their evolution, classification, and the comparative morphology, physiology, and behavior of major phyla.

### BIOL 2205 HUMAN ANATOMY & PHYSIOLOGY

A study of the structure and function of the human body. This course is designed to meet the needs of students in radiologic technology and others who need a working knowledge of the human body and its functions. This course fulfills the Anatomy and Physiology requirement for Health Information Management majors. **Prerequisite: 1004 Biology or 2204 Zoology or Permission of Instructor.** Offered in Fall.

### BIOL 2304 HUMAN PHYSIOLOGY

A study of the normal function of the human body. Strong emphasis is placed on homeostasis. **Prerequisite: BIOL 2104 or 2205 or permission of instructor.** Offered in Spring.

### BIOL 2404 INTRODUCTORY BOTANY

This course is a study of the structure, physiology, and ecology of higher plants and also includes a survey of the plant kingdom. **Prerequisite: BIOL 1004.** Offered on demand.

### BIOL 2001-4 INDIVIDUAL STUDY IN BIOLOGICAL SCIENCE (Topic)

Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### BIOL 2011-4 SEMINAR IN BIOLOGICAL SCIENCE (Topic)

Group study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

## Chemistry

### CHEM 1004 CHEMISTRY

A survey course designed for students requiring a single chemistry course (of 4 hours or fewer) in their major or for students requiring a preparatory course for CHEM 1203 and CHEM 1252, General Chemistry I. Topics include measurements, atomic theory, bonding, naming/writing formulas of inorganic compounds, properties of solids/liquids/gases, energy (primarily light/heat), reactions (including balancing equations, stoichiometry, equilibrium), solutions/concentrations, and acids/bases. The laboratory is designed to enhance the understanding of the major topics of the course. No prerequisites but a minimal algebra background is helpful. Offered in Spring.

### CHEM 1203 GENERAL CHEMISTRY I (LECTURE)

An introduction to the chemical principles for students intending to major in science areas. Topics include concentration; stoichiometry; thermodynamics; atomic and molecular theory; properties of gases, liquids and solids. Offered on demand. **Prerequisite: Completion of or concurrent enrollment in 1513 College Algebra.** Offered in Spring.

### CHEM 1252 GENERAL CHEMISTRY I (LAB)

Laboratory for General Chemistry I. Experimental investigation of those topics introduced in 1203 and introduction to visible spectroscopy. **Corequisite: 1203 General Chemistry I.**

### CHEM 1303 GENERAL CHEMISTRY II (LECTURE)

A continuation of chemical principles for students intending to major in science areas. Topics include kinetics, equilibria, acids and bases, second law, electrochemistry, and nuclear chemistry. Offered on demand. **Prerequisite: CHEM 1203 Chemistry I and completion of, or concurrent enrollment in, CHEM 1252 General Chemistry I.**

### CHEM 1352 GENERAL CHEMISTRY II (LAB)

Laboratory for General Chemistry II. Experimental Investigation of those topics introduced in CHEM 1303. **Prerequisites: CHEM 1203 General Chemistry I and CHEM 1252 General Chemistry I (LAB).** **Corequisite: CHEM 1303 General Chemistry II.**

## Arts And Sciences

## Arts And Sciences

### CHEM 2044 CLINICAL CHEMISTRY

Study of various chemical analysis of body fluids. Offered in Spring.

### CHEM 2001-4 INDIVIDUAL STUDY IN CHEMISTRY (Topic)

Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### CHEM 2011-4 SEMINAR IN CHEMISTRY (Topic)

Group study of specified topic in chemistry for the undergraduate students. Credit: 1 to 4 semester hours.

## Computer Science

### COMSC 1023 COMPUTERS AND INFORMATION ACCESS

Introduction to computers, computer software, and information access by computer for general education students. Includes an introduction to computer hardware, microcomputer operating systems, and computer applications including word processors, spreadsheets, e-mail and the Internet. Offered in Fall, Spring, and Summer.

### COMSC 1033 COMPUTER SCIENCE I

Introductory programming course using C++ programming language. The beginning course for students considering a major or minor in computer science. Introduction to algorithms, problem solving, and program design. Offered on demand.

### COMSC 1053 COMPUTER SCIENCE II

Continuation of Computer Science I. C++ language topics including structured data types and classes. Emphasis on program design, modularity, debugging, and documentation. **Prerequisite: CMSC 1033 Computer Science I.** Offered on demand.

### COMSC 1433 VISUAL BASIC PROGRAMMING

Introductory programming course using the Visual BASIC programming language. Introduces students from a variety of backgrounds to computing concepts and computer programming. Offered in Fall and Spring.

### COMSC 1453 FORTRAN PROGRAMMING

Introduction to computer systems, algorithmic processes, and the elements of FORTRAN programming with primarily scientific applications. Offered on demand.

### COMSC 2063 OPERATING ENVIRONMENTS

This course will concentrate on Windows operating systems. Topics covered will include installation and customization of Windows, upgrading to newer versions of Windows, performance optimization, mouse operations, icon based file and program management operations, linking technologies, macros, installing and using application software, and some in-depth work with directory structures and file management. Integrated along with this graphical interface will be an introduction to DOS and many DOS commands. **Prerequisite: COMSC 1023 Computers and Information Access.** Offered on Demand.

### COMSC 2153 INTRODUCTION TO NETWORKING

This is an introductory networking course covering many of the basic concepts of constructing and operating a Local Area Network (LAN). This course will cover concepts that span over many systems like UNIX and Windows NT, but will concentrate mainly on Novell 4.1 networking. Topics will include installation and configuration of software and hardware components of a network, typical network configurations, and file and software sharing. Hands-on experience will be provided using a networked laboratory. Offered on Demand.

### COMSC 2493 USING MICROS

Applications of productivity software. Students learn to solve a variety of problems using Microsoft Office. Includes an introduction to the Internet and macro programming. **Recommended: COMSC 1023 Computers and Information Access.** Offered on demand.

**Arts  
And Sciences**

## **Arts And Sciences**

### **COMSC 2001-4 INDIVIDUAL STUDY IN COMPUTER SCIENCE (Topic)**

Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### **COMSC 2011-4 SEMINAR IN COMPUTER SCIENCE (Topic)**

Beginning and intermediate topics for individual and group study. Credit: 1 to 4 semester hours.

### **General Studies**

#### **GSTDY 0121 KEYBOARDING**

Introduction and mastery of alphabetic, numeric, and function keys on computers. Course is designed for students who cannot keyboard. Offered in Fall and Spring.

#### **GSTDY 1001 FRESHMAN ORIENTATION**

A course required for beginning freshmen to assist in their adjustment to college. The course will cover basic skills assessment and an introduction to degrees, study techniques and other matters which provide information relevant to college orientation and success. Career planning and selection of an appropriate college major will also be included. Offered in Fall and Spring.

### **Health, Physical Education and Recreation**

#### **HPER 1081 INTERMEDIATE GOLF**

The second course in golf continues with the fundamentals and more advanced skills in golf. Offered on demand.



## HPER 1133 WELLNESS CONCEPTS AND EXERCISE APPLICATIONS

Wellness concepts and exercise applications is a course designed to provide the student with a philosophy of living that encourages a higher quality of life and a state of wellbeing. Lifestyle choices are identified and explained in regard to proper exercise, weight management, stress management, substance use, sexually transmitted diseases, health care, nutrition, cardiovascular disease prevention, and cancer prevention. Assessment techniques and development of individual prescriptions in the areas of muscular strength, muscular flexibility, cardiovascular endurance, body composition, and nutrition are studied. Lifetime leisure skills are identified and developed to provide a well-rounded exposure to wellness. Offered in Fall and Spring.

