

## SECTION 12

## INDEX

- Academic Appeals**, 40
- Academic Common Market**, 8
- Academic Standing**, 41
- Accounting
  - Bachelor of Science, 84
  - Course Descriptions, 238
- Accounting & Financial Management
  - Bachelor of Applied Science, 77
- Accreditation**, 4
  - Business Programs, 67
- ACT Test Prep Training**, 236
- Admissions**, 11
  - Aliens, 33
  - Change of Residence, 32
  - Early Admissions, 13
  - Former Domicile, 33
  - General Admission, 11
  - International Students, 15
  - Non-degree Students, 15
  - Process for Classification, 31
  - Provisional Admission, 16
  - Readmission Students, 14
  - Residence, 31
  - Transfer Students, 12
  - Transient Students, 13
- Admissions and Records**, 26
- Advanced Placement Exams**, 42
- Advanced Skills Set Certificates**
  - Basic Leadership, 136
  - Communication Arts, 137
  - Communication Skills, 137
  - Creative Writing, 136
  - Entrepreneurial Studies, 69
  - Graphic Design, 137
  - Health Insurance Customer Service, 69
  - Leadership, 138
  - Medical Office Assistant, 70
  - MS Office, 69
  - Purchasing Competency, 70
  - Writing, 138
- Advising**, 39
- Apple IOS**, 234
- Arts**
  - Course Descriptions, 240
- Assessment**, 26
  - Participation, 26
- Associate degrees, 61
- Associate Degrees**
  - General Education Requirements, 63
- Associate of Arts**, 140
  - History Concentration, 141
- Associate of Science**, 211
- Astronomy**
  - Course Descriptions, 243
- Attendance**, 45
- AWARE/Safeland**, 233
- Bachelor of Applied Technology**, 206
  - Computer Networking & Security, 209
  - Software Engineering, 207
- Biology**
  - Course Descriptions, 243
- Board of Governors Associate Degree**, 102
- Boating Safety**, 234
- Bookkeeper**, 229
- Bookstore**, 26
- Broadcasting**
  - Associate, 142
  - Bachelor of Applied Science in
    - Communication & Media Studies, 147
  - Certificate, 141
- Business Administration**
  - Associate, 76, 83
  - Certificate, 75
- Business Information Technology
  - Bachelor of Applied Science, 73
- Business Technology**
  - Associate, 72
  - Certificate, 71
  - Course Descriptions, 247
- Business, Accounting & Public Service, 66
- Cafeteria**, 27
- Campus Mail**, 27
- Cancellations**, 37
- Caperton Center for Applied Technology**, 8

- Career Services**, 27
- Center for Early Learning**, 28
- Certified Nursing Assistant**, 223
  - Course Descriptions, 249
- Changes in Schedule**, 27
- Chemical & Polymer Operator Technology**, 188
- Chemical Tech**
  - Course Descriptions, 249
- Chemistry**
  - Course Descriptions, 250
- Child Development**
  - Associate, 110
  - Bachelor of Applied Science, 115
  - Certificate, 109
  - Course Descriptions, 251
- College Profile**, 4
  - Accreditation, 4
  - Goals, 6
  - Governance, 4
  - History, 4
  - Mission, 5
  - Philosophy, 5
  - Vision, 5
- Communication & Media Studies**
  - Broadcast Concentration, 147
  - Public Relations Concentration, 151
- Communication Arts**, 137
- Communication Skills**, 137
- Communication Studies**
  - Course Descriptions, 254
- Community Education**, 234
- Computer & Information Technology**, 202
  - Course Descriptions, 256
- Computer Networking & Security**, 209
  - Computer Science, 204
  - Course Descriptions, 261
- Cooperative Education**, 45
  - Standards, 46
- Corporate Training**, 232
- Counseling Services**, 27
- Course Load**, 47
- Creative Writing**, 136
- Criminal Justice**
  - Administration of Justice, 93
  - Associate, 90
  - Bachelor of Applied Science, 92
  - Certificate, 89
  - Course Descriptions, 267
  - Crime Scene Investigation, 95
- Degree Completion & Extended Learning, 102
- Dental Assistant**, 224
- Disability Services**, 28
- Distance Learning**, 219
- Drafting**, 198
  - Course Descriptions, 272
- Early Admission**, 215
- Economics**
  - Course Descriptions, 275
- EDGE (Earn a Degree Graduate Early)**, 216
- Education**
  - Course Descriptions, 276
- Education Division, 107
- Electronics**
  - Course Descriptions, 279
- Elementary Education**
  - Bachelor of Arts, 120
  - Early Education Prek-K Specialization, 134
  - English 5-9 Specialization, 130
  - General Math 5-9 Specialization, 131
  - General Science 5-9 Specialization, 132
  - Social Studies 5-9 Specialization, 133
- Engineering**
  - Course Descriptions, 283
- Engineering Technology**, 200
- English**, 52
  - Course Descriptions, 285
- Entrepreneurial Studies**, 69
- Entrepreneurship**
  - Course Descriptions, 290
- Environmental Technology**
  - Course Descriptions, 291
- Excel Training**, 235
- FERPA**, 29
- Finance & Banking**
  - Course Descriptions, 291
- Financial Aid**, 19
  - Dependency Status, 32
  - Financial Aid & Attendance, 21
  - Repayment Policy, 21
  - Satisfactory Academic Progress, 22
  - Warning & Suspension Process, 23
- Foreign Languages**
  - Course Descriptions, 292
- Foundation**, 8
- French**