## HPER 1153 NUTRITION

A study of the basic principles of nutrition including dietary standards, food habits, nutrients, metabolism, special diets, food fads, dietary needs of all age groups. Offered on demand.

## HPER 1351 ELEMENTARY BOWLING

The fundamental skills of bowling, including instruction in stance, approach, delivery, aiming, and follow-through. Practice in etiquette, scoring, terminology, and forms of competition. Offered on demand.

## HPER 1371 INTERMEDIATE BOWLING

Advanced skills and advanced forms of competition and league play. **Prerequisite:** HPER 1351 Elementary Bowling. Offered on demand.

## HPER 1411 ELEMENTARY GOLF

The fundamental skills of golf including instruction in stance, strokes, clubs, rules, terminology, etiquette, scoring, etc. Offered on demand.

## HPER 1452 SCUBA

Theory and practice of skills and techniques, selection of equipment, safety procedures, and physics of scuba diving. **Prerequisite:** advanced swimming skills, permission of instructor. Offered on demand.

## Arts And Sciences

## Arts And Sciences

### HPER 1471 ELEMENTARY TENNIS

Basic instruction in the theory and practice of skills, rules, terminology, etiquette, and game strategy for singles and doubles play. Offered on demand.

### HPER 1481 INTERMEDIATE TENNIS

Continuation of basic course with emphasis on practice of advanced strokes, serves, rules, and tournament competition. Offered on demand.

**Prerequisite:** HPER 1471 Elementary Tennis.

### HPER 1831 AEROBICS I

Instruction and practice of the basic elements of fitness and wellness. Emphasis on cardiovascular endurance, flexibility, strength, body composition and posture. Evaluation of personal fitness and development of personal fitness program. Offered on demand.

### HPER 1841 BODY MECHANICS

Instruction and practice of the basic elements of fitness and wellness. Emphasis is placed on cardiovascular endurance, flexibility, strength, body composition, and posture as well as evaluation of personal fitness and development of a personal fitness program. Offered on Demand.

### HPER 1851 AEROBICS II

A continuation of instruction and practice of the basic elements of fitness and wellness. Emphasis on cardiovascular endurance, flexibility, strength, body composition and posture. Evaluation of personal fitness and development of personal fitness program. Offered on demand.

### HPER 2212 FIRST AID

Knowledge in accident prevention, emergency treatment, and care of injuries and illness. Utilizes American Red Cross standards. Offered in Spring.

### HPER 2001-4 INDIVIDUAL STUDY IN HEALTH, PHYSICAL EDUCATION AND RECREATION (Topic)

Individual study of specified topic in health, physical education, and recreation for undergraduate students. Credit: 1 to 4 semester hours.

## HPER 2011-4 SEMINAR IN HEALTH AND PHYSICAL EDUCATION AND RECREATION (Topic)

Group study of specified topic in health, physical education and recreation for undergraduate. Credit: 1 to 4 semester hours.

## Humanities

### ART 1223 ART SURVEY

A brief survey of multi-cultural developments in the visual arts from prehistory to the present. Purpose, influences, and evaluation are emphasized. Offered in Fall, Spring, and Summer.

### MUSIC 1013 INTRODUCTION TO MUSIC

Introduction to the history of music and musical styles. Offered in Fall, Spring, and Summer.

### LIT 2413 INTRODUCTION TO LITERATURE

Studies in short fiction, poetry, drama, and film. Offered in Fall & Spring.

### PHILO 1453 INTRODUCTION TO PHILOSOPHY

A survey of major philosophers and their respective contributions to philosophy from Ancient Greece to the present, with emphasis on the Western World. Offered in Fall, Spring, and Summer.

## Language Arts

### COMMUNICATIONS

#### COMM 1023 STUDENT PUBLICATIONS I

This course examines procedures and problems associated with the preparation and production of the student newspaper. Students are required to serve as staff members of the *Sayre Southwestern* student newspaper and work at prescribed periods under faculty supervision. Offered on demand.

## Arts And Sciences

## **Arts And Sciences**

### **COMM 1033 STUDENT PUBLICATIONS II**

A continuation of Student Publications I with emphasis placed on leadership roles such as editor, copy editor, layout editor and art director. Course will require working on the staff of the student newspaper at prescribed periods as well as other time periods necessary for the publication. Offered on demand.

### **COMM 1042 PHOTOGRAPHY**

Fundamentals of camera use and darkroom techniques in black and white including the history of photography, basic sensitometry, photographic composition, basic photochemistry, film development, print processing, and archival storage. Fundamentals of videography. Offered on demand.

### **COMM 1063 FUNDAMENTALS OF SPEECH**

A basic course in communication skills that introduces the student to communication as a process and explores the individual's role in communication, the process of listening, and the functions of verbal and nonverbal communication. The student studies intrapersonal, interpersonal, small group and public communications in a combination of theoretical models and practical applications including small group exercises, conflict management, and public speeches. Offered in Fall, Spring, and Summer.

### **COMM 2001-4 INDIVIDUAL STUDY IN COMMUNICATIONS (Topic)**

Individual study of specified topic in Communications. Credit: 1 to 4 semester hours.

### **COMM 2011-4 SEMINAR IN COMMUNICATIONS (Topic)**

A study of specified topic in Communications. Credit: 1 to 4 semester hours.

## **English**

### **ENGL 0123 FUNDAMENTALS OF ENGLISH**

A course designed to emphasize the principles of English grammar and sentence structure to provide students an opportunity to increase their writing skills. Zero credit, this course is not counted as part of a major or minor. Offered in Fall and Spring.

## ENGL 1002 ENGLISH WRITING LABORATORY

A course designed to assist students who need extra help with writing skills, help with writing projects, or additional skills in technical writing. Offered in Spring.

## ENGL 1113 ENGLISH COMPOSITION I

A limited review of the principles of grammar and basic language mechanics; limited review of the paragraph; training for effective communicative skills with emphasis on writing as required for successful college study. Offered in Fall, Spring, and Summer.

## ENGL 1213 ENGLISH COMPOSITION II

Training for skills in written communication as in 1113, but at a higher level and focusing on argument, persuasion, and writing about literature. The course includes an introduction to basic research for supporting an argument. Research paper required. **Prerequisite: ENGL 1113 English Composition I.** Offered in Fall, Spring, and Summer.

## ENGL 2703 CREATIVE WRITING- FICTION

Introduction to narrative techniques, with emphasis on improving style. An exploration with the student of the story possibilities in his own experience. Practice in writing short stories. Criticism of manuscripts through group sessions and individual conferences with the instructor. **Prerequisites: ENGL 1113 English Composition I or permission of instructor.** Offered on demand.

## ENGL 2713 CREATIVE WRITING- POETRY

This course will introduce students to the basic techniques of creative poetry writing by examining the elements of invention, phrasing, imagery, sound, rhythm, form and tone. The course is web-based in a workshop structure using peer evaluation and portfolio assessment. **Prerequisites: ENGL 1113 and permission of instructor.** Offered Spring and Fall online only.

## 2001-4 INDIVIDUAL STUDY IN ENGLISH (Topic)

Individual study of specified topic in English for undergraduate students. Credit: 1 to 4 semester hours.



## **Arts And Sciences**

### **ENGL 2011-4 SEMINAR IN ENGLISH (Topic)**

A study of specified topic in English for undergraduate students. Credit: 1 to 4 semester hours.

## **LITERATURE**

### **LIT 1123 INTRODUCTION TO FICTION**

An introduction to the short story and novel as literary art forms, with emphasis upon structure, characterization, plot, theme, and style. Extensive reading of selected short stories from American, British, and European Literature. Offered on demand.

### **LIT 2413 INTRODUCTION TO LITERATURE**

Studies in short fiction, poetry, drama, and film. (May be used for humanities.) Offered in Fall, Spring, and Summer.

### **LIT 2001-4 INDIVIDUAL STUDY IN LITERATURE (Topic)**

Individual study of specified topic in Literature for undergraduate students. Credit: 1 to 4 semester hours.

### **LIT 2011-4 SEMINAR IN LITERATURE (Topic)**

A study of specified topic in Literature for undergraduate students. Credit: 1 to 4 semester hours.

## **SPANISH**

### **SPAN 1054 ELEMENTARY SPANISH I**

Fundamentals of grammar taught in order to acquire facility in all four language skills: reading, writing, speaking and understanding spoken Spanish. Limited introductions to Hispanic culture; use of language laboratory. Offered on demand.

## SPAN 1154 ELEMENTARY SPANISH II

This course is a continuation of SPAN 1054 and completes the basic grammar of Spanish; consideration of Hispanic cultural background; use of language laboratory. **Prerequisite:** SPAN 1054 or equivalent high school Spanish. Offered on demand.

## SPAN 2353 SPANISH CONVERSATION

Study designed to develop fluency in speaking Spanish and a command of idiomatic expressions. Offered on demand.

## Arts And Sciences

## MATHEMATICS

### MATH 0125 BASIC ALGEBRA

Entry level algebra including arithmetic skills to meet math deficiency. Non-credit course designed to prepare students for Intermediate Algebra. Offered in Fall and Spring.

### MATH 1103 INTERMEDIATE ALGEBRA

Real and complex numbers, and algebraic expressions. Solutions of equations and inequalities through quadratics. Solutions of rational, radical, absolute value, and polynomial equations and inequalities. Systems of linear equations and inequalities. Functions, graphing of linear and quadratic equations. **Prerequisite:** math scores of 19 or above on the ACT, 45 or above on the CPT, or completion of 0125 Basic Algebra. Meets precollegiate math requirement. Offered in Fall and Spring.

### MATH 1143 MATH CONCEPTS

Students will learn to speak and write mathematics with precision, clarity, and organization; acquire basic mathematical literacy; and apply mathematical concepts. Offered in Fall and Spring.

### MATH 1513 COLLEGE ALGEBRA

A fundamental course including solutions of equations, inequalities, systems of equations, logarithms, conic sections, theory of numbers, and combinations. **Prerequisite:** departmental approval or placement by examination. Offered in Fall, Spring, and Summer.

## Arts And Sciences

### MATH 1613 COLLEGE TRIGONOMETRY

The basic course stressing trigonometric functions, periodicity, identities and solutions of triangles. **Prerequisites: MATH 1513 College Algebra, departmental approval, or placement by examination.** Offered on demand.

### MATH 2133 GEOMOETRY FOR ELEMENTARY TEACHERS

A fundamental course in arithmetic concepts and basic skills. For elementary education majors. Offered on demand.

### MATH 2143 PROBABILITY AND STATISTICS FOR ELEMENTARY TEACHERS

A continuation of MATH 2133. A study of the structures of number systems, informal geometry, probability and statistics. For elementary education majors. **Prerequisite: MATH 2133.** Offered on demand.

### MATH 2001-4 INDIVIDUAL STUDY IN MATHEMATICS (Topic)

Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### MATH 2011-4 SEMINAR IN MATHEMATICS (Topic)

Group study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

## MUSIC

### MUSIC 1013 INTRODUCTION TO MUSIC I

A beginning course in the history of music and musical styles. (May be used for humanities.) Offered in Fall, Spring, and Summer.

### MUSIC 2001-4 INDIVIDUAL STUDY IN MUSIC (Topic)

Individual study of specified topic in Music. Credit: 1 to 4 semester hours.

### MUSIC 2011-4 SEMINAR IN MUSIC (Topic)

A group study of specified topic in Music. Credit: 1 to 4 semester hours.

## **PHILOSOPHY**

### **PHILO 1453 INTRODUCTION TO PHILOSOPHY**

A survey of major philosophers and their respective contributions to philosophy from Ancient Greece to the present with emphasis on the Western World. (May be used for humanities) Offered in Fall, Spring, and Summer.

### **PHILO 2001-4 INDIVIDUAL STUDY IN PHILOSOPHY (Topic)**

Individual study in specified topic in Philosophy. Credit: 1 to 4 semester hours.

### **PHILO 2011-4 SEMINAR IN PHILOSOPHY (Topic)**

A group study of specified topic in Philosophy. Credit: 1 to 4 semester hours.

## **PHYSICS**

### **PHY 2223 INTRODUCTION TO RADIOLOGIC PHYSICS**

This course will provide the student with a knowledge of basic physics. To include fundamentals of x-ray generating equipment, information on x-ray production, beam characteristics, and units of measurement. Offered in Spring.

### **PHY 2001-4 INDIVIDUAL STUDY IN PHYSICS (Topic)**

Individual study in Physics for the undergraduate. Credit: 1 to 4 semester hours.

### **PHY 2011-4 SEMINAR IN PHYSICS (Topic)**

A study of specified topic in physics. Credit: 1 to 4 semester hours.

## **RELIGION**

### **RELIG 1023 OLD TESTAMENT SURVEY**

A beginning course touching all of the Old Testament books with a general geographic, sociological, and literary background. Offered on demand.

## **Arts And Sciences**

### **RELIG\*1123 NEW TESTAMENT SURVEY**

A beginning course touching all of the New Testament books with a general geographic, sociological, and literary background. Offered on demand.

### **RELIG 2001-4 INDIVIDUAL STUDY IN RELIGION (Topic)**

Individual study of specified topic in Religion. Credit: 1 to 4 semester hours.

### **RELIG 2011-4 SEMINAR IN RELIGION (Topic)**

A group study of specified topic in Religion. Credit: 1 to 4 semester hours.

## **SOCIAL SCIENCES**

### **CRIMINAL JUSTICE**

#### **CRMJS 1113 INTRODUCTION TO CRIMINAL JUSTICE**

An overview of the agencies and processes involved in the administration of justice to those accused and convicted of violating the criminal law. Agency problems and due process issues related to law enforcement, prosecution, adjudication, sentencing and confinement of offenders are discussed.

### **CORRECTIONS**

#### **CRMJS 1003 INTRODUCTION TO CORRECTIONS PROCEDURES**

This course is designed to give the student an overview of the Department of Corrections and the Criminal Justice System through examining the history, mission and organizational structures. Additional topics students will examine include legal aspects affecting the correction officer, terminology used in corrections, the offender classification system, offender programs, offender disciplinary procedures from initiating an offense report through the appeal process, maintaining public image including courtroom demeanor, maintaining a clean facility and effective management of offenders, and developing job readiness skills such as interviewing, job searching and being a good employee.



## CRMJS 1013 CORRECTIONS OFFICER PHYSICAL TRAINING

This course is designed to introduce the student to physical conditioning including physical assessment, aspects of nutrition, aerobic exercise and its effects on conditioning, and how to create a conditioning program to achieve personal fitness goals and prepare for the physical demands of a career as a corrections officer. The student then learns defensive tactics and self-defense utilizing a combination of the Federal Bureau of Prisons self-defense course and the National Law Enforcement Training Center's defensive tactics model to better prepare him/her for potentially dangerous situations and possible physical assault.