- Course Descriptions, 293
- General Business**
  - Bachelor of Science, 87
  - Course Descriptions, 295
- General Education**
  - Courses, 7
  - Mission, 6
- Geography**
  - Course Descriptions, 298
- Geology**
  - Course Descriptions, 298
- German**
  - Course Descriptions, 293
- Grades, 52**
  - Forgiveness, 57
  - Midterm, 56
- Graphic Design, 137**
- HAZWHOPER, 232**
- Health and Wellness, 28**
- Health Insurance Customer Service, 69**
- Health, Physical Education & Recreation**
  - Course Descriptions, 299
- High School Students**
  - College Credit Opportunities, 215
- History**
  - Course Descriptions, 301
- Honors, 40**
- Humanities, Fine Arts & Social Sciences, 135**
- Industrial Electrical & Instrumentation Technician, 190**
- Industrial Electrical/Instrumentation Tech**
  - Course Descriptions, 303
- Industrial Maintenance, 191**
  - Course Descriptions, 304
- International Studies, 55**
- IV Therapy, 226**
- Jackson County Center, 8**
- Japanese**
  - Course Descriptions, 294
- Journalism**
  - Associate of Applied Science, 145
  - Course Descriptions, 305
- Language Arts**
  - Course Descriptions, 309
- Leadership, 136, 138**
- Legal Studies**
  - Associate, 98
  - Bachelor of Applied Science, 99
  - Certificate, 97
- Library, 29**
- Lost and Found Articles, 29**
- Management, 311**
  - Management & Marketing
    - Bachelor of Applied Science, 80
- Marketing**
  - Course Descriptions, 312
- Math, 52**
  - Course Descriptions, 314
- Medical Office Assistant, 70**
- Medical Office Technology, 226**
- Military Service**
  - Credit for, 29
  - Military, 32
  - Veterans Resource Center, 37
- MS Office, 69**
- Multi-Craft Technology, 192**
- Multidisciplinary Studies, 153**
  - Biology Minor, 158
  - Business Minor, 159
  - Chemistry Minor, 160
  - Communications Minor, 161
  - Course Descriptions, 317
  - Fine Arts Minor, 162
  - History Minor, 163
  - Literature Minor, 164
  - Minors, 158
  - Psychology Minor, 165
  - Sociology Minor, 166
- Music**
  - Course Descriptions, 318
- Nursing, 174**
  - Associate, 174
  - Bachelor of Science, 181
  - Course Descriptions, 321
- Nursing & Health Sciences, 167**
- OLSIS, 30**
- Online Learning, 219**
- Orientation, 30**
- OSHA, 232**
- Paraprofessional Pre K-12 Certificate, 108**
- Parking, 30**
- Patient Care Technician, 169**
  - Course Descriptions, 325
- Pharmacy Technician, 171**
  - Course Descriptions, 325
- Philosophy**
  - Course Descriptions, 326

**Phlebotomy**, 227

**Physical Science**

Course Descriptions, 327

**Physics**, 328

**Process Technology**

Course Descriptions, 330

**Professional Development**

Course Descriptions, 331

Programs of Study, 59

**Psychology**

Course Descriptions, 331

**Purchasing Competency**, 70

**Reading**

Course Descriptions, 333

**Real Estate Pre-Licensure**, 228

**Records**

Core Coursework Transfer

Agreement., 35

Credit Transfer, 35

Frozen Records, 28

Withdrawal, 38

**Regents Bachelor of Arts**, 103

**Religion**

Course Descriptions, 334

**Residency Policy**, 31

**RN-BSN**, 181

**Scholarships**, 23

**Science**

Course Descriptions, 334

**Science, Technology, Engineering &**

**Mathematics**, 187

Course Descriptions, 335

**Security**

Course Descriptions, 335

**Skill Set Certificate Programs**, 222

Aluminum Welding, 231

Certified Bookkeeper, 229

Certified Nursing Assistant, 223

Dental Assistant, 224

Downhill Welding, 231

IV Therapy, 226

Medical Office Technology, 226

Phlebotomy, 227

Real Estate Pre-Licensure, 228

**Social Studies**

Course Descriptions, 336

**Sociology**

Course Descriptions, 337

**Software Engineering**, 207

**Spanish**

Course Descriptions, 294

**Student Activities**, 33

**Student Development**

Course Descriptions, 339

**Student Organizations**, 34

**Student Services**, 39

**Surgical Technology**, 178

Course Descriptions, 339

**Testing**, 34

College-Level Examination Program  
(CLEP), 34

Credit by Exam & CLEP, 47

Testing Center, 34

**Theatre**

Course Descriptions, 340

**Tuition & Fees**, 19

Payment Options, 19

Payments, 30

Reciprocity for Ohio Residents, 24

Refund Schedule, 19

**Tutoring**, 37

Tutoring Center, 58

**Veterans**, 37

**Welding**

Aluminum Welding, 231

Associate of Applied Science, 196

Course Descriptions, 342

Downhill Welding, 231

Welding Technology Certificate, 194

**Withdrawal from Courses**, 58

**Workforce Development, Corporate  
Training & Community Education  
Division**, 222

**Writing**

Certificate, 138