## CRMJS 1103 ISSUES IN CORRECTIONAL PROCEDURES

Students study procedural issues in corrections that include definitions of sexual harassment utilizing state and federal laws and the effects of sexual harassment on the team work effort; conflict resolution, the causes and effects of personal conflicts, and basic skills in evaluating potential problem areas, controlling the situation, selecting appropriate response and negotiating resolutions; cultural diversity training, and computer operations including software applications pertinent to the corrections institution and facility.

## CRMJS 1114 ENVIRONMENTAL SECURITY PROCEDURES

This course is designed to train the student in matters of institutional and facility security to include radio communications, facility emergencies, post orders, offender counts, tool and key control, searches, contraband and physical evidence, crime scene preservation, restrictive housing, property issues, and transportation of offenders.

## CRMJS 1123 COMMUNICATIONS FOR CORRECTIONS OFFICERS

This course introduces students to the basic rules of writing an effective report through the use of proper grammar, punctuation, spelling, and clear sentence structure. In addition, students will be introduced to interpersonal and small group verbal communication techniques, effective listening, team building using the TQM approach, and practical reasoning skills emphasizing talking as the best defense.

## Arts And Sciences

## **Arts And Sciences**

### **CRMJS 1203 CORRECTIONS OFFICER PROTECTION PROCEDURES I**

Students receive instruction in firearms training including weapons nomenclature, handling, and safety; range safety; care and cleaning of weapons; and qualification with the handgun, rifle, and shotgun. Students receive additional training on the FATS III firearms training simulator, in defensive driving, in the use of force, and in the use of restraints.

### **CRMJS 1213 CORRECTIONS OFFICER PROTECTION PROCEDURES II**

The student will become familiar with identifying possible gang activity through discussion of the basic characteristics of gang mentality and gang behavior and through the identification of gang signs and gang slang. Students will also learn to identify behavior characteristics of offenders with special needs with focus being placed on substance abuse, suicide, psychological disorders, and emotional disorders. Further, the student will be exposed to the threat of being taken hostage and the dynamics of a hostage situation as well as techniques for surviving such a situation through negotiation and understanding the Stockholm Syndrome. Identification of pre-riot conditions and techniques of riot prevention will be discussed as well as methods for riot control. Additional topics students will be exposed to include First Aid and CPR training and aspects of job safety including hazard communication, ergonomics, back injury, fire safety, slips, trips, and falls and good housekeeping.

### **CRMJS 1253 AMERICAN CORRECTIONS SYSTEM**

A description and analysis of the history of correctional thought and practice, the agencies and personnel responsible for carrying out criminal sentences, and the rights and restrictions which apply to criminal offenders.

### **CRMJS 2353 THE ADMINISTRATION OF CORRECTIONAL INSTITUTIONS**

A study of organization management and leadership of institutions which confine offenders. The course includes discussion of short-term detention facilities, jails, prisons, personnel issues, staff-inmate relations, and the future directions of institutional design and administration.

## **CRMJS 2453 PROBATION, PAROLE AND COMMUNITY TREATMENT**

An examination of the most common and new methods of supervising offenders in the community. The structure, management and personnel of probation, parole and other correctional services are discussed as well as innovative approaches to working with offenders such as house arrest, electronic monitoring and intensive supervision.

## **GEOGRAPHY**

### **GEOG 1103 WORLD CULTURAL GEOGRAPHY**

Study of the world's cultural regions. Cultural development is surveyed for such topics as populations, technologic-economic systems, and socio-cultural beliefs and practices. Offered in Fall and Spring.

### **GEOG 2103 PHYSICAL GEOGRAPHY**

Introduction to physical geography including study of earth materials, landforms, earth-sun relationships, weather elements, climatic types, natural vegetation and soil types. Offered on demand.

### **GEOG 2001-4 INDIVIDUAL STUDY IN GEOGRAPHY (Topic)**

Individual study of specified topic in Geography for undergraduate students. Credit: 1 to 4 semester hours.

### **GEOG 2011-4 SEMINAR IN GEOGRAPHY (Topic)**

Intensive study on specified topic in Geography for undergraduate students. Credit: 1 to 4 semester hours.

## **HISTORY**

### **HIST 1003 EARLY WORLD HISTORY**

Introduction to cultures of Western civilization from prehistoric times to the formation of modern Europe, including Near Eastern, Greek, Roman, Middle Ages, Renaissance, and Reformation. Offered on demand.

## **Arts And Sciences**

## **Arts And Sciences**

### **HIST 1023 MODERN WORLD HISTORY**

Introduction to Western civilization from Reformation to present times, including Age of Absolutism, French Revolution, Napoleon, Nationalism, Industrialization, World Wars I & II. Offered on demand.

### **HIST 1033 WORLD HISTORY**

An introduction to the history of world civilizations with an emphasis on the development of ideas, institutions, and religions as well as an examination of the impact particular individuals and movements had in history. Offered in Fall and Spring.

### **HIST 1043 AMERICAN HISTORY TO 1877**

A survey of American History beginning with the European background and continuing through the Reconstruction era.

### **HIST 1053 AMERICAN HISTORY SINCE 1877**

A survey of American History from the end of Reconstruction to the present.

### **HIST 1063 UNITED STATES HISTORY**

A survey of American history from Colonial times to the present. Offered in Fall, Spring and Summer..

### **HIST 2001-4 INDIVIDUAL STUDY IN HISTORY (Topic)**

Individual study of specified topic in History. Credit: 1 to 4 semester hours.

### **HIST 2011-4 SEMINAR IN HISTORY (Topic)**

Intensive study of selected topic in History. Credit: 1 to 4 semester hours.

## **POLITICAL SCIENCE**

### **POLSC 1103 AMERICAN GOVERNMENT AND POLITICS**

Survey of origin, structure, and functions of national government with emphasis on the Constitution and the American Political process. **Unless otherwise noted, 1103 Government and Politics is a prerequisite for all political science courses.** Offered in Fall, Spring, and Summer.

### **POLSC 1153 WORLD RELATIONS AND POLITICS**

A general education course analyzing international, political and economic problems of the contemporary world from a comparative perspective. **No prerequisite; not for major credit.** Offered in Fall and Spring.

### **POLSC 1203 INTRODUCTION TO POLITICAL SCIENCE**

An introduction to the systematic study of politics with emphasis on the various approaches utilized in the different fields of Political Science. Offered on demand.

### **POLSC 2001-4 INDIVIDUAL STUDY IN POLITICAL SCIENCE (Topic)**

Individual study in Political Science (Topic). Credit: 1 to 4 semester hours.

### **POLSC 2011-4 SEMINAR IN POLITICAL SCIENCE (Topic)**

Intensive study of selected topic in Political Science. Credit: 1 to 4 semester hours.

## **PSYCHOLOGY**

### **PSYCH 1003 GENERAL PSYCHOLOGY**

A general education course which provides an overview of psychology with an emphasis on the applied areas in the field. Offered in Fall, Spring, and Summer.

**Arts  
And Sciences**

## Arts And Sciences

### GSTDY 1333 MENTAL HEALTH (Psychology of Human Interaction)

A survey course designed to examine how psychology is related to the adjustment and growth of individuals as they face the challenges of a rapidly changing world. Special emphasis is placed on the links between stress, health, and coping in both mental health and psychological disorders. Offered on demand.

### PSYCH 2413 INTRODUCTION TO PSYCHOLOGY

A detailed analysis of the basic principles, concepts, and theories underlying psychology as a science of behavior. Offered on demand.

### PSYCH 2433 PSYCHOLOGICAL STATISTICS

Statistical methods applied to psychology. The understanding and application of descriptive and inferential statistics. Covers topics from central tendency to analysis and variance. **Prerequisites: PSYCH 1003 or PSYCH 2413.**

### PSYCH 2001-4 INDIVIDUAL STUDY IN PSYCHOLOGY (Topic)

Individual study of specified topic in Psychology. Credit: 1 to 4 semester hours.

### PSYCH 2011-4 SEMINAR IN PSYCHOLOGY (Topic)

Study of specific topics in Psychology. Credit: 1 to 4 semester hours.

### PSYCH 2313 DEVELOPMENTAL PSYCHOLOGY

A study of the physical, cognitive, psychological, and social development of the individual from the prenatal period through the aging adult. **Prerequisite: PSYCH 1003 General Psychology or PSYCH 2413 Introduction to Psychology.** Offered on demand.

### EDPSY 3413 CHILD PSYCHOLOGY

Study of the phases of growth and development from conception through childhood. Individual study of a child is required. **Prerequisite: 2413 Introduction to Psychology.** Offered via telecourse from Weatherford Fall and Spring.



## EDPSY 3433 ADOLESCENT PSYCHOLOGY

Study and understanding of the behavior and stages of growth from late childhood to early adulthood, as it applies to school and classroom behavior.

**Prerequisites:** 2413 **Introduction to Psychology**. Offered via Interactive Video from Weatherford on demand.

## SCIENCE

### SCI 1514 CONCEPTS OF PHYSICAL SCIENCE

A course designed to develop an awareness of the inter-relationship between science and society. Readings and discussion on the "tactics and strategy" of science, with an emphasis on the physical sciences. Offered in Fall and Spring.

### SCI 1614 SCIENCE AND THE ENVIRONMENT

A course designed for the non-science major to satisfy the four-hour physical science requirement in the General Education program. Physical Science principles are developed on a need-to-know basis as they apply to environmental issues. Students will be required to read critically, think analytically, and assess information in ways that lead to informed conclusions and decisions concerning environmental issues. **No prerequisite.** Offered in Fall and Spring.

### GEOL 1934 PHYSICAL GEOLOGY

Introduction to earth science, earth in the universe, seafloor spreading and continental drift, the geomagnetic field, earthquakes and landform development; laboratory study of minerals and rocks, topographic maps, stereo photographs and landforms. Offered on demand.

## SOCIOLOGY

### SOCIO 1003 INTRODUCTION TO SOCIOLOGY

A General Education course covering the fundamental concepts of sociology; foundations of group life; social change, processes and problems. **Unless otherwise noted, Sociology 1003 is a prerequisite for all sociology courses, except Sociology 2103 Social Problems.** Offered in Fall and Spring.

## Arts And Sciences

## **Arts And Sciences**

### **SOCIO 2103 SOCIAL PROBLEMS**

Designed to introduce students to the social disorganization, personal deviation, and value conflicts inherent to a changing social milieu. Offered in Spring.

### **SOCIO 2001-4 INDIVIDUAL STUDY IN SOCIOLOGY (Topic)**

Individual study of specified topic in Sociology for undergraduate students. Credit: 1 to 4 semester hours.

### **SOCIO 2011-4 SEMINAR IN SOCIOLOGY (Topic)**

A study of specified topic in Sociology for undergraduate students. Credit: 1 to 4 semester hours.

### **SOCIO 2901-4 DIRECTED STUDY IN SOCIOLOGY**

Directed study of specified topics in Sociology for undergraduate students. Credit: 1 to 4 semester hours.



# BUSINESS

## ACCOUNTING AND FINANCE

### ACCTG 2213 PRINCIPLES OF FINANCIAL ACCOUNTING

Financial accounting concepts related to the processes and principles of accrual accounting and the preparation of financial statements and reports for parties external to the firm. **Prerequisite: Sophomore standing or advisor approval.** Offered in Fall.

### ACCTG 2313 PRINCIPLES OF MANAGERIAL ACCOUNTING

Managerial accounting concepts and objectives, planning and control of sales and costs, analysis of costs and profits. **Prerequisite: ACCTG 2213 Principles of Financial Accounting.** Offered in Spring.

### ACCTG 2003 INDIVIDUAL STUDY IN ACCOUNTING (Topic)

Individual study in specified topics in accounting for undergraduate students. Credit: three semester hours.

### ACCTG 2013 SEMINAR IN ACCOUNTING (Topic)

Group study of specified topics in accounting for undergraduate students. Credit: three semester hours.

## GENERAL BUSINESS

### GEBUS 1022 INCOME TAX PREPARATION

A study of the basic concepts of taxation, primarily as they apply to individuals. Examines problems facing the average taxpayer, with particular emphasis upon the method of reporting the transactions on the individual's income tax return. Offered on demand.

### GEBUS 1123 INTRODUCTION TO BUSINESS

Introductory course for students of all business disciplines and undecided majors; survey of the basic principles, forms, and practices involved in the administration of a business firm. Offered on demand.

**Business**

## Business

### GEBUS 1173 REAL ESTATE

A study of basic requirements to buy and sell real estate property. Satisfactory completion of this course enables a person to sit for Sales Associate License. Offered on demand.

### GEBUS 2153 BUSINESS MATHEMATICS-OFFICE MACHINES

Cohesive instructional program that combines the basic concepts of business mathematics with the efficient operation of electronic and ten-key calculators. Offered in Fall and Spring.

### GEBUS 2173 ADVANCED REAL ESTATE

A continued study and review of basic real estate principles including license law, brokerage operation and law of agency, real estate financing, business practices, professional standards and closing statements. (Successful completion enables person to qualify for Broker's examination.) Offered on demand.

### GEBUS 2253 BUSINESS COMMUNICATIONS

Study and analysis of business and industrial communication problems; insight into communication theory; instruction and practice in effective writing to include: memoranda, letters, various business reports, proposals, and professional oral presentations. **Prerequisites: ENGL 1113 & 1213, COMM 1063, and GEBUS 2723.** Offered in Fall.

### GEBUS 2723 COMPUTER BUSINESS APPLICATIONS

Introduction to computer technology to prepare business students for computerized business courses and workplace applications. Content will include disk operating system, word processing, database and spreadsheet software with emphasis on spreadsheet applications. Keyboarding proficiency required. **Prerequisite: MATH 1513 or higher.**

### GEBUS 2001-4 INDIVIDUAL STUDY IN BUSINESS ADMINISTRATION (Topic)

Individual study of specified topic in Business Administration. Credit: 1 to 4 semester hours.

#### GEBUS 2011-4 SEMINAR IN BUSINESS ADMINISTRATION (Topic)

A study of specific topics in Business Administration. Credit: 1 to 4 semester hours.

#### GEBUS 2003 INDIVIDUAL STUDY IN BUSINESS (Topic)

Individual study of specified topic in General Business. Credit: Three semester hours.

#### GEBUS 2013 SEMINAR IN BUSINESS (Topic)

A study of specific topics in business. Credit: Three semester hours.

## Business

### ECONOMICS

#### ECONO 1113 CONTEMPORARY ECONOMICS

An introductory level course in economics designed for general education students. Emphasis is placed on providing an understanding of today's economic world. Special attention is given to domestic and global issues including consumer behavior and workings of various markets. **NOTE: Will not substitute for Economics 2263 or 2363.** Offered in Fall and Spring.

#### ECONO 2263 INTRODUCTION TO MACROECONOMICS

Fundamental macroeconomic principles. Emphasis on the overall performance of the economy; the determinants of such aggregates as income, output, employment, price, monetary and fiscal policy. Offered in Fall and Spring.

#### ECONO 2363 INTRODUCTION TO MICROECONOMICS

Fundamental microeconomic principles. Emphasis on the economic behavior of consumers, business firms, and resource owners; individual price and output determination. Offered in Fall and Spring.

#### ECONO 2463 BUSINESS STATISTICS

Tabulation of data, dispersion probability models, sampling, and tests of hypotheses. **Prerequisite: MATH 1613 AND GEBUS 2723.** Offered in Fall and Spring.

## **Education**

### **ECONO 2003 INDIVIDUAL STUDY IN ECONOMICS AND FINANCE (Topic)**

Individual study of specified topic in Economics and Finance. Credit: Three semester hours.

### **ECONO 2013 SEMINAR IN ECONOMICS AND FINANCE (Topic)**

Group study of specified topics in Economics and Finance for undergraduate students. Credit: Three semester hours.

## **EDUCATION**

### **RDNG 0123 IMPROVEMENT OF READING**

Designed for self-improvement in basic reading skills. Designated materials are utilized for correction of reading skill deficiencies, vocabulary development, and phonetic analysis. Also used as a remediation requirement of ACT score below 19 in reading. Offered in Fall and Spring.

### **EDUC 2113 FOUNDATIONS OF EDUCATION**

Introduction to the historical, philosophical, and the social foundations of education and their relationships to teaching as a profession. Current issues of education are also introduced and discussed. Laboratory experiences as an observer/aide in the public schools and procedures for admission to teacher education are included. Offered in Spring via Interactive Video.

### **EDUC 2001-4 INDIVIDUAL STUDY IN EDUCATION (Topic)**

Individual study of specified topics in Education. Credit: 1 to 4 semester hours.

### **EDUC 2011-4 SEMINAR IN EDUCATION (Topic)**

A study of specific topics in Education. Credit: 1 to 4 semester hours.



## ALLIED HEALTH SCIENCES

### NURS 2212 INTRODUCTION TO PROFESSIONAL NURSING

The profession of nursing is explored through the philosophy and conceptual framework of the School of Nursing. The historical development of nursing and nursing education are linked to current nursing practice. Ethical and legal aspects of nursing, as they affect the student entering nursing, are incorporated into the course. Student accountability and professionalism are introduced and developed. Two hours of theory. **Prerequisite: None.** Offered in Spring via interactive video from Weatherford.

### ALHLT 2355 MICROBIOLOGY

A basic study of microorganisms, involving classification and cultivation of bacteria, fungi, and viruses. Special emphasis is directed toward microbial morphology and physiology, disease-causing microorganisms, antibiotics, and their action and immune mechanisms. **Prerequisite: 1004 Biology.** Offered in Fall.

### ALHLT 2404 PATHOGENIC MICROBIOLOGY

A detailed study of the pathology of disease-causing microorganisms and laboratory training in the area of medical microbiology, immunology, and clinical diagnostic procedures. **Prerequisite: 2355 Microbiology.** Offered in Spring.

### ALHLT 2443 MEDICAL TERMINOLOGY

A course designed to teach the student prefixes, suffixes, and root words of Greco-Latin origin which are frequently used in medical terminology. Students are taught how to combine, pronounce, spell, abbreviate and/or apply common medical terms. Offered in Fall and Spring.

### ALHLT 2001-4 INDIVIDUAL STUDY IN ALLIED HEALTH (Topic)

Individual study of a specified topic in Allied Health. Credit: 1 to 4 semester hours.

### ALHLT 2011-4 SEMINAR IN ALLIED HEALTH (Topic)

Group study of a specified topic in Allied Health. Credit: 1 to 4 semester hours.

## Allied Health Sciences

## Allied Health Sciences

### MEDICAL TECHNOLOGY

#### ALHLT 1034 HEMATOLOGY I AND PHLEBOTOMY

Orientation to the basic outlines of the medical technology profession with emphasis on the ethics, general teachings, phlebotomy, and basic hematology theory and techniques. Offered in Fall.

#### ALHLT 1044 HEMATOLOGY II

Study of additional medical technology techniques including advanced hematology, and coagulation theory and procedures. **Prerequisite: 1034 Hematology and Phlebotomy.** Offered in Spring.

#### ALHLT 1202 URINALYSIS AND BODY FLUIDS

This course is designed for the study of body fluids other than blood. Studies will focus on the analysis of cerebrospinal fluid; seminal fluid; amniotic, synovial, serous fluid; and urine. **Prerequisites include Hematology I and Phlebotomy and concurrent enrollment in Hematology II.** Offered in Spring.

#### ALHLT 1314 LABORATORY CLINICAL I

Orientation of students beginning clinical training. Training includes 240 hours. MLT students are introduced to the policies and procedures as well as to the regulations of the laboratory. Areas of clinical work include venipuncture, urinalysis, hematology, and coagulation under supervision of laboratory personnel. **Offered by instructor approval only and by arrangement.**

#### ALHLT 2024 LABORATORY CLINICAL II

A continuation of Laboratory Clinical I. Training includes an additional 240 hours and covers serology, clinical chemistry, blood banking, and microbiology under the supervision of laboratory personnel. **Offered by instructor approval only and by arrangement.**

#### ALHLT 2033 BLOOD BANKING

A study of the basic principles of blood banking and the techniques involved in various phases of blood banking in clinical situations. The course covers pretransfusion testing, compatibility testing, blood and blood components and their use in transfusion therapy, hemolytic disease of the newborn, and transfusion acquired infectious diseases. Designed for MLT students. Offered in Spring.

### ALHLT 2104 LABORATORY CLINICAL III

Continuation of supervised clinical training for MLT students including 240 hours per semester in a clinical facility. Use, maintenance and troubleshooting of automated instrumentation are also covered. **Offered by instructor approval only and by arrangement.** Offered in Spring.

### ALHLT 2412 IMMUNOLOGY AND SEROLOGY

A study of the immune system, antigen-antibody reactions and the application of these reactions in serology detection procedures in disease and infection. Designed for MLT students. Offered in Fall.

### ALHLT 2422 REGISTRY PREPARATION-MEDICAL TECHNOLOGY

A review of all areas of the curriculum course of study in Medical Technology. Preparation for the National Registry Examination. (AMT) Designed for MLT students. Offered in Spring.

## **RADIOLOGIC TECHNOLOGY**

### ALHLT 1021 RADIATION SAFETY AND PROTECTION

A comprehensive course designed to provide the student with principles of radiation protection. Radiation-protection responsibility by the radiographer to patients, personnel, and the public is presented, as well as self-protection methods for personnel working around ionizing radiation. Dose limit and regulatory involvement are discussed, as well as radiation monitoring and measurement. Offered in Fall.

### ALHLT 1053 RADIOGRAPHIC POSITIONING I

A comprehensive course which provides the student with the knowledge to perform radiographic procedures of a routine nature. Provides a correlated introduction to skeletal anatomy, as well as the digestive and urinary systems. Considerations related to the production of quality radiographics will be incorporated. Offered in Fall.

**Allied Health  
Sciences**

## **Allied Health Sciences**

### **ALHLT 1062 INTRODUCTION TO RADIOLOGIC TECHNOLOGY**

An introductory course designed to acquaint the student with the field of medical radiography and its associated modalities. Student responsibilities will be outlined. Students will be oriented to academic and administrative structure, key departments and personnel, and to the profession as a whole. Medical application of ethics and confidentiality are examined. Offered in Fall.

### **ALHLT 1071 PATIENT CARE**

A study of the physical and psychological aspects of dealing with sick and/or dying patients, family, physicians, and other health-care professionals. This includes proper body mechanics, transport/transfer techniques, asepsis and infection control, precautions, proper communication skills, basic terminology, and application of all the aforementioned. Offered in Fall.

### **ALHLT 1082 RADIOGRAPHIC EXPOSURE I**

An introductory course designed to provide the student with the knowledge of factors that govern and influence the production of the radiographic image on radiographic film. Offered in Fall.



#### ALHLT 1116 CLINICAL PRACTICE I

A clinical education sequence which provides the student with practical application of previously mastered theory within a radiology department and the hospital environment. The student will actively perform specific radiographic studies under the supervision of a registered technologist. Clinical Practice I and II are performed successively in the spring semester, first year. **In addition, students are responsible for attaining certification in C.P.R. before enrolling in Clinical Practice I.** Offered in Spring.

#### ALHLT 1126 CLINICAL PRACTICE II

A clinical education sequence which provides the student with practical application of previously mastered theory within a radiology department and the hospital environment. The student will actively perform specific radiographic studies under the supervision of a registered technologist. Clinical Practice I and II are performed successively in the spring semester, first year. Offered in Spring.

#### ALHLT 1131 RADIOGRAPHIC EXPOSURE II

A continued development of the study of the formation of exposure techniques and their resulting effects. Includes application of exposure variables utilized in examinations not considered routine and the control of variable radiation types caused by the interaction of radiation with matter. **Prerequisite: 1082 Radiographic Exposure I.** Offered in Summer.

#### ALHLT 1142 IMAGING AND PROCESSING

An investigative study into the aspects of radiographic image formation, including film type and construction, screen type and construction, processing procedures and chemicals and their effects, and imaging equipment. Also examined are some various imaging modalities. Offered in Summer.

#### ALHLT 1151 RADIOGRAPHIC POSITIONING II

A comprehensive study which provides the student with the knowledge and experience to perform radiographic procedures not previously addressed, to include skull radiography and examinations not considered routine. **Prerequisite: Radiographic Positioning I.** Offered in Summer.

## Allied Health Sciences

## **Allied Health Sciences**

### **ALHLT 1162 RADIOLOGIC PATHOLOGY**

An introduction to the concepts of disease and their resulting effects on human physiology, with specific emphasis on pathology and disease as it relates to various radiographic procedures. Offered in Summer.

### **ALHLT 2116 CLINICAL PRACTICE III**

A clinical education sequence designed to bring advanced positioning and exposure theory, as well as pathology, to a cohesive entity with information previously applied. Students will continue to work in the radiology department in the hospital environment, under the supervision of registered technologists. Offered in Fall.

### **ALHLT 2121 RADIATION BIOLOGY**

An introductory course designed to provide the student with the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented, as well as acute and chronic effects of radiation exposure at varying levels. Offered in Spring.

### **ALHLT 2132 SPECIAL PROCEDURES AND MODALITIES**

An introductory course to the advanced modalities associated with radiology (C.T., ultrasound, nuclear medicine, etc.) and to special radiographic procedures not previously addressed (angiography, etc.) to include the definition and performance of each type, the indications/contraindications, and pathology demonstrated. Offered in Spring.

### **ALHLT 2142 FILM RECOGNITION AND CRITIQUE**

A comprehensive course designed to provide the student with the knowledge and experience to evaluate radiographic examinations, to identify and recognize diagnostic quality. Includes application of knowledge and skills acquired from 1053 Radiographic Positioning I and 1082 Radiographic Exposure I concurrently. Offered in Spring.

### **ALHLT 2216 CLINICAL PRACTICE IV**

A clinical education sequence designed to bring advanced positioning and exposure theory, as well as applications of pathology, to a cohesive entity with information previously applied. Students will continue to work in the hospital environment, under the supervision of registered technologists. Offered in Fall.



## PHY 2223 INTRODUCTION TO RADIOLOGIC PHYSICS

This course will provide the student with a knowledge of basic physics. To include fundamentals of x-ray generating equipment, information on x-ray production, beam characteristics, and units of measurement. Offered in Spring.

## ALHLT 2231 QUALITY ASSURANCE AND CONTROL

A comprehensive course designed to provide the student with an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be examined. State and federal impacts will be described. Offered in Spring.

## ALHLT 2242 REGISTRY PREPARATION

Final course to assist students in preparation for their national certification examination. Course includes successful completion of a minimum amount of simulated registry exams, review of information, and test-taking tips. Course is in the final summer semester.

## Allied Health Sciences



## Allied Health Sciences

### ALHLT 2315 CLINICAL PRACTICE V

A clinical education sequence designed to bring all didactic and laboratory knowledge, as well as previous clinical experience, to a cohesive entity. Students will continue to work in the radiology department in the hospital environment, under the direction of registered technologists. Clinical V is performed in the summer semester, second year.

### ALHLT 2521 COMPUTER LITERACY IN RADIOGRAPHY

An introductory course to provide the student with the fundamental principles of computer technology. Computer concepts and terminology will be discussed. Computer application will be identified. Offered in Spring.

### ALHLT 2001-4 INDIVIDUAL STUDY IN IMAGING MODALITIES

Arranged course designed to provide students with an opportunity to further investigate specific aspects of radiologic imaging under the guidance and supervision of faculty. **Prerequisite: Acceptance into program and permission of program director.**

## PHYSICAL THERAPY

### PTA 1012 INTRODUCTION TO PHYSICAL THERAPY

This course will present the purpose, philosophy, and history of physical therapy and its relationship to other health care delivery systems. The student will be able to delineate the roles of physical therapy personnel, identify requirements for medical communication and documentation, and study the medical-legal aspects including professional ethics.

### PTA 1023 BASIC HUMAN NEEDS (Lecture and Lab)

The student will be able to define "normal" in respect to vital signs, posture, range of motion, muscle function, and nerve transmission. He/she will be able to perform accurate testing of muscle strength and joint motion. The student will also be instructed in activities of daily living, proper body mechanics, and transfer techniques. Practical application of these techniques will be practiced in the laboratory. Offered in Fall.

## PTA 1113 THREATS TO BASIC NEEDS

The student will identify underlying circumstances and phases of disease and dysfunction, perform techniques to prevent secondary disabilities using special equipment as needed. Practical application of these techniques will be practiced in the laboratory. Offered in Spring.

## PTA 1213 PAIN MANAGEMENT I (Lecture and Lab)

Students will be instructed in the various theories of understanding pain and in the following: providing emotional support for the patient in pain; correctly positioning and draping patients for pain relief and for protection of modesty; effectively administering massage and lymphatic intermittent pressure, relaxation and postural exercises; applying cervical and lumbar traction; administering paraffin, hydrotherapy; understanding medical asepsis; and bandaging and dressing. Practical application of these techniques will be practiced in the laboratory. Offered in Fall.

## PTA 1224 THERAPEUTIC EXERCISES I (Lecture and Lab)

Instruction will be given on rehabilitation techniques and neurophysiological approaches to treatment. Spinal rehabilitation, amputees, prosthetics, and orthotics are introduced. Students will identify architectural barriers and make modifications to overcome the limitations they impose. Advanced gait-training techniques will be performed. Practical application of these techniques will be practiced in the laboratory. Offered in Fall.

## 2013 PAIN MANAGEMENT II (Lecture and Lab)

Students will learn the principles and applications of various therapeutic modalities such as heat/cold application, hydrotherapy, electrotherapy, ultrasound, and light therapy. Practical application of these techniques will be practiced in the laboratory. Offered in Spring.

## PTA 2024 THERAPEUTIC EXERCISE II (Lecture and Lab)

Therapeutic exercises related to children are presented. Developmental sequences and primitive reflexes are introduced. Students will be instructed in cardiopulmonary treatments including cardiac rehabilitation and chest physical-therapy techniques. Practical application of these techniques will be practiced in the laboratory. Offered in Spring.

## Allied Health Sciences

## Allied Health Sciences

### PTA 2032 CLINICAL PRACTICUM I

Students are given clinical experience in local health care facilities to observe and practice PTA skills learned in class and lab sessions. Students will be under supervision of a registered physical therapist and/or registered physical therapist assistant. Offered in Fall.

### PTA 2112 PTA SYSTEMS/PROBLEMS

The student will assist the physical therapist in selected evaluation treatment and administrative activities, summarize the progression of comprehensive rehabilitation programs for major disabilities, describe and utilize selected administrative records and charge systems in physical therapy, discuss measures for quality assurance and cost containment, review proper ways to write a resume, and review for state board examinations. Offered in Spring.

### PTA 2133 CLINICAL PRACTICUM II

Students are given opportunity to practice PTA skills which have been acquired through the PTA program in physical therapy departments. Students will be under supervision of a registered physical therapist and/or registered physical therapist assistant. Offered in Spring.

## OCCUPATIONAL THERAPY

### OTA 1013 INTRODUCTION TO OCCUPATIONAL THERAPY

This course is designed to establish a knowledge base for the prospective OTA in that it emphasizes the human element of health care and the role the occupational therapy assistant performs in providing this component. It focuses on the history and philosophy and gives an overview of assessment, evaluation and performance areas as well as the tools of practice. Theoretical frameworks and approaches and basic concepts of human development are also covered. **Prerequisites: Acceptance into the Occupational Therapy Assistant program.**

### OTA 1023 KINESIOLOGY FOR OTA

This course builds on basic anatomic and physiologic concepts of human movement, emphasizing the kinesiological, anatomic and functional aspects of the skeletal musculature of the human body and their application to human motion. **Prerequisites: Acceptance into the Occupational Therapy Assistant program.**

## OTA 1102 THERAPEUTIC MEDIA I

The purpose of this course is to acquaint the student with basic craft techniques which may be utilized in a variety of treatment settings. Properties of crafts will be discussed and their application to different populations. **Prerequisites: Acceptance into the Occupational Therapy Assistant program.**

## OTA 2002 HEALTH CARE SYSTEMS AND OCCUPATIONAL THERAPY MANAGEMENT

This course will teach the OTA student the trends of health care in the past, present, and future. It will also explore various occupational therapy management styles, techniques, and applications. Proper documentation, methods, and reasoning for quality assurance will be covered. This course will also deal with fiscal management of occupational therapy service, the marketing of occupational therapy staff, and the importance and variety of research in occupational therapy services. **Prerequisites: Acceptance into the Occupational Therapy Assistant program.**

## OTA 2022 FIELDWORK I-A

This fieldwork experience will consist of exposure in various settings where occupational therapy services may be present. These experiences will allow the student to observe occupational therapy or other health related services. Students will do this to gain a better understanding of what OT is, where it may be found, and how it fits in with other related services. Students will also use this experience to develop professionalism, observation, and documentation skills. **Prerequisites: Acceptance into the Occupational Therapy Assistant program.**

## OTA 2113 PHYSICAL DYSFUNCTION AND TREATMENT TECHNIQUES

This course includes the study of occupational therapy principles, techniques of evaluation, and methods of treatment for individuals with problems in physical function. This course will present assessment and evaluation of occupational performance, therapeutic mechanism, and intervention strategies in treating individuals with neurological and orthopedic dysfunction as well as discharge planning and written documentation of client behavior and performance. **Prerequisites: Satisfactory completion of Semester I of Occupational Therapy Assistant specific course work.**

## Allied Health Sciences

## Allied Health Sciences

### OTA 2122 FIELDWORK I-B

In this course students will be able to initiate and apply concepts and techniques learned during academic preparation for practical situations. Students will work with clinical instructors, patients/clients, and team members in a therapeutic milieu. Written documentation and actual treatment will be the focus. **Prerequisites: Satisfactory completion of Semester I of Occupational Therapy Assistant specific course work.**

### OTA 2206 FIELDWORK II-A

This fieldwork experience enables the student to apply knowledge and skills learned in the classroom to practical situations. Students will be assigned to various clinical settings. The students will collaborate with fieldwork educators, client/patients, and team members. They will practice using occupation to restore wellness in clinical settings. **Prerequisites: Satisfactory completion of Semester I and Semester 2 of Occupational Therapy Assistant specific course work.**

### OTA 2212 DISEASE PATHOLOGY

Study of most common physical and mental conditions treated by occupational therapists including defining the condition, effect of the condition on performance components, diagnostic tests and current medical management. **Prerequisites: Acceptance into the Occupational Therapy Assistant program.**

### OTA 2216 FIELDWORK II-B

This fieldwork experience enables the student to apply knowledge and skills learned in the classroom to practical situations. Students will be assigned to various clinical settings. The students will collaborate with fieldwork educators, client/patients, and team members. They will practice using occupation to restore wellness in clinical settings. **Prerequisites: Satisfactory completion of Semester I and Semester 2 of Occupational Therapy Assistant specific course work.**



## **ELECTRONICS TECHNOLOGY**

### **ET 1013 ELECTRONIC DEVICES AND TEST INSTRUMENTS**

Emphasis will center around circuit analysis, complex wave form analysis, and special attention will be given to application of using test instruments.

### **ET 1323 DIGITAL ELECTRONICS**

Numbering systems used in digital operations and logic devices are covered. Logic simplification and applications are applied in both theory and labs. Encoding, decoding, displays, flip-flops, counters, shift registers, arithmetic circuits, and memory circuits are included in the studies.

### **ET 1813 BASIC ELECTRONICS 1**

This course includes the study of direct current and alternating current in both theory and applications. Students will calculate and measure voltage, current, resistance and power as used in both AC and DC circuits. This course also includes construction techniques of soldering and breadboarding electronic circuits (both digital and analog). The students will use multiple techniques to construct circuits in the lab setting. They will troubleshoot projects and ensure proper circuit operation.

### **ET 2026 TELECOMMUNICATIONS**

This course will continue the studies of Electronics as used in telecommunications. It will include origination and transmission of various signals, methodology, and industry standards for communications. The first section of the course will focus on fiber and the second section will involve telecommunication with standard and specialized means.

### **ET 2113 SOLID STATE DEVICES**

This course involves the study of solid state electronic devices in the both theory and applications. Students will construct semiconductor circuits, analyze circuits, and verify operation of circuits as applied to analog electronics.

## **Technology**

## Technology

### ET 2205 CISCO I & II

This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, local-area network (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations.

### ET 2323 ELECTRONIC CIRCUIT ANALYSIS

Numbering systems used in digital operations and logic devices are covered. Logic simplification and applications are applied in both theory and lab application. Encoding, decoding, displays, flip-flops, counters, shift registers, arithmetic circuits, and memory circuits are included in the studies.

### ET 2425 CISCO III & IV

The Cisco Networking Academy Program consists of four semesters. The program is designed to teach students the skills they will need to design, build, and maintain small to medium sized networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.

### ET 2813 BASIC ELECTRONICS II

This course includes the study of effects of capacitance, inductance, and resistance or combinations of any or all three components as they affect AC/DC circuits. The students will use multiple techniques to construct circuits in the lab setting. Troubleshooting projects will ensure proper circuit operation. Theory is covered in textbooks, videos, lecture and discussions.

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